

To: Vas Kiniris, Executive Administrator
San Francisco Council District of Merchants Association

From: Audrey Moy
Crime Prevention Specialist (Hawkeye88am@gmail.com)

Date: March 31, 2020

Re: **SECURITY GUIDELINES DURING LOCKDOWN**

Make sure your security alarm is in working order. Test it, and the sensors attached to any merchandise.

Board up front windows. Best way to secure your business to prevent opportunists from breaking in. The cost of boarding up can save windows being broken and merchandise stolen.

If you do not want to board up windows. Remove all merchandise from front windows.

Pull away all fine jewelry in a safe or vault. Do not leave goods in display cases. Goods left in a display cases are a magnet for burglars. If you do not have a safe, you may want to secure fine jewelry outside the store.

If you have a register or drawer where you keep money, empty it and leave the register open and the drawer open.

Secure any laptops or ipads. Remove them from the store.

Check you phone messages and emails just in case customers may try to reach out to you.

If you decide to go into your store for anything. Make sure to be aware of your surrounds while entering and leaving the store. Do not let anyone in the store.

Make sure the San Francisco Police Department has the contact information (name, phone number, email) just in case someone breaks in or the alarm goes off, they will be able to contact you. Some stores have had a turn over of employees. This cannot be done online. You would have to go to the police station in your area, request the ALARM CARD from the Police Services Aide (PSA), fill it out, and leave it with the (PSA).