Scottsdale Fire Department
Scottsdale Public Safety Plan – Crowd Management Plan General Checklist

- Verify the fire extinguishers are visible and accessible prior to opening.
- Verify Exits are marked and illuminated prior to opening.
  - Test emergency lights and exit signs monthly.
- Verify all exits and egress paths to the exits are not blocked or obstructed inside and outside of the building prior to opening and throughout business hours. This includes being obstructed by patrons waiting in line.
- Verify that all security personnel have working radio communication with each other and management.
- Verify that security personnel have counters to count occupants IN and OUT at all entrances and exits. (General admission, VIP and all exits if separate from entrance)
- Verify that security staff knows the maximum occupant load for the building and patio.
- Verify that security staff knows that when the occupant load is reached, they hold the door and compare patrons IN for equal patrons OUT, for the rest of operating business hours.
- The establishment is required to obtain Scottsdale Fire Department approval/permits for special events, fireworks, fire dancers and haze machines. Birthday Sparklers/Open flame devices are **NOT** permitted in bars, night clubs or restaurants.
- The establishment needs to number the security personnel locations on the floor plan and provide details on their responsibilities**. Refer to the Scottsdale Fire Department – Scottsdale Public Plan – Security Positions & Responsibilities and the establishment Floor Plan documents.**