

Safety Plan Form

Name: Highgate Hotels, L.P. d/b/a The Foley House Inn

Establishment: The Foley House Inn

Address: 14 W. Hull Street, Savannah, GA

Date: 12/15/2025

1. Identification of days and hours of operation.

The Inn operates Monday–Sunday, 24 hours a day. Beverage service planned 12:00 PM–9:00 PM.

2. Specific measures and procedures to address crowd management, both within and outside the premises.

The Inn is a 20-room hotel with limited gathering spaces (intimate dining room, bar, small enclosed courtyard). Access is limited to guests with the rear courtyard requiring a numeric code for entry and the main entrance is monitored and locked after hours. Management/staff monitor behavior inside and outside. There is restricted access to kitchen, bar, office, and storage areas. There may be occasional events up to ~50 people. The premises is well-lit and there are 10 cameras positioned at key locations: Front Desk; Garden Level Hallway; 16 W. Hallway Entrance; Fountain Courtyard (16 W.); 14 W. Back Courtyard; Back Gate 14 W.; 4th Floor Hallway (14 W.); 2nd Floor Hallway (16 W.); Front Door 14 W.; camera on wine machines (installing). The staff have access to cameras and law enforcement can contact Mark Lehman (mark.lehman@marriott.com; 912-373-9100) or after-hours staff (912-401-7369) for the footage that is retained for about 30 days or until storage full. Law enforcement can also contact Missy Blue Corporate Rooms (407-460-5747).

3. Identification of any parking areas either owned or controlled by the licensee.

Guest drop-off area at rear near courtyard. No on-site parking; guests use public city-managed paid parking.

4. Means of controlling access to the premises and parking areas.

No on-site parking security warranted; city signage instructs public parking payment. There are two main entrances: front facing Hull Street (14 & 16 W.) and garden entrance on West Oglethorpe Lane. Entry is controlled by keypad numeric passcodes and the inn is not open to the general public. Guest rooms use physical keys (not key cards).

5. Security Staffing.

There isn't any dedicated security staff due to 20-suite scale. The hotel staff is trained and are responsible for alcohol sales and monitoring guest safety at all times. There are ten security cameras in the interior and exterior. The staff collaborates with neighboring businesses to share security information.

6. Specific measures and procedures to combat underage consumption of alcoholic beverages.

Policy: ID everyone who orders alcohol using physical government-approved ID. Manual ID checks at check-in and when ordering; no POS ID scanning. See Food & Beverage Control Policy (Exhibit A).

7. Specific measures and procedures to combat the risk of fire.

There are fire alarms throughout the property and the kitchen has a fire system. There are also ten extinguishers located across property (e.g., across from half bath; next to room 101; two in laundry—one from 2016 and one missing tag; across from room 303; kitchen; entryways near rooms 205, 206, 306; entryway near room 305). There is a sprinkler system in public spaces. The hotel participates in International Fire Co. checks systems quarterly. The kitchen facilities are inspected at opening/closing (see Food Inspection Checklist, Exhibit B).

8. Discussion of matters related to managing emergencies, including fire, evacuation tactics, assignment of specific emergency management duties to personnel, coordination with public safety officers and emergency medical matters.

The Inn does have an emergency response plan for fire, medical, and inclement weather and conducts regular drills to execute the plans. Exit instructions are displayed in each guest room with designated meeting places outside (front sidewalk for fire) and inside (garden level at 14 W. for severe weather). Staff is trained for basic first aid and are familiar with protocols to call 911 and guide responders. The Inn communicates via email/text to employees and guests and door-to-door alerts when possible in case of emergencies. Incident reporting is documented and guests can report via exit summary or by notifying an employee. Exhibits include exit instructions (Exhibit C).

9. Where applicable, discussion of measures the licensee will undertake to visibly distinguish between patrons under and over the age of 21.

Policy to ID everyone using physical government-approved ID to verify 21+.

EXHIBIT A

FOOD & BEVERAGE CONTROL POLICY FOR

THE FOLEY HOUSE INN – SAVANNAH, GA

To ensure the responsible and legal dispensation of alcoholic beverages at Foley House Inn, we utilize **WineEmotion** wine dispensing machines with RFID card activation, along with bottle wine sales and malt beverages. The following **Standard Operating Procedures (SOPs)** have been established to comply with local and state alcohol regulations while promoting the safety and well-being of all patrons and staff.

