



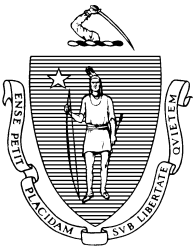
if you
SEE
something
SAY
something

Immediately find and tell a staff member wearing a yellow t-shirt or a police officer.

When reporting, please remember...

- Don't use a cell phone in the immediate area of a suspicious package
- Don't move a suspicious package
- Do not take direct action against a suspicious person

it can be difficult to know what "something suspicious" looks like. but trust yourself. when something doesn't feel quite right. say something.



The Commonwealth of Massachusetts
 Executive Office of Public Safety and Security
 Department of Fire Services



P.O. Box 1025 ~State Road
 Stow, Massachusetts 01775
 (978) 567-3100 Fax: (978) 567-3121

Crowd Manager Fire and Building Safety Checklist
 (to be completed on each day of operation prior to opening the facility to patrons)

Date: _____

Required for nightclub, dancehall, discotheque or bar as defined in 527 CMR 10.13(2)(d and e)

	<i>Inspection Item</i>	<i>No</i>	<i>Yes</i>
1	Is there one crowd manager on duty for every 250 occupants as identified on the Certificate of Occupancy? <i>Note – copies of crowd manager Certificate of Successful Completion should be kept on site.</i>		
2	Are employees trained to direct occupants to an exit in the event of an emergency and other duties contained in the emergency plan?		
3	Are all egress paths maintained clear, unlocked, accessible, and not blocked?		
4	Are all exit doors operable?		
5	Is all exit sign lighting operable?		
6	Is all emergency lighting operable?		
7	Are fire extinguishers in working order? Last inspection date: _____		
8	Are exterior stairways and means of egress free of snow and ice?		
9	The person responsible to make Exit announcement in accordance with 527 CMR 10.13(2)(c) is: _____		
10	The person responsible to ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests and performers, is: _____		
11	Is the Certificate of Inspection posted? Maximum Capacity: _____ Expiration Date: _____		
12	Has the sprinkler system been inspected within the last year? Most recent automatic sprinkler inspection/test date: _____		
13	Has the fire alarm system been inspected and tested within the last year? Most recent fire alarm system inspection/test date: _____		

Any item checked “No” must be resolved prior to opening.

For questions - contact your local fire department

Signed by Crowd Manager: _____ Crowd Manager Certificate Number: _____

BOSTON PRIDE INCIDENT REPORT



DISPATCH

Notification received Date Time

Location of incident

Description

Dispatch action

Alert status

Green	<i>Minor incident that can be taken care of with internal resources</i>
Yellow	<i>Major localized incident that requires the assistance of outside agencies</i>
Red	<i>Major incident that affects the entire area, and requires suspension of event</i>

EMERGENCY RESPONSE TEAM

Date Estimated time of incident occurrence

Location of incident

Description

People directly involved in incident

Name	Address	Status	Disposition

Eyewitnesses

Name	Address	Statement

Outside agencies participating in response to incident

Probable cause