



Live Entertainment for Non-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 do not need on-site security. Examples of businesses include restaurants with accessory music, trivia nights, magic shows, plays, etc.

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. **Management Protocols**
 - 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.
 - Provide a plan for how management will handle capacity limits.
6. **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.
7. **Queuing Plan (only applies if operations involve people lined up outside to get into an event)**
 - 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 business operator shall 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. **Surveillance Systems (only applies if surveillance systems are being installed)**
 - 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.