

Information Regarding the Crowd Manager Policy

Massachusetts Fire Code passed a new [law](#), in 2011, requiring certain events in Massachusetts to have a trained Crowd Manager present. This new rule is the result of the devastating [Nightclub fire](#) in Rhode Island in February 2003, where 100 people were killed and 300 were injured.

At Wellesley College, events requiring a Crowd Manager are held in [Places of Assembly](#), such as Tishman Commons in the Wang Center. These places are designed or used as a nightclub, dance hall, or bar that have a legal occupant limit of 100 or more people; *or* is a place that features entertainment by music above normal sound levels with areas for dancing.

Campus event planners will determine, when reviewing the criteria specified above, if a Crowd Manager is required. Special Events, Student Activities, Facilities and Campus Police will review information on each event after it is submitted into R25 to confirm, or not, if a Crowd Manager is required.

Crowd Managers are not required for 1) outdoor facilities or temporary structures (e.g. tents used during graduation), 2) facilities with fixed seating (e.g. Alumnae Theater), or 3) facilities used for private functions where each guest has a seat and table for dining, the attendance is limited by pre-arrangement and where the occupant load provides no less than 15 sq feet per person.

If a Crowd Manager is required, the department hosting the event must fund one Crowd Manager for each 250 occupants. Wellesley College's events team has contracted with a company, BCI, to serve as Crowd Manager. We are required to provide them with at least one weeks notice. Their rate is \$25 an hour with a four-hour minimum. Note that Crowd Control Managers are hired based on the size of the venue, not the number of people present. So if an assembly space has a maximum capacity of 600 people, you will need three Crowd Managers, even if only 200 people are present.

When on site, the Crowd Manager will complete a [Building Safety Checklist](#) prior to the event. Any issues found must be corrected prior to the event. During the event the Crowd Manager will make an [Exit Announcement](#), ensure egress paths are kept clear and will ensure that the legal occupant load is not exceeded. If, in the unlikely event of an emergency, the Crowd Manager will initiate the fire alarm, help direct individuals out of the facility and will interact with Campus Police and Wellesley Fire Department.

Direct any questions on the Fire Code rule to Suzanne Howard in EHS at x3882. Questions on events should be directed to either Special Events or Student Activities. Any issues with BCI, please alert Campus Police.