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The Commonwealth of Massachusetts
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STEPHEN D. COAN
STATE FIRE MARSHAL

March 2011

Dear Alcoholic Beverage License Holder:

As a result of the devastating Station Nightclub fire in Rhode Island on February 20, 2003 in which 100 people were killed and 300 others injured, the Massachusetts Legislature and the Commonwealth's Board of Fire Prevention Regulations enacted sweeping and enhanced fire safety requirements, particularly with respect to nightclubs, dancehalls, discothèques, and bars.

Among the far reaching changes to the fire code that have been implemented were requirements for installation of automatic sprinklers in places of assembly with a capacity of 100 or more, prohibition of use of indoor pyrotechnic displays in assembly use occupancies, submission of a valid certificate of inspection issued by the local inspector of buildings and signed by the Fire Chief for issuance and renewal of liquor licenses, and increased fines and criminal penalties for allowing certain dangerous conditions to exist in any assembly use group building.

As the holder of a section 12 Pourer's license, you should be aware of the changes that will become effective on June 1, 2011, as failure to meet these requirements may impact your ability to meet your annual inspection and relicensing requirements.

These changes include:

- Designation of a Crowd Manager who is present in the facility during all hours that it is open to the public
- Requirements for training and testing to become a Crowd Manager
- Requirements to complete the Fire and Building Safety checklist

One of these fire code changes requires "the owner or operator of a nightclub, dance hall, discothèque or bar, with an occupant load of 100 persons or more" to "designate one crowd manager for every 250 occupants or portion thereof based upon the Certificate of Inspection issued" under the State Building Code.

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The fire code also requires the State Fire Marshal to provide training and a means to confirm that the training is successfully completed every three years. This training and testing will be provided on the Internet at no charge for you or any of your employees.

Third is the requirement to complete a Fire and Building Safety checklist for each day of operation. The checklist insures that your facility is safe to open to the public through a visual inspection of your property conducted each day prior to opening by your trained Crowd Manager.

Copies of the applicable sections of the state fire code that put these requirements in place are available online as indicated below.

Included with this letter is a flyer, which will provide you with information to help you determine if you need to designate one or more crowd managers for your facility as well as the means for obtaining the free training for your crowd manager/s.

The requirements to have a Crowd Manager in place and the need to complete the Fire and Building Safety Checklist each day will become **effective on June 1, 2011.**

The training program is now available on-line and can be accessed twenty-four hours a day, 7 days a week at the Department of Fire Services website <http://mass.gov/dfs/>. Simply go to the right hand side of the web page under ONLINE SERVICES and click on ***Crowd Manager*** for access to the training program, copies of the applicable fire code regulations, printable copies of the Fire and Building Safety checklist and a Frequently Asked Questions flyer, and an email link for submitting questions and training program Help.

The local licensing authority has been notified of these code changes and the need to comply as part of your relicensing requirements. The fire chief in your community will also be aware of the requirements and should be available to you as a resource to answer your questions. If he or she cannot answer your questions then you should contact the Division of Fire Safety at 978-567-3375 for additional information and direction.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen D. Coan". The signature is fluid and cursive, with the first name "Stephen" being the most prominent part.

Stephen D. Coan
State Fire Marshal