

Tempe Fire Department Policies and Procedures
Overcrowding Procedures
302.04
Rev 11-09-05

PURPOSE

To provide guidelines for the correction of overcrowding in public assembly occupancies.

GUIDELINES

Inspection

- A. Contact the manager or responsible party in charge. Allow them an opportunity to resolve the problem.

Any room having an occupant load of more than fifty, where fixed seats are not installed, shall have the capacity of the room posted in a conspicuous place near the main exit from the room IFC, 1004.3 2003 Edition.

- B. Allow 10% over the posted occupant load if exits are more than adequate. Service personnel are not counted. IFC, 1004.2, 2003 Edition.
- C. If conditions do not need immediate attention, or the problem is resolved by the responsible party, then notify Fire Prevention by forwarding a copy of the occupancy inspection report.

Overcrowding

- A. Call for immediate police assistance.
- B. Instruct the management to discontinue any entertainment.
- C. Post all doors and instruct all occupants to exit. Count the number of occupants as they are leaving.
- D. Check for complete evacuation, and be cautious against conflict with patrons.
- E. Tally occupant load. If count runs 10% over posted limit, citation may be issued using the following guidelines.

Citations

- A. Police officer issues citation, "Overcrowding".
- B. Fire officer is the complainant.

Re-Open

- A. Advise responsible party that to re-open, the condition has to be corrected.
- B. Re-open and have someone posted at each entrance counting patrons.
- C. Allow entertainment to resume.

D. Notify Fire Prevention of action taken, during daytime hours.