1. Wine Dispensing Operations

- **RFID Card Activation:** Patrons must obtain an RFID card to access the wine dispensers. Each card is linked to the patron's account for accurate tracking and billing.
- **ID Verification:** Staff must verify that patrons are at least 21 years old before issuing an RFID card. Acceptable forms of identification include government-issued photo IDs.
- **Usage Monitoring:** Staff must regularly monitor dispenser usage to prevent overconsumption and ensure compliance with all regulations. Size of pours are regulated by machine

2. Bottle Sales

- **Staff Training:** All staff involved in RFID card activation and bottle sales must complete TIPS Training to ensure responsible alcohol service.
- **ID Verification:** Staff must verify that customers are at least 21 years old before completing any bottle sales by asking all individuals for their physical government-issued ID.

3. Security Measures

- **Access Control:** Restrict access to the wine dispensing area during non-operational hours. The area must be securely locked to prevent unauthorized entry.
- **Surveillance:** Utilize existing cameras to continuously monitor the dispensing area. Footage must be retained for a minimum of 30 days to assist with any necessary investigations.
- **Operating Hours Compliance:** Adhere to the city's designated alcohol sales and dispensing hours. All operations must comply with local ordinances regarding service times.
- **Incident Reporting:** Staff must document and report any irregularities or breaches of protocol to management immediately.

4. Staff Responsibilities

- **Training:** All staff must be trained on the SOPs, emphasizing the importance of compliance and responsible service.
- **TIPS Certification:** All relevant staff must complete TIPS Training and maintain certification.

EXHIBIT B

FOLEY HOUSE INN DAILY F&B CHECKLIST

OPENING - AM

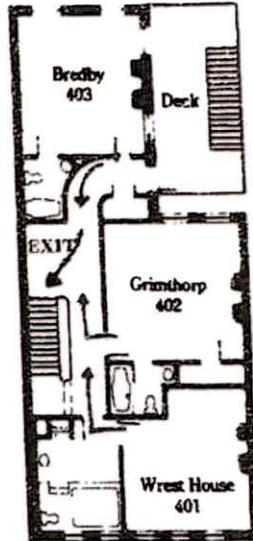
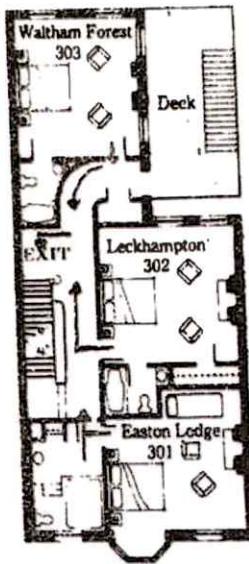
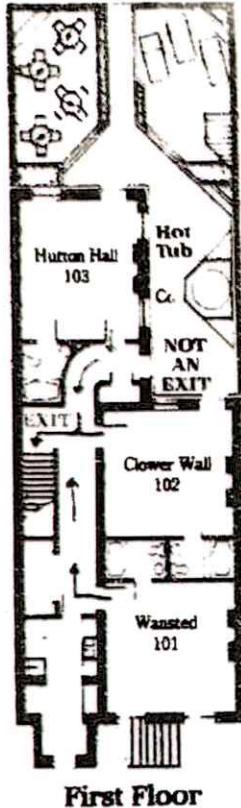
- 6:30 a.m.
 - o Turn on oven and heat to 375° F
 - o Remove Paned up Croissants & Muffins from refrigerator and let come to room temperature for 10 minutes while oven is preheating.
 - o Place items into preheated oven and bake off for specified time according to specific item. Once cooked, let bakeries rest for 10 minutes and transfer to display plates.
 - o Cook specified daily egg item per schedule and cooking instructions sheet.
 - Transfer to buffet warming dish
 - o Cook specified daily meat item per schedule and cooking instructions sheet.
 - Transfer to buffet warming dish
 - o Brew regular and decaf coffee into specified urns / airpots
 - o Fill glass carafes with orange, cranberry and apple juice and place into iced beverage tub.
 - o Fill bowls with selection of whole fruit bananas, apples, oranges, grapes, etc.
- 7:30 a.m.
 - o Set up buffet in dining room according to specified setup guidelines and pictures
- 10 a.m.
 - o Break down buffet & refresh dining room
 - o Any prepped product should be discarded, restock pre-packaged items
 - o Clean and put away all dishes and cooking equipment
 - o Clean & Organize Refrigerator & kitchen
 - o Put away all product received from order. Cases of product should be marked with received date
 - o Setup bakeries onto parchment lined sheet pans for next day according to occupancy and specified ratio from Baking Par Sheet, wrap with plastic film, label & date and place into refrigerator for next day
 - o Fill yogurt and granola bowls, wrap with plastic film, label & date and place into refrigerator for next day
 - o Chop and fill mixed chopped fruit bowl, wrap with plastic film, label & date and place into refrigerator for next day

