

Safety Plan Form

Ken Lineback
8/19/26

Name: Olde Harbour Inn, Ken Lineback, SPA Properties III.

Establishment: Hotel Lobby Evening Reception

Address: 508 E Factors Walk, Savannah GA, 31401

Date: 8/19/2026

1. *Identification of days and hours of operation.*

The Hotel is open 24 hours a day, 365 Days a year. Hours of operation for our evening reception are everyday from 5:30pm to 7pm.

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

Only hotel guests are permitted to join our evening reception. Number of guests is limited to the amount of seating available. Our Bellman monitors and maintains the lounge area during the reception and ensures there is available seating. Front Desk staff greet guests as they enter the lobby/reception area and mentally keeps track of number of guests in attendance. Our camera system has 7 cameras. On the exterior, one overlooks the parking lot on factors walk, one looking at the front door entrance to the lobby, and 2 wide view camera's that look at the east and west ends of the building from the opposite side of factors walk. On the interior there are 3 cameras. One camera looks at the front desk, one that overlooks the lounge area, and one the looks at the hallway between those two spaces. The front desk agent has a live view only of these camera accessible on the front desk computer. Ken Lineback (912-660-7498, klineback@oldeharbourinn.com) has access to the camera system and the ability to view previously recorded footage dating back a period of 90 days.

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

Olde Harbour Inn leases the parking lot at the end of factors walk with 25 spaces for guest parking. Hotel guests are provided parking permits by the front desk that they are required to display in there vehicle while staying at the hotel. We have no handicap accessible spaces and we are not a handicap accessible property.

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

There are 9 exterior doors to enter the hotel, on 3 different levels. 8 of the 9 doors are entrances to a set of 3 guest rooms. Only a current hotel guest with a room key can access one of those entrances if their respective room is accessed through it. The 9th door is the lobby entrance, Hotel guests can only enter the lobby through the front door and will have to walk past the front desk agent.

Hotel guests are given parking permits for their vehicle valid for their dates of stay. Security camera's are in place overlooking the parking lot and front entrance of the hotel.

5. *Security Staffing.*

We have no on-site security guards.

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

Hotel guests must show valid ID of 21 or older to check in to the hotel. Age is verified from the ID using mental math and the current date. Guests under 21 years old must be accompanied by a person 21 or older and are not permitted to have wine served during the social hour.

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

We have no open flames on site for cooking or beverage preparation. Smoking will not be allowed inside the establishment, on balcony's accessed through the establishment, or within 10 feet of any entrance of the building. Smoke alarms present in the establishment to alert staff to potential fires and fire extinguishers are nearby to combat any potential fires. Inside the lobby and lounge area there are 3 Fire extinguishers, 1 behind the front desk in the managers office, 1 inside the laundry room, and 1 inside the kitchen next to the lounge area. There are also 8 total fire extinguishers one located inside each of the other exterior doors that lead to a set of 3 guest rooms.

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.*

In event of emergency requiring evacuation staff are trained to evacuate themselves and hotel guests to Emmet Park in front of the hotel. Front desk staff will retrieve a copy of the in house guest list and employee schedule to account for all individuals who would be evacuated. Our fire alarm panel will call the fire department in the event of a fire alarm. Front desk staff will contact 911 and request appropriate department (Fire, EMS, Police) depending on the emergency, as well as the general manager, Ken Lineback.

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

We don't take any steps to visibly distinguish guests under or over the age of 21. To check-in to the hotel the guest who made the reservation must be 21 years or older. Guests under 21 are allowed to attend the reception if accompanied by a guest 21 years or older.