Follow these steps the find the CROWD MANAGEMENT Training Course:

- **Click on the PeopleSoft Tile**

- **Click on My elearning**

- **Select Find Learning**

- **Type Crowd in Advanced Search field and click** ⟶

- **Click on Crowd Management**

- **Click Enroll**

- **Go to Course, Launch Presentation, then Launch Quiz**

- **After answering the last question, click** EXIT **Top Left corner in order for the course to be marked Completed**

You may now check the course status: My Leaning then History

The course status will be marked "Completed", you can print the certificate

CROWD MANAGER CHECKLIST

• DOORS

1. **Where are the exit doors located?**
2. **Are all exits clear and unobstructed?**
3. **Do all exits doors operate properly?**

• MAXIMUM CAPACITY SIGN POSTED

   Maximum Occupant Capacity should never be exceeded

• BE AWARE OF FIRE ALARM PULL STATION LOCATIONS

• FIRE LANES ARE KEPT CLEAR

• FIRE HYDRANTS NOT BLOCKED