



## Public Assembly Events

The 2021 International Fire Code as adopted by the City of Fargo requires trained crowd managers at places of assembly or events where large crowds gather. This is to provide for the safety of the crowd by ensuring exits are readily accessible and an orderly evacuation can occur.

**403.11.3 Crowd managers.** Where facilities or events involve a gathering of more than 500 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.3.

**403.11.3.1 Number of crowd managers.** No fewer than two trained crowd managers, and not fewer than one trained crowd manager for every 250 persons or portion thereof, shall be provided for the gathering.

**Exception:**

1. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.
2. Assembly occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 shall not require crowd managers.
3. The number of crowd managers shall be reduced where, in the opinion of the *fire code official*, the fire protection provided by the facility and the nature of the event warrants a reduction.

**403.11.3.2 Training.** Training for crowd managers shall be *approved*.

**403.11.3.3 Duties.** The duties of crowd managers shall include, but not be limited to:

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 any fire hazards.
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees in the evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties required by the *fire code official*.
7. Other duties as specified in the fire safety plan.

Training is available online through the NCDOT Office of State Fire Marshal.

[http://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs.aspx](http://www.ncdoi.com/OSFM/Fire_Safety_Programs.aspx)

Click 'Crowd Manager Training' at the bottom of the list. Trained staff shall retain certificates to demonstrate successful completion of the program.

Fire safety, Fire evacuation, and Lockdown plans shall be prepared and maintained for public assembly events.

**404.2.1 Fire evacuation plans.** Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in place response.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for the use of elevators to evacuate the building where occupant evacuation elevators comply with Section 3008 of the *International Building Code* are provided.
4. Procedures for assisted rescue for persons unable to use the general *means of egress* unassisted.
5. Procedures for accounting for employees and occupants after evacuation has been completed.
6. Identification and assignment of personnel responsible for rescue or emergency medical aid.
7. The preferred and any alternative means of notifying occupants of a fire or emergency.
8. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

10. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

**404.2.2 Fire safety plans.** Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy including the following:
  - 2.1. Procedures for notifying occupants, including areas with a private mode alarm system.
  - 2.2. Procedures for occupants under a defend-in-place response.
  - 2.3. Procedures for evacuating occupants, including those who need evacuation assistance.
3. Site plans indicating the following:
  - 3.1. The occupancy assembly point.
  - 3.2. The locations of fire hydrants.
  - 3.3. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
  - 4.1. Exits.
  - 4.2. Primary evacuation routes.
  - 4.3. Secondary evacuation routes.
  - 4.4. Accessible egress routes.
    - 4.4.1. Areas of refuge.
    - 4.4.2. Exterior areas for an assisted rescue.
  - 4.5. Refuge areas associated with *smoke barriers* and *horizontal exits*.
  - 4.6. Manual fire alarm boxes.
  - 4.7. Portable fire extinguishers.
  - 4.8. Occupant-use hose stations.
  - 4.9. Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

**404.2.3 Lockdown plans.** Lockdown plans shall only be permitted where such plans are approved by the *fire code official* and are in compliance with Sections 404.2.3.1 and 404.2.3.2.

**404.2.3.1 Lockdown plan contents.** Lockdown plans shall include the following:

1. Identification of individuals authorized to issue a lockdown order.
2. Security measures used during normal operations, when the building is occupied, that could adversely affect egress or fire department operations.
3. A description of identified emergency and security threats addressed by the plan, including specific lockdown procedures to be implemented for each threat condition.
4. Means and methods of initiating a lockdown plan for each threat, including:
  - 4.1. The means of notifying occupants of a lockdown event, which shall be distinct from the fire alarm signal.
  - 4.2. Identification of each door or other access point that will be secured.
  - 4.3. A description of the means or methods used to secure doors and other access points.
  - 4.4. A description of how locking means and methods are in compliance with the requirements of this code for egress and accessibility.
5. Procedures for reporting to the fire department any lockdown condition affecting egress or fire department operations.
6. Procedures for determining and reporting the presence or absence of occupants to emergency response agencies during a lockdown.
7. Means for providing two-way communication between a central location and each area subject to being secured during a lockdown.
8. Identification of the prearranged signal for terminating the lockdown.
9. Identification of individuals authorized to issue a lockdown termination order.

10. Procedures for unlocking doors and verifying that the *means of egress* have been returned to normal operations upon the termination of the lockdown.

11. Training procedures and frequency of lockdown plan drills.

**404.3 Maintenance.** Fire safety, evacuation, and lockdown plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

**404.4 Availability.** Fire safety, evacuation, and lockdown plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the *fire code official* for review on request.

**404.4.1 Distribution.** The fire safety, evacuation, and lockdown plans shall be distributed to the tenants and building service employees by the *owner* or *owner's* agent. Tenants shall distribute to their employee's applicable parts of the fire safety plan and lockdown plan affecting the employees' actions in the event of a fire or other emergency.