Live Entertainment for Nightclub Venues - Security Plan Checklist

Live entertainment activities require approval of a Security Plan that addresses each of the areas. This checklist is intended for businesses that need on-site security.

1. Identify the building occupancy load.
2. Identify the hours of operation for the live entertainment component of the business.
3. Identify a plan for who and when any outdoor ashtrays/trash cans will be cleaned.
4. Provide contact information for management for issues that arise during business hours.
5. **Surveillance Systems**
    - Provide a security plan that demonstrates any cameras, operations, and management. The plan should include details on how the security/management personnel will handle conflict mitigation protocol, and number of security staff.
    - Identify where any closed circuit television (CCTV) cameras will be installed, including key areas such as entrances/exits, bar areas, hallways, front sidewalk and parking areas.
        - Identify the control room for viewing/monitoring.
        - Camera footage should be maintained for a minimum of 30 days.
        - Verify if the cameras are in compliance with the Reno Police Department Fusus Program.
    - Demonstrate that on-site security personnel and/or management will be trained on and have the ability to operate the security system.
6. **Security**
    - Provide a security plan that demonstrates ejection protocols in place for unruly/disruptive patrons and a crime plan in the event of a criminal activity occurring.
    - There should be one (1) security staff per 50 patrons. The security officers should have proper training, wear clothing that identifies them as security officers, and be on duty from the time live entertainment begins until one-half hour after the live entertainment ceases.
    - Their primary duty should be to patrol the interior and exterior of the premises to alleviate police problems, excessive noise, abusive behavior, disturbances, and any other violations of law that occur on or about the licensed premises.
    - A minimum of one security staff member per door shall be provided.
    - Provide a plan for how security will handle capacity limits.
7. **Queuing Plan**
    - Provide a queuing plan that avoids any conflict with nearby businesses and maintains a clear pedestrian pathway of at least 4 feet.
    - If a line is required to extend outside of the primary entrance, the nightclub proprietor should maintain an orderly queue line using stanchion control devices.
    - One (1) hour prior to live entertainment, stanchions should be erected and be sufficient to control the queue line from blocking the public right of way.
8. **Prohibited Items and Signage**

- Provide a plan for how security will handle prohibited items, such as weapons and drugs.
- Identify where signage will be posted to address club policies regarding prohibited items at all exits and entrances and inside restrooms.
- Identify where signage will be posted inside the business regarding prohibition of illegal drug use.

9. Evacuation Plan

- Provide an evacuation plan in the event of an emergency.
- Provide an exit plan for live performances and a closing plan for each night of operation.
- Identify the emergency exits and make sure they are clearly marked and lit.
- Provide a plan that shows that employees are trained in their role during an evacuation.
- Provide first aid kits and any Automated External Defibrillator (AED) equipment.

10. Training

- Provide documentation on how staff members have been trained in the following areas:
  - De-escalation Training
  - CPR And First Aid
  - Gang Awareness
  - Human Trafficking Awareness
  - Active Assailant

11. Underage Patron Management Plan (only required if the operations will be open to underage patrons)

- Alcohol Service Rules
  - Provide a plan to prevent the sale, service, or provision of alcohol to underage individuals, including ID verification procedures.
- Floor Zoning and Age Segregation
  - Provide designated areas or operational measures to separate underage patrons from alcohol service and consumption areas, as applicable.
- Security Monitoring and Enforcement
  - Provide procedures for monitoring patron activity, identifying underage drinking, conducting compliance checks, and promptly addressing violations.
- Prevention of Alcohol Transfer
  - Provide measures to prevent underage patrons from obtaining alcohol from other patrons, including through sharing, purchasing, or transferring alcoholic beverages.
- Staff Training and Response
  - Provide a plan for training for bartenders, servers, managers, and security personnel on age-verification requirements, recognizing and responding to suspected underage drinking, enforcing house policies, documenting incidents, and contacting law enforcement when appropriate.