



**DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE CHIEF FIRE MARSHAL**

EVENT FIRE AND LIFE SAFETY CHECKLIST
(FOR EVENTS OF 300 OR MORE ATTENDEES)

EVENT DATE} _____ EVENT TIME} _____

EVENT LOCATION} _____

OCCUPANCY CAPACITY OF EVENT SPACE} _____

SPONSORING ORGANIZATION} _____

RESPONSIBLE PERSON} _____

TELEPHONE NUMBER} _____

EVENT PLANNING – (✓)

- () Determine the occupancy capacity of the space you plan to reserve for your event. The space must be large enough to accommodate the expected number of attendees. The listed occupancy capacity generally assumes furnishings in the room. The presence of chairs, tables, bars, stages, etc. will reduce the capacity of the space.
- () Venues which will be used for events other than its intended use (generally the effected venues are Cousens Cage, Gantcher Center, Campus Center) and will have an expected attendance of 1,000 or more, a firefighter detail may be required. The event planner must contact the Tufts Fire Marshal at least two (2) weeks prior to the event to review the requirements and to request a local Fire Department firefighter detail, if deemed necessary. The cost of the detail is the responsibility of the event sponsor. An IDR must be submitted to the Tufts Fire Marshal before the fire fighter detail will be scheduled. Contact Tufts Fire Marshal for current rates.
- () A *Permit to Use Decorative Materials* must be submitted to the Tufts Fire Marshal with the IDR for all decorations, wall coverings, drapes or sound insulation that is being mounted or displayed in the event space. Contact Tufts Fire Marshal with any questions concerning the flammability of materials in the event space.

- () Candles and other open flames are prohibited inside ALL Tufts University buildings.
- () Sterno type gel fuel may be used for food warming. Comply with *Event Fire and Life Safety Guidelines, Section V. 9, 10, and 11.*
- () If more than 1,000 attendees are expected, A Crowd Management Plan must be filed with the local Fire Department and trained Crowd Managers must be present throughout the event. Any show or musical concert seating more than 2,000 attendees should use reserved seating only. Contact Tufts Fire Marshal for additional information at least three (3) weeks prior to the event.

90 MINUTES PRIOR TO THE START OF THE EVENT – (✓)

- () Check the panic hardware on all exit doors to assure smooth operation.
- () Open all exit doors to check the door swing, and remove any obstructions. During winter months, additional consideration must be given to obstruction from ice and snow.
- () Check to make sure that any handicapped accessible entrances are unlocked and unobstructed.
- () Confirm that there are at least two clear exits.
- () All corridors and egress passageways must be clear and unobstructed.
- () Fire doors must never be blocked or wedged open or chained shut.
- () Stairways must be clear of any obstructions.
- () Confirm that exit signs are visible and operating properly.
- () Confirm that emergency lighting is operable.
- () Confirm that adjoining spaces contain no obvious fire hazards.
- () Fire extinguishers must be available for use. Check to be sure the pressure gauge is in the **green** zone and that there is a current inspection tag attached.
- () Know the location of the manual fire alarm pull stations and assure that they are visible, unobstructed and easily accessible.

AT THE BEGINNING OF THE EVENT AND BETWEEN MUSICAL SETS – (√)

() The following announcement must be made:

“In the event of a fire alarm, please proceed calmly to your nearest exit, leave the building and move away from the building. Please note the location of the nearest exit to you. Be aware that the way you entered the building may not be the closet way out. Sitting or standing in the aisles and doorways is not permitted. Smoking is not allowed inside any University building. Please turn off or silence all pagers and cell phones. Thank you and enjoy the performance.”

DURING THE EVENT – (√)

- () Assure that the occupancy capacity of the space has not been exceeded.
- () Continue to monitor all exits, halls and stairways to be sure they are maintained clear and unobstructed.
- () Ask anyone blocking an aisle or a doorway to move.

AFTER THE EVENT – (√)

- () When each applicable task has been completed, place a check (√) mark in the space provided.
- () Sign and date the checklist in the space below. Within 48 hours, please return the completed checklist to the Fire Marshal’s Office, Dowling Hall via campus mail.

SIGNATURE OF RESPONSIBLE PERSON

DATE

**CONTACT THE TUFTS FIRE MARSHAL WITH ANY QUESTIONS OR CONCERNS
OFFICE} 617-627-3922 FAX} 617-627-3116
E-MAIL} wayne.springer@tufts.edu**