

Candlelight Lounge Safety Plan

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?
 - **Monday-Saturday 1 PM-3 AM**
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 stay orderly?
 - Staff is trained and instructed to maintain current capacity inside while not allowing unsafe groups of customers outside in parking lot
 - a. **Do you have no loitering signs, if so how many, where?**
 - a. No loitering signs are used as this has never been an issue
 - b. **Do you have cameras? If so, how many? Inside/Outside, or both?**
 - a. Cameras are used both inside (12 cameras) and outside (6 cameras) of the establishment.
3. **Identification of any parking areas owned or controlled by establishment:** Where do your customers/patrons park when they're at your establishment?
 - Front and back parking spaces which are comprised of shared spaces within the strip mall
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?
 - a. **Examples would be cameras, security guards, signs, or gates.**
 - Cameras are used and the two entrances are closely watched for any new customers that are coming in or going out. The parking lot is a public parking lot co-shared by the strip mall.
5. **Security Staffing:** Do you use Security Guards? If so, how many? How often do you use them? Were 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?
 - Door security is hired on an as-needed basis as we rely on mainly locals and repeat customers. Any days or holidays when capacity can possibly become an issue, we utilize door security.

- 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?**
 - All employees are instructed to verify the age of any unknown customer who looks under the age of 35, IDs are verified manually utilizing common core math, with the attached policy below
 - **CHECKING ID:** It is the responsibility of all servers and bartenders to thoroughly check identification of any customer attempting to purchase alcohol and to check the ID of any person less than 35 years of age or anyone who looks young. If there are any questions regarding ID, the employee needs to ask for assistance from the manager on duty or bartender. Copies of passports or any ID are not acceptable.
 - **CERTIFICATION:** Every employee that serves or touches any alcoholic product is required to complete a State accredited server training course that covers topics such as how to recognize a fake ID, ways to identify when a patron is becoming intoxicated, and how to handle an intoxicated patron
- 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 people 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?**
 - This establishment only accepts customers over the age of 21.
- 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?**
- In addition to our staff safety policy (listed below), fire extinguishers are placed in the building per Savannah fire code, and all employees are instructed to call 911 as quickly as possible and guide all customers and staff out to a safe distant location.

9. **Discuss matters related to 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 patrons? Do certain employees have certain duties during emergencies? How does your establishment contact/work with police and EMS during an emergency?

- **Safety Rules: It is the responsibility of every employee to follow the below safety rules:**

1. Report any unsafe conditions immediately to your manager
2. Report any injuries immediately to your manager
3. Report broken equipment immediately to your manager
4. Do not overload electrical outlets
5. Any suspicious persons must be reported to a manager
6. No practical jokes
7. Do not run within the bar – Walk!

8. **In addition to the above safety measures the staff is required to maintain above average judgement skills on the below topic:**

- a. Alcohol and Drugs – It is illegal to use, possess, buy or sell drugs on the premises
- b. Employees are prohibited from coming to work under the influence of alcohol or any controlled substance. It can be grounds for termination of employment. If you come in smelling of alcohol from the night before, you will be sent home.
- c. The use of over-the-counter or prescription medications should be brought to the attention of the shift manager.
- d. Drinking of alcohol during your shift or during your break is NOT acceptable.