



## TOWNSHIP OF CLINTON & LEBANON BOROUGH

### Bureau of Fire Safety

#### Office of the Fire Marshal

## Public Safety Plan for Gatherings Form

**IMPORTANT:** This form does not replace the requirement for Fire Safety Permits.

*\*New legislation requires the Office of the Fire Marshal to verify assignments of specific duties and the review of documents pertaining to events or gatherings. See N.J.A.C 5:70-3, 403.12.2 and N.J.A.C 5:70-3, 403.12.3. The intent and requirements are derived from historical incidents where these measures were not in place and resulted in a significant loss of life, property damage, legal proceedings, and impact on the community. Our office will assist your organization regarding the processes and provide guidance on questions or concerns.*

1. **Note:** Police, Fire and EMS shall not be considered crowd managers as their duties and assignments will not always be in line with the responsibilities of crowd managers.
  - a. **Exception:** Police, Fire, EMS where preplanned and decided may be allowed to be considered as crowd managers where specified by the Fire Marshal.
  - b. **Example:** Police Officer's assignment is traffic control or a Fire Inspector establishing and securing a fireworks launch area.
  - c. **Explanation:** Police, Fire, and EMS can be reassigned duties throughout the duration of event regarding an incident and/or investigation during the event. Although some of their functions assist in crowd management it is not their assigned duty or sole scope of responsibility.
  
2. **Will your event or gathering involve more than 1,000 people or have the potential of more than 1000 people?**
  - YES – A specific plan and designation of crowd managers is required. Continue to fill out the remaining section of the form in **green**.
  - NO – A designation of crowd managers is not required. However, safety precautions and duties for the protection of life and property in accordance with the New Jersey Uniform Fire Code and other applicable laws shall be implemented and/or followed. Conditions set by any permits, the Fire Marshal or his or her designee shall be followed.
  
3. **The following shall be submitted in a detail written plan:**
  - 1. Emergency vehicle ingress and egress areas.
  - 2. Fire protection
  - 3. Emergency egress or escape routes
  - 4. Emergency medical services

- 5. Public assembly areas
- 6. The directing of both attendees and vehicles, including the parking of vehicles.
- 7. Vendor and food distribution
- 8. The need for presence of law enforcement
- 9. The need for fire and emergency medical service personal.

4. **Number of People Anticipated at the Event:** \_\_\_\_\_

*Example: 1,250 people divided by 250  
1250/250 = 5 Crowd Managers Required*

5. **Divide the number of people by 250:** \_\_\_\_\_  
*Minimum Number of Crowd Managers Required.*

6. The “Crowd Managers” attending and/or working the event are trained and understand the following to duties below:

7. Checking each box indicates the designated crowd a managers able to meet at a minimum 1-7 below.

- 1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
- 2. Conduct an inspection of the area of responsibility to identify and mitigate hazards.
- 3. Verify compliance with all permit conditions.
- 4. Direct and assist the event attendees in evacuation during an emergency.
- 5. Assist emergency response personal where requested
- 6. Other duties required by the fire code official.
- 7. Other duties as specified in the fire safety plan.

8. If any boxes are not checked for then provide training for the intended Crowd Managers. Crowd Managers shall ability to perform the above 1-7.

“Crowd managers are required to be trained. Training is available via the internet and a link is available through the ICC Preferred Provider Program at [www.crowdmanagers.com](http://www.crowdmanagers.com).”

Source: <http://media.iccsafe.org/news/icc-eneews/2017v14n41/17-14770.pdf>

*I attest that the above duties are understood and that the assigned crowd managers are knowledgeable to a reasonable degree through approved. I am aware that the designated number of Crowd Managers shall be maintained through the duration of the event unless other specified by the Fire Marshal.*

\_\_\_\_\_  
**Event Manager/Agent Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**