



# SAVANNAH POLICE

To Serve, Protect, and to Build Trust

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## Security Plan Assistance Sheet

This form was designed to be used as an outline to aid in the creation of a suitable Security Plan when applying for an Alcoholic Beverage License. This outline provides a general idea of the minimum concerns that should be addressed, but applicants are encouraged to provide as much detail as possible. It should be noted that not all concerns listed apply to all businesses. **Security Plans should be typed. Applicants should also type out the question they are answering AND answer the question using complete sentences.** Upon review of the Security Plan by SPD, applicants may be asked to provide additional information (in writing) before the Security Plan can be approved.

Please provide your name, establishment address and date on the security plan when submitted.

- 1) **Identification of days and hours of operation:** What days of the week is your business open? For each day what time is your business open and close?
- 2) **Specific measures and procedures to address crowd management both inside and outside the premise:** How do you make sure crowds inside your establishment remain orderly? How do you ensure crowds outside (i.e. lines, smokers, etc.) your establishment remain orderly?
  - a. Do you have no loitering signs, if so how many, where?
  - b. Do you have cameras? If so how many? Inside / outside or both?
- 3) **Identification of any parking areas owned or controlled by establishment:** Where do your customers/patrons park when they're at your establishment?
- 4) **Means of controlling access to the premises and parking area:** How does your establishment control who comes in and out of your establishment? How do you control who uses your parking areas if it's private parking?
  - a. **Examples would be: cameras, security guards, signs, or gates.**
- 5) **Security Staffing:** Do you use Security Guards? If so, how many? How often do you use them? Where they trained "in house" or by a company? If they were trained by a company, provide the name(s). Do you employ Off-Duty SPD officers? If so, how many and how often?
- 6) **Measures used to combat underage consumption of alcoholic beverages:** What do you/your employees do to ensure that individuals under that age of 21 are not allowed to buy/consume alcohol at your establishment?
  - a. Clearly state how you card customers. Do you have servers calculate the age by doing the math in their head?  
**OR**
  - b. Do you have a scanner where you scan the ID and it tells the employee how the subject is? **OR**
  - c. Do you enter the date of birth in a point of sale and it tells the employee the age of the customer?
- 7) **Measures used to distinguish between patrons who are over and under the age of 21, where applicable:** Does your establishment allow individuals under 21 to enter? If so, how do you identify people who are 21 and over from those who are under 21 years of age?
  - a. Clearly indicate if you have wrist bands/hand stamps or card subjects every time they order a beverage. Is there another type of measure taken to prevent underage sales?
- 8) **Measures and procedures to combat the risk of fire:** What is being done at your location to help ensure there are no accidental fires?
- 9) **Discuss matters related to managing emergencies, such as fires, evacuation tactics, assignment of employee duties during emergencies, and coordination with public safety:** In the event of an emergency how is your staff trained to evacuate patron? Do certain employees have certain duties during emergencies? How does your establishment contact/ work with police and EMS during an emergency?