CLOSING - PM

- 2 p.m.
 - o Preheat Oven to 350° F
 - o Place frozen Cookie pucks onto parchment lined sheet pan according to occupancy and ratio from Baking Par Sheet
 - o Bake Cookies off following specified guidelines
 - o Transfer baked cookies to display plate once cooled
 - o Brew Iced Tea
 - o Transfer to glass Carafes once brewed and chilled
- 4-6 p.m.
 - o Setup cookies and Tea in dining room for afternoon service.
- 6 p.m.
 - o breakdown & clean up cookies and tea and refresh dining room
 - o Clean and put away all dishes and cooking equipment
 - o Clean & Organize Refrigerator & kitchen counter

Eleven rooms

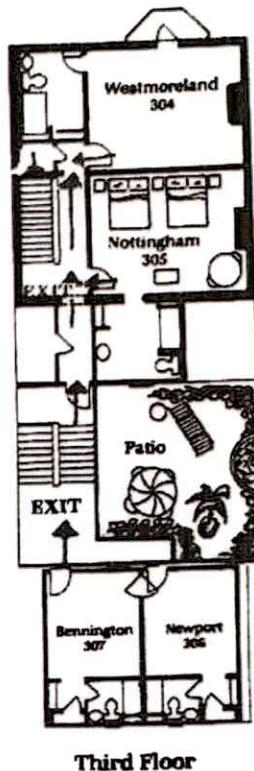
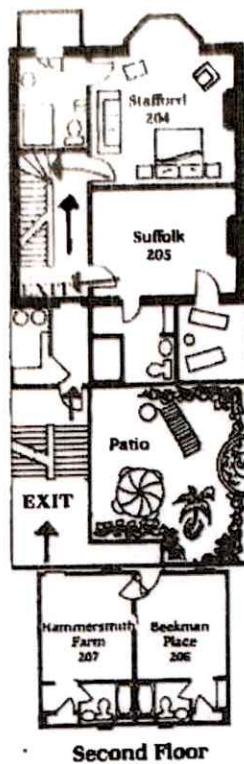
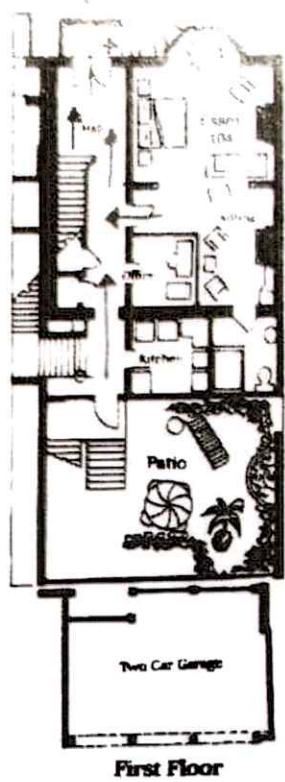
EXHIBIT C



14 West Hull Street
Do not exit through courtyard

EMERGENCY EVACUATION PROCEDURE

Nine rooms



**16 West Hull Street
Carriage House must exit through
Main House (16 West Hull Street)**

EMERGENCY EVACUATION PROCEDURE