



PECHANGA FIRE DEPARTMENT

Crowd Manager Checklist

EVENT:	PERMIT #:
LOCATION:	DATE:

2016 CFC 403.12.3 Crowd Managers. Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced when the facility is equipped throughout with an approved automatic sprinkler system or based upon the nature of the event.

Responsibilities of crowd managers include the items listed below along with any additional items determined by the fire code official based upon the nature of the event.

1. Remain in assigned area for duration of event unless relieved by a qualified crowd manager.
2. Review evacuation plans, primary and secondary exits for specific event area
3. Carry flashlight, means of communications, checklist, and copy of PFD permit approval packet on person
4. Complete pre-event inspection and documentation (checklist provided)
5. Continuously check for the following conditions – exit obstructions (including BOH corridor, foyer and throughout ballroom and patrons blocking aisle/bleacher stairs/exits), blocked or inaccessible fire extinguishers, obstructed fire alarm initiating and notification devices, fire doors being manually propped open, and any potential fire/trip hazards. Remedy hazards immediately.
6. Attempt to extinguish small fires with fire extinguishers if conditions warrant
7. Report any emergencies that occur
8. Assist with the evacuation of patrons from event if needed

OCCUPANT LOAD:	# OF CROWD MGRS:
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NAMES OF CROWD MANAGERS ASSIGNED TO EVENT:	
1.	5.
2.	6.
3.	7.
4.	8.

CONDITIONS *Conditions receiving "NO" answers shall be corrected immediately		NO
Does the site (aisles, rows, seating, etc.) match the approved diagram?	<input type="checkbox"/>	<input type="checkbox"/>
EXITS		
Are all exit doors unlocked?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit doors operational?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit signs illuminated and visible?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits, exit ways, aisles, stairways, etc. clear of all obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Is the BOH banquet corridor completely clear of all obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit ways, aisles, stairways, etc. clear of all obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PROTECTION		
Are all fire alarm notification strobes visible?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers visible and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire doors closed completely or held open by magnetic door holders?	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL CONDITIONS		
Have pyrotechnics/special effects been approved by the Pechanga Fire Dept.?	<input type="checkbox"/>	<input type="checkbox"/>
Have open flames/flame effects been approved by the Pechanga Fire Dept.?	<input type="checkbox"/>	<input type="checkbox"/>
Are all decorations flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

NAME OF PERSON COMPLETING FORM (Print):	TITLE:
SIGNATURE:	DATE:

For questions contact Pechanga Fire Department (951) 770-6045