

**University of Mary Washington Pre-Event Inspection Form**

The *UMW Pre-Event Inspection Form* is filled out by the Principal Crowd Manager and approved by the Event Coordinator. The form must be completed before an event may take place.

**SECTION 1 - EVENT INFORMATION**

Event Coordinator Name

Event Coordinator Phone Number / E-Mail



Principal Crowd Manager Name

Principal Crowd Manager Phone Number / E-Mail



Name of Event

Date of Event

Time of Event




Name of Venue

Maximum Occupancy Load

Anticipated Occupancy Load



**SECTION 2 - SAFETY INSPECTION INFORMATION**

Inspection Items		Yes	No
1	Is one Crowd Manager assigned for every 250 occupants?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have Crowd Managers received appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all paths of egress unlocked, accessible, and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all exit doors in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all emergency exit signs in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are fire extinguishers in good condition and inspections current?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are exterior stairways and means of egress free of snow, ice, and debris?	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 3 - RESPONSIBLE PERSONS**

Person(s) Making the Emergency Exit Announcement

Phone Number



Person(s) Ensuring that No One Enters in Excess of Occupancy Load

Phone Number



Additional Crowd Managers (First and Last Name)

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____

OEMS Approval: \_\_\_\_\_ Date: \_\_\_\_\_