

TRAILER ESTATES PARK & RECREATION DISTRICT

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MEMO

TO: – Trustees
FROM: Janet Jones - Chairman
DATE: January 15, 2008
SUBJECT: Security Survey

On April 26, 2007 I received from Larry Sarhatt a Security Survey from Trailer Estates that he did before he left for the summer. He called me on January 14, 2007 and said he was back in Trailer Estates. I have attached his survey for your review since security issues are being discussed.

Thank you!

SECURITY SURVEY FOR TRAILER ESTATES
BY LAWRENCE SARHATT

April 26, 2007

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Be advised that I have volunteered my services to the Chairman of the Board of Trustee's to conduct a Security Survey of the Common Property of Trailer Estates (TE). I was unable to begin this survey in sufficient time to complete it; however, I am furnishing you a partial survey of the areas of my inspection. I will list the areas of my concern and hopefully the Board of Trustee's will address these concerns.

It should be noted that I have only inspected the Business Office and the large and small halls. The suggestions I make are not obligatory but I am merely bringing them to your attention the items that I feel are deficient and should be addressed. I would hope you prioritize the various suggestions in order of importance and act on them consistent with budgetary constraints. Some of the suggestions that I will make may be completed or are in the process of being studied and implemented.

I want to impress on all of you that what I have done is not done so in an adversarial manner but only out of concern for the welfare and safety

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of the T E employees, Trustees and the owners. The very nature of any type a security survey report is generally negative in nature but you should not take this personally.

I have talked with some of the Trustees and employees during the course of this survey and will continue to do so in the future. My findings are based on these interviews as well as my observations of the facilities mentioned above. I will eventually interview most of the employees and all of the Trustees in the Fall during the course of the inspection of the remaining facilities.

BUSINESS OFFICE

I have previously recommended and it has been implemented, that all desks should be fitted with locks. The reason for this was to allow each Trustee to secure their papers. I would hope that a duplicate key to each desk has been kept and placed in a secure place under the supervision of

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the Office Manager in the event of an emergency which requires entry in the absence of the Trustee. I repeat, the duplicate key should only be used in the case of an emergency and only by the Chairperson or Vice Chairperson. The privacy of each Trustee or Employee should be respected. These keys, as well as all other Office keys, should be kept in a secure place in the Office with access by the Office Manager, the Chairperson and/or the Vice Chairperson.

I also suggest that a file cabinet, which can be locked, be purchased for each Trustee. This will insure that all files and papers of the Trustees will be secure and this will also keep visitors to the office from being able to observe papers left on desks. This will also eliminate any concern of losing papers and documents. Keeping this in mind, it is my understanding that all Trustees do not have access to the Office after business hours because of security concerns. By securing all papers and documents, as noted above, there should be no reason why each Trustee should not have a key to the Office. The office has a recordable entry

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system and that should record who and when entry has been made to the Office.

The next item is the safety of the office personnel. I realize that there is portable panic button but even if carried, by office personnel, it may be too obvious to the person or persons of concern. Therefore I recommend that a fixed panic button be installed in the office for easy access and this may not be too obvious to the subject or subjects. I will not state where this button should be placed in this memorandum for security reasons. I will advise you orally where I think it should be installed.

I have discussed with office personnel and those Trustees, that I have interviewed several topics. These topics include handling and accountability of cash, deposits of money, a safe place to retreat in the event of a personal threat, telephonic and written threats of various types, and the importance of acting promptly to these threats against a person or

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property as well as how to properly protect written threats, ie, preserve any letter and envelope for police investigative examinations.

I find no sprinkling system in the Office building or in the large or small halls. I strongly suggest that a sprinkling system be installed in the Office because of the documents, records and important papers it contains. I recognize that there is a fire alarm and fire extinguishers which are inspected annually; however, they are only good if someone is present to use them in case of a fire.

I find that the photo coping machine is in the middle office and not visible to office personnel, therefore, I recommend that you install a convex mirror in the front office so persons using the machine can be observed.

You are handicapped in this Office by only having one door for entrance and exit and the windows are not conducive for escape should you have a fire and the door is jammed. This is all the more reason to

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have a sprinkling system installed in the office. I realize that it would be a major undertaking to install another door. If you ever have to expand or renovate this office , you should make sure that you have more than one exit.

You do have an exit sign which is lighted and there are emergency lights in the event of a power failure. You have a security alarm system and several motion detectors located throughout the office. The door is alarmed. The back Trustee's office does not have motion detectors; however, there is one in another room that could detect motion. This system appears adequate even though the Chairpersons office is not alarmed but that office door is kept locked.

You do not have a safe but the cabinets in the back rooms do contain records and valuables and are locked after hours. They are not fire proof and again, a sprinkling system would be valuable to protect these records.

You have a restroom inside the office as well as two other restrooms

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located in the hallway of the area between the office and the small hall. These two restrooms are accessible by the public. They are both well lit. They are checked by a maintenance employee every evening about 8:30 PM to insure they are empty and are locked. For that matter all buildings and restrooms throughout T E are also checked and locked.

