



MOBILE FIRE - RESCUE DEPARTMENT FIRE CODE ADMINISTRATION

Crowd Management

During the event or while open to the public, Fire Code Administration Staff perform routine and unscheduled spot checks of assembly occupancies and venues to assure compliance with authorized occupant loads and fire and life safety code compliance.

Crowd Management Checklist

1. Is the capacity certificate posted per code?
2. Is the address properly posted?
3. Are all exit doors unlocked and clear of obstructions?
4. Are all exits doors properly marked with illuminated exit signs?
5. Are all exit/egress paths clear and unobstructed?
6. Is the aisle access way width and aisle width adequate?
7. Are all emergency lighting operational, and adequate per code?
8. Has the fire alarm and sprinkler system been inspected annually and are they fully operational?
9. Are all decorations, curtains, drapes, and wall and ceiling finishes per code?
10. Are the streets clear for emergency vehicles to access the building in the event of an emergency?
11. Are fire lanes marked and clear of vehicles and other obstructions?
12. Are all fire department connections free from obstructions?
13. Are all employees, staff, and attendants trained and drilled in the duties to be performed in case of fire, panic, or other emergency?
14. Are drills conducted?
15. Is there enough trained crowd personnel on duty?
16. Is the outside of the building adequately illuminated and clear of obstructions?

Do not exceed occupancy capacity! It is designed to protect occupants and emergency responders!

1. A designated responsible person must count the number of people who enter and the number of people who leave and be able to produce that number upon request.
2. 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.

3. Look for situations that could lead to challenges in the event of an emergency.
4. Maintain all fire lanes, fire hydrants, and fire department connections free from vehicles and obstructions.
5. Make sure that you have the adequate number of trained staff on-duty for the number of occupants.

Utilize the “ESCAPE” Plan daily!

Exits: Are unblocked, unlocked, and properly marked.

Storage: The occupancy is clean, orderly and there is no excessive storage.

Capacity: The number of persons occupying the building or space does not exceed the posted capacity. Capacity certificates are properly posted.

Aisles: All aisles are free and clear at all times and of the proper width.

Protection: Smoke, fire alarm, sprinkler systems, and fire extinguishers are in proper working order and have up-to-date inspection and testing performed.

Emergency Lighting: All exits signs and emergency lighting are working properly.