

CONTRA COSTA COUNTY

Risk Management Department
2530 Arnold Drive, Suite 140
Martinez, California 94553
(925) 335-1400 / Fax: (925) 335-1421

Memorandum

Date: January 14, 2021

To: Department Heads
Building Wardens

From: Risk Management Department

Subject: Presidential Inauguration January 20, 2021

At approximately 9:00 AM PDT, January 20, 2021, Joseph Robinette Biden Jr. will take the Oath of Office, becoming the 46th President of the United States of America.

Governmental agencies have suggested that there may be protest or civil unrest leading up to and next week associated with this transfer of governance.

We suggest that County employees take a few steps to safeguard themselves.

1. Familiarize yourself with your departmental Emergency Action Plan.
2. Review the County's [Shelter in Place Procedures](#).
3. Contact your Building Warden if suspicious or violent activities are observed.
4. If actions are taken against you or your building, contact local law enforcement- 911, for assistance.

While we do not anticipate major disruptions in the County operations, it is better to be prepared for the unlikelihood of protest than to be caught in the middle of the disruption.

cc: Safety Coordinators