

Public Assembly Event

Self-Check Form

Fire and Life Safety

Fire - Police - Rescue 911

UMPD Non-emergency (301) 405-3555

ESSR Fire Marshal - page through UMPD

DATE: _____ TIME: _____ LOCATION: _____

EVENT: _____ PERSON DOING CHECK: _____

Exit announcement read, displayed or posted? Yes No - provide announcement

Exit doors clear and unobstructed (on both sides)? Yes No - remove obstructions

Exit paths clear and unobstructed all the way to outside? Yes No - remove obstructions

Wires taped down or otherwise secured? Yes No - tape down wires n/a

Aisles clear and unobstructed? Yes No - remove obstructions

Exit lights on and unobstructed? Yes No - remove obstructions

Emergency lights unobstructed? Yes No - move obstructions

Floor set-up approved? Yes No - contact ESSR Fire Marshal n/a

Fire protection equipment unobstructed? Yes No - remove obstructions

- fire alarm pull stations

- fire alarm horns, bells, or speakers, and flashing lights

- fire extinguishers

Decorations non-flammable? Yes No - remove decorations n/a

Use of open flames approved? Yes No - safely extinguish open flames n/a

Use of pyrotechnics approved? Yes No - contact UMPD immediately

Crowd managers in place? Yes No - contact ESSR Fire Marshal

- 1 crowd manager for every 250 occupants

Tents have proper certifications? Yes No - contact ESSR Fire Marshal n/a

- flame retardant certification

- structural integrity

Emergency Medical Services in place? Yes No - contact UMPD

- over 2000 people, 1 ambulance

- over 7000 people, 2 ambulances

Post-event check completed? Yes No - perform post event check

- smoking materials safely extinguished (where smoking is allowed)

- approved open flames safely extinguished

- unnecessary electrical equipment turned off

- no obvious hazards