

Security Plan Assistance Sheet

May 2021

Angela King

KR Savannah Hotel, LLC

225 East President Street

Savannah, GA 31401

1. Identification of days and hours of operation:

- The business is open 7 days a week 24 hours a day

2. Specific measures and procedures to address crowd management both inside and outside the premise:

- Only hotel guests are onsite and served.
- Our rooms have a maximum occupancy of 4 guests.
- At this time, we do not have 'no loitering' signs or cameras; we plan to conduct a professional security assessment and implement their recommendations, if any

3. Identification of any parking areas owned or controlled by the establishment:

- Our guests park in our private parking lot adjacent to the inn.

4. Means of controlling access to the premises and parking area:

- We only allow our guests who are staying at the inn to enter the premises.
- There are signs at the entrance to our parking lot stating that it is a private parking lot for our guests only.
- At check in, guests are given a parking pass to put on the dash of their car.

5. Security Staffing:

- We do not use or feel the need for security guards or off-duty SPD officers. However, we do maintain good relationships with local law enforcement via our neighborhood associates in the event we do need to utilize

6. Measures used to combat underage consumption of alcoholic beverages:

- Prior to each shift, we calculate the cut off date (current year - 21) and make a note on the daily shift log.
- All guests are asked to show their ID. Anyone born after the cut off date, is denied service

7. Measures used to distinguish patrons who are over and under age 21 where applicable:

- Our establishment does not allow guests under 21 years of age unless they are accompanied by an adult. This is noted on our website.
- At check-in, guests must provide a state-issued ID and a credit card. For those travelling with children, or anyone under 21, a note is made in our managers' log and communicated at our daily shift briefings.

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?

- At check-in, guests are presented with a Welcome Letter that lists our policies and procedures, including the following paragraph: "For everyone's safety, our hotel is a non-smoking facility. Candles and other open flames are not allowed". Our In-Room Compendium reiterates this policy:



Presidents' Quarters Inn Policies

Smoking Policy and Candles

The entire building, including the covered balconies, is non-smoking. Smoking is allowed in the courtyard only. There is an ash tray in the courtyard for your cigarette or cigar butts.

The fine for smoking in the room or on the balcony is \$250.

Please do not use candles in the room as there is an increased fire risk in this wonderful old building.

Room Keys

We still use real keys. Your room door automatically locks unless you are staying in the Kennedy or Franklin Roosevelt rooms on the second floor. Please make sure that you have your keys with you at all times so that you do not get locked out of your room. ... have the room number stamped on

- As part of our preventative maintenance program, our HVAC units are replaced quarterly.
- We work with a professional fire safety contractor, Champion Fire Protection, Inc. who performs regular inspection & servicing of equipment, and provides monitoring services in the event of an emergency.

9) Discuss matters related to managing emergencies, such as fires, evacuation tactics, assignment of employee duties during emergencies, and coordination with public safety:

- During orientation, employees are trained on our **automated fire protection system**. This system is monitored by a Champion Fire Protection, LLC.
- Staff are trained on the following key aspects of the system:
 - The fire alarm should never be silenced unless the manager on duty has visited the zone, confirmed there is no fire, and fixed the issue e.g. smoke detector or pull station
 - Fire doors should never be propped open
- In the event of an emergency, staff are trained to allow the automated fire protection system's alarm to instruct guests to leave the building. The hotel always has a **designated manager on duty**, who acts as the point of contact for the emergency services. Emergency protocol instructs the manager on duty to print a **current in-house guest list**. An emergency **master key** will also be provided. This list will be shared with the fire department upon arrival. A **roll call** of guests will take place and any missing guests will be highlighted for the fire department. Any missing guests will be contacted via mobile phone, and if it is safe to do so, the manager on duty will attempt to access their room.