

East Bay Inn
225 E. Bay Street
06/22/2021

Security Plan Assistance Sheet

- 1) Identification of days and hours of operation:** What days of the is your business open? For each day what time is your business open or closed?

Hotel remains open 24 hours a day. However, our reception for guest will only be held between the hours of 5:30-7pm

- 2) Specific measures and procedures to address crowd management both inside and outside the premise:** How do you make sure crowds inside your establishment remain orderly? How do you ensure crowds outside (i.e., lines, smokers) remain orderly?

- a. Do you have no loitering signs, if so, how many and where? All guests must be registered guests of the Inn.
- b. Do you have cameras? If so, how many? Inside, out, or both?
We do have cameras located inside the inn as well as one outside.

- 3) Identification of any parking areas owned or controlled by establishment:** Where do you customers/patron park at your establishment?

All guest park directly in front of the Inn or in a garage located on Lincoln Street. Guest display parking passes provided by the Inn.

- 4) Means of controlling access to the premises and parking area:** How does your establishment control who comes in and out? How do you control who uses the parking areas if it is private parking?

- a. i.e., cameras, security guards, signs, or gates. East Bay Inn guests must have visible parking pass displayed; Parking lot marked as private parking for guests only.

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Oakland, CA 94612

- 5) **Security Staffing:** Do you use Security Guards? If so, how many? How often do you use them? Where they trained "in-house or by a company". If they were trained by a company, provide the name(s). Do you employ off-duty SPD officers If so, how many, how often?

We do not use security; however, Inn is staffed 24 hours a day and reception will be attended by staff.

- 6) **Measures used to combat consumption of alcoholic beverages:** What do you/your employees do to ensure that individuals under the age of 21 are not allowed to buy/consume alcohol at your establishment?

- a. Clearly state how you card guests: Calculate age in head? **OR**
- b. Do you have a scanner to scan IDs? **OR**
- c. Do you enter DOB into point of sale?

Guest must be 21 or older to reserve a room at East Bay Inn, photo ID is checked upon arrival.

- 7) **Measures used to distinguish between patrons who are over and under the age of 21:** Does your establishment allow individuals under the age of 21 to enter? If so, how do you identify them?

- a. Indicate if you have wrist bands/hand stamps or cards for them to use. Is there any other measure used to prevent underage sales?

All guests who reserve a room with us must be 21 or older. Guest will have hotel key card also showing they are a registered guest.

- 8) **Measures and procedures used to combat the risk of fire:** What is being done to ensure there are no accidental fires.

East Bay Inn does have a fire plan for all staff. Fire plan and all training is done on a regular basis.

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- 9) **Discuss matters related to managing emergencies such as fires, evacuation tactics, assignment of employee duties during emergencies, and coordination with public safety:** In the event of emergency how is your staff trained to evacuate patrons? Do certain employee have certain duties during emergencies? How does your establishment contact/work with police and EMS during an emergency?

All staff are trained to evacuate the property in case of a fire, all staff is also regularly trained on fire extinguisher use. fire plan is posted and reviewed.