

## Security Plan for Gutstein Gallery

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**Date:** December 30, 2024

**Address:** 201 E Broughton St, Savannah, GA 31401

**Prepared by:** Da'Von McClure, Director of University Safety Operations

### 1. Identification of the Days and Hours of Operation:

- **Days Open:** Monday through Sunday.
- **Hours:**
  - Monday – Friday: 10:00 AM – 5:00 PM
  - Saturday – Sunday: Closed

### 2. Crowd Management Measures:

- **Inside Establishment:**
  - Employ trained floor staff to monitor crowd behavior and maintain a calm environment.
  - Use clear signage for event guidelines and limitations.
- **Outside Establishment:**
  - Designate staff or security personnel to manage queues and lines to ensure order.
- **Security Cameras:**
  - Location of cameras:
    - One (1) fisheye camera installed inside of gallery space in the center of the main gallery floor area on the ceiling
    - One (1) camera installed on the exterior of the gallery
  - All SCAD cameras are controlled and viewed in our University Safety Security Operations Center (SOC) located at 350 Bull Street.
  - Video can be viewed at the SOC
  - Video can only be released by University Safety Leadership
    - John Buckovich, VP of University safety – 912.247.2068
    - John Crowe, Executive Director of University Safety – 404.660.2864
    - Terrance Allen, Director of Security Operations Centers – 912-774.3497
    - Da'Von McClure, Director of University Safety Operations – 912.447.1351
  - Footage retention is 90 days for general non-incident related footage
    - Incident related footage is maintained for a minimum of one (1) year and up to seven (7) years depending on the incident.

### 3. Parking Areas:

- Patrons may park in a public parking lot adjacent to the gallery, managed by a third party.
- Metered street parking is also available to patrons visiting the Gallery

### 4. Access Control Measures:

- To control access:
  - Employ a door attendant during events to check identification.
  - A designated University Safety Officer will also be responsible for maintaining occupancy counts as well as overall access control.
- Alarm System is monitored by a third-party vendor and has secondary relays into the SOC

- **Monitoring Company for Alarm System**
  - Pathway Technologies  
101 North Gamble Road, Suite C, Savannah, GA 31405  
Phone: 912.226.2040
- **SCAD POC:**
  - Wes Hall, Director of Network Infrastructure  
912.525.4044

#### 5. Security Staffing:

- **Security Guards:**
  - Two guards present during events that serve alcohol, staffed through contracted third-party security firm.
    - All officers assigned to contract are required to go through states mandated training prior to working.
  - Off-duty Savannah Police officers: One officer for any event that serves alcohol hired for additional security.

#### 6. Underage Consumption Prevention:

- All events that serve alcohol require pre-sold tickets. Patrons must show valid ID upon ticket reception to validate they are over 21.
- Staff receive training to recognize valid IDs and to refuse service to anyone under 21.

#### 7. Fire Risk Prevention Measures:

- Fire extinguishers placed throughout the gallery.
- Regular fire drills conducted, and all staff trained on fire safety procedures.
- Monthly inspections are held to ensure all electrical installations and equipment are up to code.
- **Monitoring Company for Fire Systems**
  - Champion Fire Protection  
825 Wheaton St, Savannah, GA 31401  
912.234.0111
- **SCAD POC:**
  - Austin Wolfe, Environmental Health and Safety Manager  
912.525.8092

#### 8. Emergency Management Procedures:

- Staff are trained in evacuation protocols, and clearly assigned roles during emergencies.
- Emergency contact cards visible for police and EMS services in staff areas.
- Regular coordination and drills with local emergency services to ensure preparedness.

#### 9. Distinguishing Underage Patrons:

- Staff are trained to check IDs rigorously, especially in designated alcohol-serving areas.
- Events serving alcohol are guest list only and require appropriate invitation level as well as pass. Security personal will maintain guestlist and are assigned to access control for all events serving alcohol.

This security plan aims to ensure the safety, orderliness, and compliance of Gutstein Gallery while providing a welcoming atmosphere for all patrons. Regular evaluations and updates to the plan will be conducted to adapt to any new challenges or changes in operations.