



Finance | Tax & License Division

## ENTERTAINMENT AND DANCING WRITTEN SAFETY PLAN

**Tacoma Municipal Code (TMC) Chapter 6B.70 and 6.80**

This form is to be used only when updating an existing written safety plan

### WRITTEN SAFETY PLAN

#### ON-SITE MANAGER INFORMATION

*Person responsible for addressing safety, security, or complaints from patrons or neighborhood residents*

Business Name \_\_\_\_\_ Account Number \_\_\_\_\_

Manager Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

#### REPORTS TO THE CHIEF OF POLICE – WRITTEN SAFETY PLAN

All security personnel must be licensed and complete an online training prior to working in the City of Tacoma and records of current security personnel must be available upon request by a public official.

1. Are you using security personnel? ☐ Yes ☐ No **If No, skip to Question 5**
2. Are you using a security guard company? ☐ Yes ☐ No **If yes, name of company?** \_\_\_\_\_

3. List or attach a drawing of where the security personnel will be located throughout the establishment.

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4. What are your procedures for verifying security personnel are properly licensed?

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5. What are your procedures for checking identification and searching patrons?

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6. What are the procedures for ensuring that only persons 21 years or older are serviced liquor or allowed in areas restricted to persons over 21 years?

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7. What are the procedures for handling violent incidents, other emergencies and calling the Tacoma Police Department?

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8. Describe the training provided or completed by the security and/or other personnel, including conflict de-escalation training.

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9. What are the procedures for crowd control and preventing overcrowding?

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10. What are the procedures for disturbances outside the premises, including property adjacent to or in proximity to the establishment, from patrons entering and leaving the establishment, *for example*: loitering, vandalism, noise, parking and crowd dispersal?

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**REPORTS TO THE FIRE MARSHALL** - Any entertainment establishment that have a building occupancy of **more than 99** persons must complete this section.

1. Square Feet of Building \_\_\_\_\_ Number of Exits \_\_\_\_\_ Building Occupancy \_\_\_\_\_

2. Provide the plan of action for employees in the event of fire or earthquake.

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3. **Attach** the fire evacuation and fire safety plan for the building, as required in Section 404 of the

international Fire Code.

## TEMPORARY PLACE OF ASSEMBLY PERMIT

**This permit is required when one of the following occurs:**

1. You are operating a large carnival, fair or festival (+100 participants).
2. When the venue in which your event takes place is not already a Place of Assembly.
3. When the Assembly venue in which your event takes place has a temporary change of use or type temporary change in type of activity, a temporary increase in occupancy load, a temporary change in routes of exit from the venue, or a temporary introduction of an additional hazard, (e.g. candles, display of vehicles, performances that include pyrotechnics or fire).

Please contact Tacoma Fire Prevention Bureau at 253-591-5740 or [tfdpermits@tacoma.gov](mailto:tfdpermits@tacoma.gov) to verify if a Temporary Place of Assembly permit is required for your event.

## WRITTEN SAFETY PLAN SIGNATURE

By signature below the licensee acknowledges 1) they will remain in compliance with all City Codes, which include, but are not limited to, the Entertainment licenses outlined in TMC 6B.70 and 6B.80, Building, Zoning and Fire, and rules and regulations of the WA State Liquor Cannabis Board; and 2) if business activities create immediate hazardous conditions to life or property, according to TMC 6B.10.145, the business license may be summarily suspended and the business operation closed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

**The applicant will receive notification once all City departments have reviewed the information**