

March 18, 2025

To whom this may concern,

My name is Teresa Ortega. I would like to open a bar at 4307 Ogeechee Rd, suite 207, Savannah, Ga. Below I have outlined the steps and procedures that will be implemented to ensure that we maintain a safe and secure environment for our patrons as well as complying with all rules and regulations required by the city of Savannah.

- Days and hours of operation:
  - Monday-Wednesday 12:00 PM-12:00 AM
  - Thursday-Saturday 12:00 PM-2:30 AM
  - We would like to open Sunday from 11:00 AM until 2:00 AM, but we are still in the process of applying for permission to open on Sundays
- Procedures to combat underage consumption of alcohol:
  - Individuals under the age of 21 will not be allowed to enter the premises. There will be an employee stationed at the door that will check the ID's of all individuals before entering the building. Only valid government issued ID's will be accepted. ID's will be checked for date of birth, date of expiration, watermarks/holograms specific to issuing state/agency, precise alignment of photo/text, physical defects or tampering, and bar code in addition to ensuring that the individual in the photo matches the individual that has the ID.
- Identification of any parking areas either owned or controlled by the licensee/  
Means of controlling access to the premises and parking areas.
  - The establishment is part of a shopping complex that shares a parking lot with multiple other businesses. For this reason, there will not be restrictions placed on who uses the parking lot. However, the parking lot is very clearly visible from the building where we will be located and if we see something (i.e. a car that has been left, persons loitering in the parking lot but not utilizing the businesses in the shopping center) we are prepared to call our contacts with the police department and Hook and Recovery Towing Service to resolve the situation. There is a sign posted that says "cars will be towed at owner's expense." There are cameras located inside and outside of the building (6 inside and 2 outside) that provide views of the entire establishment. I have complete access to the footage.
- Specific methods and procedures to combat risk of fire
  - Monthly inspections of the electrical system will be conducted and all electrical equipment will be certified and regularly serviced
  - All fire prevention equipment (sprinklers, alarms, extinguishers) will be inspected regularly to ensure they are in working order at all times

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- Extinguisher – monthly
  - Alarms – weekly
  - Sprinkler system – every 3 months
- All flammable materials will be stored safely in designated areas
  - Flammable liquids (cleaning products/chemicals) will be stored in clearly labeled, fire-resistant containers, combustible materials (napkins/paper towels) will be kept away from heat sources, and there will be a designated area for the disposal of cigarettes
- All employees will be trained on fire safety, including fire extinguisher training
- Specific measures and procedures to address crowd management
  - Real-time occupancy limits will be enforced. A maximum capacity for persons inside of the building will be established based on fire safety codes, the layout of the room and local regulations. There is one door designated as the entrance with someone employed to check the ID's of all individuals that enter the building, and this person will be responsible for using a hand tally counter to keep track of the number of individuals inside of the building at all times. Once capacity has been reached, no one else will be permitted to enter until other individuals leave.
  - Management will be trained to monitor crowds inside the building, ensure there is sufficient space between patrons and facilitate movement in high-traffic areas
  - Trained security personnel will be employed to monitor the establishment overall, inside and outside, and will be equipped to handle disputes and medical emergencies. They will also be responsible for monitoring the parking lot during peak hours to prevent loitering and disruptive behavior
  - The layout of the bar is designed to promote easy movement with wide aisles, seating areas, clearly marked signs for exits and bathrooms
  - There are designated smoking and waiting areas outside of the bar, as well as visible security personnel to direct foot traffic and address any potential conflicts
  - 2 no loitering signs are displayed on the front and side of the building
  - There are no transitional periods where we will operate differently and we will not charge a cover charge for entry
  - There are 6 cameras located inside of the building and 2 located outside. I am the only person with access to the footage.
- Security Staffing

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- One off-duty Savannah Police Department officer will be employed to work from 10:00 PM–12:00 AM Monday-Wednesday, 10:00 PM-2:30 AM Thursday-Saturday, 10:00 PM-2:00 AM Sunday
- One security guard will be employed at the entrance during all hours we are open throughout the week. They are hired through a third party company
- Managing emergencies
  - All staff will be required to undergo fire safety training in which they will be instructed on all evacuation procedures in case of a fire or other emergency
  - All exits are clearly marked with illuminated exit signs and are free of obstructions and evacuation route maps are placed behind the bar, in the hallway that connects the bathrooms, the office, and the storage room behind the bar
  - The primary exits lead directly to the safest assembly area, which is the parking lot of the shopping center where the bar is located, and the secondary exit is located on the side of the building which still provides easy access to the parking lot
  - The manager on duty will be designated as the fire safety officer and will be responsible for ensuring the building is cleared quickly and safely as well as directing fire safety efforts and communicating with emergency services. Bartenders and floor staff will assist in maintaining calm and directing patrons to nearest exits, instructing patrons to leave personal belongings behind and ensuring all patrons are accounted for and no one is left in the building. Security personnel will assist in crowd control
  - In case of a fire the alarm will be triggered and the designated fire safety officer will begin the evacuation procedures
  - The designated assembly point is a small field of grass that is located between the far side of the parking lot and a neighboring gas station. It is a sufficient distance from the building to avoid risks from smoke/heat/falling debris and it is easily accessible and large enough to accommodate all occupants
  - For medical emergencies, management will be trained to evaluate and determine the severity of the situation and contact EMS services in the case of a life-threatening emergency

Thank you for taking the time to review my application. If you have any further questions please feel free to contact me.