

## **SECURITY PLAN / 524 W. ATLANTIC AVENUE, DELRAY BEACH, FL 33444**

( The Security Plan for 524 W. Atlantic Ave. is reviewed bi-annually. )

*Refer to the log below for review dates and actions:*

**Jan 2022:** Requested Park District Maintenance at adjacent West Atlantic Avenue Plaza Park

- |                                      |           |
|--------------------------------------|-----------|
| - Trim Trees away from East Wall     | COMPLETED |
| - Cut & Shape hedges along East Wall | COMPLETED |
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### **LOCKING KEY SYSTEM:**

The property gates and doors have specific procedures for providing keys and/or combinations to staff.

All gates and doors are locked by deadbolt, combination lock, or padlock.

- Keys and combinations are kept by supervisors and owners.
- Keys / combination locks are tracked and accounted for when the employee begins and leaves service. A lost key and all subsequent lock changes are charged to the individual responsible, who is responsible for the replacement.
- Locks with combinations are changed at least once annually and more if needed due to any potential of a breach of security.

### **ALARM & CAMERA RECORDING SYSTEM:**

The property is monitored by a robust alarm and camera system managed by ADT.

- Entry alarms are attached to each possible entry point - both doors and windows at the property.
- The alarm is used anytime the facility is closed and the code is unique and only known to supervisors and owners.
- 14 HD Cameras monitor the exterior of the property in all directions as well as the interior of the space.
- Recorded video is maintained for 5 years.
- Alarm Codes are only available to supervisors responsible for opening and closing the facility.
- ADT call out approval lists are kept current.
- The alarm is registered with the City of Delray Beach.

### **OPENING & CLOSING PROCEDURES:**

All procedures are documented, including opening and closing procedures to ensure that all daily tasks are completed appropriately. The outlined tasks assist with building maintenance, cleanliness and safety with daily and weekly tracked tasks.

## **EMERGENCY PROCEDURES:**

- In any major emergency, all employees are instructed to call 9-1-1.
- The owners will be informed as soon as possible if 9-1-1 is called. Any employee not involved with the emergency will contact the owners immediately.
- Once the situation is under control an Incident Report will be entirely filled out if injury or first aid care was provided to the person on-site. This is extremely important in case an investigation follows the incident. If anyone ever refuses care, have them sign the incident report stating so.
- Under no circumstances shall an employee discuss or make comments about any incident to anyone, including family, friends, patrons, or the media. All discussions shall be held in private.
- If the media approaches anyone, they will be referred to the manager on duty.
- Any irate or belligerent patrons should be referred to the manager on duty. Staff should not be distracted from the surveillance of their assigned areas, nor the part played in the event of an emergency.

## **HANDLING CHEMICALS**

- Chemicals are stored properly. This includes keeping all chemicals locked in the chemical storage area. All chemicals are kept away from heat sources and the containers remain sealed.
- Gloves, goggles, and masks should always be worn when handling chemicals.
- All chemical instructions must be read, understood, and followed.