

**Crowd Management Checklist
During the Event or While Open to the
Public**

	Do not exceed your occupancy capacity! It is designed to protect your occupants and you! You must count the number of people who enter and the number of people who leave and be able to produce that number upon request.
	Walk the rooms and confirm that the exit paths are staying clear. Do not allow people to congregate around or block any exits.
	Assure all marked exits remain unlocked and unobstructed at all times.
	Look for situations that could lead to challenges in the event of an emergency.
	Maintain all fire lanes, fire hydrants, and fire department connections free from vehicles and obstructions.
	Make sure that you have the adequate number of trained staff on-duty for the number of occupants.

The Office of the Fire Marshal performs routine and unplanned spot checks of assembly occupancies and venues to assure compliance with authorized occupant loads and fire and life safety code compliance.

In the interest of you and your occupants safety, please review your ESCAPE plan daily!

E	Exits—Are unblocked, unlocked, and properly marked.
S	Storage—The occupancy is clean, orderly and there is no excessive storage.
C	Capacity—The number of persons occupying the building or space does not exceed the posted capacity. Capacity certificates are properly posted.
A	Aisles—All aisles are free and clear at all times and of the proper width.
P	Protection—Smoke, fire alarm, sprinkler systems, and fire extinguishers are in proper working order and have up-to-date inspection and testing performed.
E	Emergency Lighting—All exits signs and emergency lighting are working properly.



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***Crowd Management
Information
And
Checklists***

Contact the Frederick County Office of the Fire Marshal to answer any questions regarding fire and life safety code requirements or to obtain training in Crowd Management for your business or organization.

You have the responsibility for providing a safe environment for your occupants/patrons!

Crowd Management

Background

The deadliest fires in United States history have involved places of assembly. Of particular concern are indoor venues where the exits to the building were not immediately apparent to panicked patrons.

The Station nightclub fire that occurred on February 20, 2003 killed 100 and injured about 200 others and sparked nationwide awareness about the fire and life safety code issues in nightclubs and other places of assembly.



What does the Code require?

The Frederick County and State Fire Prevention Codes in accordance with the 2006 edition of NFPA 1, Uniform Fire Code, requires that all assembly occupancies be staffed with at least one trained crowd manager or crowd manager supervisor.

If the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors must be on-duty at a ratio of 1 crowd manager or crowd manager supervisor for every 250 occupants.

Are there any exceptions?

Yes, this requirement does not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2000.

This ratio can also be reduced where, in the opinion of the Office of the Fire Marshal, the existence of an approved, supervised automatic sprinkler system, and the nature of the event warrant this reduction.

How do you obtain the required training?

There is an acceptable on-line Crowd Manager Course located on the website listed below to prepare individuals to function as



crowd managers at nightclubs, bars, restaurants, auditoriums, ballrooms, public/private halls and other places of assembly. The program includes topics on fire safety, crowd control and evacuation as well as an

overview of the fire and life safety code requirements. If the on-line class is not feasible, contact the Frederick County Fire Marshal's Office to set up a class.

<http://firemarshal.mdsp.org/>

Remember, establishments do not need to be large to pose a serious fire or life safety risk. You are responsible for limiting the number of people in your business or venue to the rated occupancy load of the premises and assuring your premises is free of all fire and life safety code violations.

Failure to comply with the requirements of the Fire Prevention Code may result in the issuance of Civil fines up to \$500 per day per violation or criminal charges.

Crowd Management Checklist Before the Event or Opening to the Public

	Is your capacity certificate posted per code?
	Is your address properly posted in accordance with the Frederick County Fire Prevention Code Section 1-2-64?
	Are all exit doors unlocked and clear of obstructions? Are all exits doors properly marked with illuminated exit signs? Do you have the proper number of marked exits per code?
	Are all exit/egress paths clear and unobstructed? Is the aisle access way width and aisle width adequate?
	Are all emergency lighting tested monthly, operational, and adequate per code?
	Has your fire alarm and sprinkler system been inspected annually and are they fully operational?
	Are all decorations, curtains, drapes, and wall and ceiling finishes per code?
	Are the streets clear for fire and ambulance apparatus to access the building in the event of an emergency? Are marked fire lanes clear of vehicles and obstructions?
	Are all fire department connections free from obstructions?
	Are all employees, staff, and attendants trained and drilled in the duties to be performed in case of fire, panic, or other emergency? Are drills conducted? Are the proper number of trained crowd managers on-duty?
	The outside of the building is adequately illuminated and clear of obstructions.