

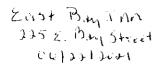
Security Plan Assistance Sheet

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



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?

Ail 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.

East Bay Inn 225 E. Bay Street

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.