

## Crowd Manager Requirements

Crowd manager requirements apply to certain facilities when open to the public.

Experience has shown that patrons look to staff for guidance during an emergency.

The owner or operator of a nightclub, dance hall, discotheque or bar, with an occupancy load of 100 persons or more shall designate one crowd manager for every 250 occupants. To learn more about the requirements, or to take an online training program, visit [www.mass.gov/dfs](http://www.mass.gov/dfs).



Crowd manager paperwork from the past 12 months (applies to nightclubs with 100 persons or more) available on site

## Develop and Maintain an Egress Plan

A plan showing the occupant load, seating diagram, and location of exits and aisles leading to exits shall be approved by the building department and kept on the premises.

The occupant load shall be posted near the room's main exit.



Certificate of occupancy is conspicuously posted



The business' street number is visible from the street

## Keep Means of Egress Clear and Properly Lighted

The means of escape from a building to the public walkway must always be kept clear of obstructions, properly lighted, in good repair, and ready for use. This includes removal of snow and ice as necessary.



Exits are clear and exit doors properly function



Please test all emergency lighting to ensure that they are in working order

Compliance during the scheduled inspection ensures a timely renewal of your liquor license and eliminates any re-inspection fees that may occur due to a failed inspection. More importantly, an approved Certificate of Inspection is a pre-condition for the re-issuance of your liquor license. Failure to provide this certificate may result in the non-renewal of your liquor license!

## Contact

WFD Licensing Division  
+508.799.1834



**WORCESTER**  
FIRE DEPARTMENT

**Fire Safety +  
Your 304 Inspection**



## The 304-Inspection

As a result of the Station Nightclub Fire, the Massachusetts Fire Safety Act was passed in 2004. This law requires that every establishment licensed to serve alcohol posts a Certificate of Inspection signed by both the Building Official and the Fire Official. This inspection is commonly referred to as a “304-inspection” and is conducted each fall. This pamphlet provides a summary of the fire prevention regulations affecting restaurants, bars, and nightclubs with a liquor license in order that such establishments pass their annual inspection and not have to incur any re-inspection fees. For successful completion of the fire code requirements of your 304-inspection, please have the following documentation available and equipment in working order at the time of your 304-inspection. Please note that based upon the size and type of occupancy, not all of these regulations may be applicable to your establishment.



## Maintain Your Fire Protection Systems

All fire protection systems (such as fire alarm, smoke and heat detection, and sprinkler systems) shall remain operable and in good condition at all times. Systems shall be tested and inspected as required by code.



A fire sprinkler test report performed within the past 12 months (commonly referred to as a “NFPA 25 report”)

*Please ensure that any listed deficiencies in the report are corrected prior to the inspection*



A fire alarm system test report performed within the past 12 months (commonly referred to as a “NFPA 72 report”)

*Please ensure that there are no “trouble” conditions on your fire alarm panel and that any fire alarm deficiencies listed in the NFPA 72 report are corrected*



Inspection tags attached to any ansul/dry chemical kitchen systems indicating testing within the past 6 months



Documentation that all kitchen hoods and duct work have been cleaned within your system’s specified maintenance schedule

## Maintain Fire Extinguishers

Fire extinguishers shall be conspicuously located, readily accessible and usable in case of fire.



Inspection tags are attached to all fire extinguishers indicating that inspection has been performed within the past 12 months.



## Make Sure All Upholstered, Reupholstered and Molded Furniture is Code Compliant

Requirements for non-sprinklered buildings are different than for buildings equipped with automatic sprinklers. Furniture should be resistant to fire. It can produce volumes of toxic smoke.



Documentation available on site that all furniture and decorations meet flammability requirements

## Make Sure Decorations, Curtains, Draperies and Window Treatments are Code Compliant

Documentation shall be provided showing that all regulated materials conform with the applicable provisions of NFPA 701 regarding fire resistance and should be kept on file and available on the premises. Documentation should be provided by any vendor or manufacturer supplying new materials.