



## Canopy: Habitat for Humans

924 Williamson Street  
Madison, WI, 53703  
608-298-7370

# Security Plan

20<sup>th</sup> January 2020

### Weekly Security Personnel Coverage

During club nights (Thursday, Friday, Saturday) four to six in house security will be on shift from 9:00 pm until the club is closed. One will be at the front door checking identification of customers entering the building, One will be at the back door to ensure no one enters without presenting identification and to ensure none take beverages outside. Two to three will be providing roaming security to be available to the bartenders and to support security personnel at either door.

- Wednesday PM 2 (2 at 9PM)
- Thursday PM 6 (2 at 9PM, 2 at 10PM, 2 at 11PM)
- Friday PM 6 (2 at 9PM, 2 at 10PM, 2 at 11PM)
- Saturday PM 6 (2 at 9PM, 2 at 10PM, 2 at 11PM)

### Location Coverage

- Main Entrance Capacity Monitoring (Outside)
- Main Entrance Door/ID Check
- 1<sup>st</sup> Floor Back Door/Office/Dance Floor/Roam

### Occupancy

- 1<sup>st</sup> Floor 296 Guests

### Wait Lines – Max Capacity

- When capacity is reached, security must be positioned to track all guests entering and exiting the first floor (1 in/1 out rule). Wait lines must be kept controlled and structured so that they are not blocking walkways or fire exits.

- If line cutting occurs, the guest(s) will be given one warning. If the issue continues, they will be asked to go to the back of the line or leave.
- Line starts at the main entrance and wraps around the front of the building when capacity is reached.
- Security will actively monitor the outside of the building while wait lines are outside, making regular patrols when it is not.

## Security/Policies

- Security will have prior experience, be tested on proper procedure, and checked on procedure.
- Vaping/Smoking is not allowed inside the building.
- No entry/re-entry after 1:45 am.
- Zero tolerance for fighting. Guests that become aggressive or violent will be asked to leave promptly.
- Zero tolerance on trespassing. Guests entering zones that are off-limits will be asked to leave. Individuals and groups sneaking in through the back door will not be allowed in.
- No physical contact can be made with unruly guests. Use conversation, not confrontation to de-escalate situations (See No Strike Policy Below).
- ID checking must be done outside the first interior door to keep vestibule clear (entrance).
- Back door must be closed at all times.
- No carry-in food or beverages are allowed on site.
- No backpacks after 10PM Thursday - Saturday.
- No Firearms or Weapons are Allowed on Premise.
- Bathrooms will be checked often and regularly for barware, broken glass, intoxicated guests, drug use, etc.
- Headsets and walkie talkies must be worn during security shifts to keep a clear line of communication.
- Return headsets and walkie talkies to the office in the basement.
- Glassware needs to be collected and returned to the bar to prevent spillage/breakage.
- Glassware is not allowed in the smoking area.

### **Customers presenting fake identification**

No customers under 21 will be allowed in Canopy. All presented identification must be government issue and valid. Anyone presenting identification believed to be false will not be allowed entry.

### **Unruly Customer**

All security and bar staff will be familiar with Madison General Ordinances regarding unruly patrons. Any customer that is violent, unruly, indecent, or disorderly, will be asked to leave. If they refuse, management will notify the Madison police department

### **No Strike Policy**

Canopy employees are not authorized to strike any person in or outside the facility located at 924 Williamson Street. Employees are not authorized to use any hold, maneuver, grasp, or technique that would inflict grievous harm upon any person. Further understand that in doing so, would be acting outside the scope of employment and duties at Canopy. If bodily harm or injury is caused to any patron or employee of Canopy, you accept sole responsibility for your actions.

### **Intoxicated Customer**

Madison General Ordinances Section 38.04 will be enforced. When a customer has been cut off, all staff will be notified and offer to find them a safe ride home (Taxi, Uber etc.)

### **Circumstances involving a police call**

The police will be notified any time the staff believes a crime is or about to be committed. Or, when violence or threat of violence occurs on the property and immediate area.

### **Non-Emergency/Important Contact Numbers**

#### **Madison**

- |   |                           |              |                |
|---|---------------------------|--------------|----------------|
| - | Madison Police Department |              | (608) 255-2345 |
| - | Dustin Martin             | General Lead | (608) 290-0727 |
| - | Meredith Bye              | Bar Lead     | (920) 809-6010 |
| - | Austin Carl               | Owner        | (608) 778-9833 |