UMW Crowd Management Event Check Sheet

____ Make sure all EXIT doors are clearly marked and illuminated.

____ Make sure EXIT doors are clear of obstructions inside and out; that the path is clear out and away from the building.

____ Make sure EXIT doors are unlocked and operational.

____ Be familiar with the POSTED OCCUPANT LOAD; this is the maximum number allowed.

____ Clear aisles and egress paths.

____ Ensure that the fire alarm and fire sprinkler systems are operational.

____ Ensure available fire extinguishers are functional (pressure indicator in green and no obvious issues preventing them from functioning).

____ Make sure EMERGENCY LIGHTING is working.

____ Prevent OVERCROWDING; You might count the number of people in and count the number of people out.

____ Make Announcement; The Principal Crowd Manager is responsible to make an announcement providing the location of all exits.

____ Have a plan on Emergency evacuation and alternate routes.

____ Perform a Pre-Event Inspection Form and fill out the form; Submit to EM and Safety Office 24 hours prior to event.

____ Perform a Post–Event Form and submit to EM & Safety Office.

USE THIS CHECK SHEET AS A WORKSHEET FOR ALL EVENTS

E=Exits
S=Storage
C=Capacity
A=Aisles
P=Protection
E=Emergency Lighting

EM & S | Phone: 540.654.2108 | Fax: 540.654.1130 | Last Updated: 04/2014