

Preparing to Stay Safe During Presidential Inauguration 2021

With our Presidential Inauguration Day less than a week away, anxiety due to elevated threats are running high. Authorities are warning to be prepared for possible activity near the State Capitol through January 20, 2021. Downtown Sacramento Partnership is in close contact with local officials and will continue to share updates as information is made available.

To help protect your business in emergency situations, consider taking the following precautions to ensure you're properly prepared. Now is also a good time to review your insurance policy and contact your insurance company, if needed, for proper coverage.

Gathering and Receiving Information

- Review key contact information for staff, vendors, and communication technologies to ensure it is up to date and easily accessible.

- Post important contact information:
 - Call **9-1-1** for activity occurring in real time if your business is breached or your staff, employees or guests feel threatened for their personal safety.
 - Call police non-emergency at **916-808-5471** to report all non-threatening issues, previous vandalism or request an officer to do a report.
 - Call the Downtown Partnership Field Services at **916-442-2200** for maintenance issues, 8 a.m. – 6 p.m.

- Notify the Downtown Sacramento Partnership at dsp@downtownsac.org of any changes to contact information at your business/property. Should the need arise, we can reach out to you directly.
 - ⇒ Opt in now to receive Traffic Alerts by email ([here](#)).
 - ⇒ Opt in now to receive Traffic Alerts by text by texting "TRAFFIC" to **56525** (*msg & data rates may apply*).

- Review potential building and safety issues and consider enhanced staffing and security levels during this period.

- Prepare protocols and steps for nearby activity. Visit DowntownSac.org and see the *Preparing for the Unexpected* below for helpful tips.

- Monitor local news and prepare to secure your immediate area with enough time before the event begins (if possible).

- Follow these official Twitter accounts for updates:
 - Sacramento Police Department: [@sacpolice](https://twitter.com/sacpolice)
 - Sacramento Fire Department: [@sacfirepio](https://twitter.com/sacfirepio)
 - Sacramento Office of Emergency Services: [@sacramentooes](https://twitter.com/sacramentooes)
 - Sacramento Sheriff: [@sacsheriff](https://twitter.com/sacsheriff)
 - FBI Sacramento Office: [@FBISacramento](https://twitter.com/FBISacramento)

Preparing for the Unexpected

Sharing Information

- Ensure that your tenants, building staff, and key vendors are aware of your protocol plan and how to access important contact information. Be sure security and monitoring center vendors also receive important alerts.
- Consider sending a test message and clarifying who intends to use the system.
- Ensure you have a printed backup copy of lists (in a secure location) in case your alerting tool and/or email is not accessible.
- Test building intercom systems and property management radio systems

Building Systems and CCTV Systems

- **CCTV Systems**
 - Ensure cameras have visibility on all entry and exit points (including side entrances, loading docks, and garages), and provide visibility outside your building especially if you plan to board up windows.
 - Ensure camera housings are clean, unobstructed, and provide appropriate views.
 - Ensure nearby outdoor lighting does not wash out images at night.
 - Ensure recorders are properly functioning and physically secured (so they cannot be tampered with by intruders).
 - Ensure firmware on cameras, recorders, and networking equipment is up to date.
 - Ensure that administrative and user accounts are correct, and all have secure passwords.
 - If possible, ensure that key staff can access camera systems remotely.
- **Access Control**
 - Verify fobs lists (tenants, building staff, and contractors) to ensure former employees no longer have access and all others have appropriate access.
 - Update tenant and contractor lists at front desks and monitoring centers so there is no question on who should be allowed into the building if they forget their keys/fobs.
 - Ensure doors in stairwells, loading docks, and rooftops have latch guards and are reinforced to prevent prying.
 - Ensure maglocks for building front doors, stairwells, roof access, loading docks, garages, tenant spaces, etc. are connected to emergency power.
 - Understand how a power loss affects the building's security posture.
- **Emergency Power**
 - Ensure outside fuel entry ports are locked.
 - If necessary, confirm that all critical systems are connected.
 - Consider alternative ways to deliver fuel or prioritize systems if there are road closures.
- **Fire Alarm and Suppression Systems**
 - Understand how activation of the building's fire alarm system changes the building's security posture. Most likely, doors will fail open, so staff should understand this and the need to monitor for unapproved entry to the building.
 - If you board up windows/doors, ensure Fire Control Rooms are properly labeled.
 - If necessary, ensure all systems are in working order and free of trouble alarms.

Building Exterior

- Ensure all entry points, including loading docks, garages, and alleys, can be securely locked and have guard plates to prevent prying.
- Ensure the exterior of your building is well lit, including the full length of alleys and at each entry point.
- Ensure crevices or nooks in alleys are fenced off or boarded up to prevent the storage of unwanted items.
- Ensure all construction materials, fencing, and tools are secured or removed.
- Consider boarding up ground-level windows and doors based on your risk profile. Take care to ensure emergency exits remain usable.
- If possible, apply graffiti coating to gates, and walls to minimize graffiti damage.

Sidewalks/Alleys

- Check sidewalks for pavers, bricks, landscaping rocks, or other materials that could be thrown or used to break windows.
- Check alleys for any caches of sticks, rocks, bricks, or other projectiles, remove and report as suspicious activity.
- Check alleys for trash, construction materials, or other material that can be thrown or used to break windows.
- Remove or secure all portable sidewalk café furniture when not in use.
- Secure dumpsters, lock and immobilize.

Tenants and Retailers

- Notify tenants and retailers of preparedness activities that may impact their access or operations.
- Confirm tenant and retailer contact information. Ensure you have cell phones for key points of contact.
- Encourage they also review insurance policies and, if needed, contact their broker for proper coverage.
- Retail tenants should create current inventory list to have available for the insurance company and take photos of the business before the event.
- Retail tenants should secure valuable merchandise and equipment, including cash registers. This is especially true of cash establishments and those targeted previously, including liquor stores, eye glass stores, phone stores, drug stores, and banks.

PLAN AHEAD

Be prepared: If activity is occurring in the immediate proximity to your business, and you experience any safety concerns, have a plan to close or lock your doors and stay inside. Communicate this plan with your team and make sure all staff is aware of the situation and what their role will be, so they are prepared as well.

Be calm: Understand and respect an individual's right to exercise their first amendment right. If a demonstration is in your area, monitor from inside your business and respectfully allow participants their right to peacefully express their views in public spaces. Do not engage with them. This applies to staff and guests too.

Be protected: Follow best practices for property management, including maintaining a well-lit building with standard security measures in place such as functioning door locks and cameras. Ensure large items like patio furniture, planters, etc. are secured. Consider protecting any glass, windows and fragile areas.

Take Action: If your business is breached, or your staff, employees or guests feel threatened for their personal safety, **call 9-1-1**. Be prepared to give the dispatchers a description of the threat and how many employees or staff you have at your location. To report all non-threatening issues, previous vandalism or request an officer to do a report, call the police non-emergency line at **916-808-5471**.

For more information about how to prepare your property and/or business, contact the Downtown Sacramento Partnership at dsp@downtownsac.org.