You might consider purchasing emergency weather radios for the Office and the Maintenance Office for obvious reasons.

It was determined that the archival records are not stored in the office but are located above the stage in the large hall. Access to these records is not limited to Office or Maintenance personnel. Anyone could access these records as they are not in a secured area. The large hall does not have a sprinkling system. I consider this to be a dangerous situation. You should immediately embark on a project to protect these records. They should be either micro filmed or removed to a secure off premises site.

Regarding your computer security. The computer is backed up each day and the data is taken off premises each night. It is also backed up each

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month and the disc is kept in the file cabinet which is locked each night. as noted previously, the file cabinets are not fire proof. If you have not already done so, I highly recommend you move quickly to arrange off premises security of the information in your computer by contacting a company and electronically back up the contents of the computer off premises, preferably out of state.

The accountability of money coming into the office will not be elaborated on in this memorandum. Let it suffice to say that accurate records of cash are made with receipts given and a copy of the receipt is retained. These records are maintained for seven (7) years. The deposits of cash and/or checks are handled properly and appropriate personnel use precautionary measures and techniques for the depositing of funds. They are astute in not maintaining a fixed schedule with changing times and routes. I am most impressed of the personnel who are knowledgeable regarding security and safety measures.

There is a maintenance storage room at the North East corner of the

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Office building. It contains janitorial supplies and no flammable materials are stored in that room.

Additionally, there is a room next to the Office which is used as a kitchen by office personnel and various club members. Access is only through a door from the hallway and there is no access to the Office. Keys are maintained in the Office and are charged out when there is a request to use the kitchen.

There is no emergency power back up available in T E. You should consider having emergency power for at least the Business Office.

All keys are maintained in a key box in the office and access is limited to the Office Manager, her assistant, and the Chairperson. There should be maintained an inventory of who has keys and it should be maintained in the key box. The Office has a policy that if a key is lost to the Office door, the lock is re-keyed and new keys are made. Currently, the only people who have keys to the office door is the Office Manager,

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her assistant, the Chairperson, the Maintenance Manager.

The Office Manager is under the supervision of the Chairperson. It is noted that the Duties of the Chairperson does not show this. It is suggested that these Duties be amended to include this supervision.

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SMALL HALL

The Small Hall was inspected and the following was noted:

It has emergency lights; Four (4) outside doors which are lockable but are the type that a person can exit if the doors are locked; two (2) inside doors leading to the Large Hall; Eight (8) windows; four (4) smoke alarms; two (2) fire extinguishers; two (2) emergency fire alarms; two (2) clocks; one(1) temperature gauge;

There is a decorative fireplace. There appears to be sufficient lighting in the hall as well as on the outside of the building.

No first aid equipment was noticeable. There is a reliance in first responders from the TE Fire Department for emergencies.

There is a Cable Remote Broadcasting System Box used by the T E video club. The Box is not secured and anyone could tamper with and damage this system.

There is no sprinkling system in this building. It would be a good idea to post emergency telephone numbers near the phone.

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LARGE HALL

In between the Small and Large Halls, there is a storage area which contains several cabinets used by the various clubs and they were all locked except three higher cabinets which were left unlocked. In this area there is a refrigerator and freezer which had pad locks on them. A first aid kit was found. There is a canned soda machine which is not owned by T E and we do not obtain any income from that machine.

The large hall has 7 double doors all of which have lit exit signs except one. There are four (4) fire extinguishers and all are checked annually. There are twelve (12) smoke alarms and three (3) emergency lights. There are four (4) fire alarms which are located on walls near the double doors. There are four (4) clocks and one (1) Temp. gauge. There are also three (3) outside lights and flood lights.

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It was noticed that the outside air conditioning unit switches at both halls are not secured. They should be secured as a safety feature and for the protection of the equipment. Anyone bent on mischief could easily disable and damage the equipment.

The Stage has two (2) sets of stairs with handrails. I did not notice whether the stage is accessible to the handicapped.

The kitchen is located on the North East corner of the Large Hall Building. It has a rear glass door entry and a front door. It also has a sliding up and down door which is used to serve food. This can be locked; however, I found it unlocked and was able to gain entry by reaching around the door jam and unlocking the door.

I did not notice a first aid kit in a conspicuous place. I suggest that you install a first aid kit and insure it contains burn ointment. The kitchen has two wall hanging fire extinguishers and an automatic extinguishing system over the stoves. The floors were clean and not slippery. There is no sprinkling system in the kitchen or the hall.

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The Fire Department is relied upon for any emergency health problems occurring in the large hall. I do not recommend maintaining any life saving equipment in the large hall because it would take a very large effort to train people to use the equipment.

The Fire Department is very close to the large hall and can respond quickly.

The room West of the stage contains arts and crafts type of equipment, which includes a kiln. I recommend installing a visible first aid kit with burn ointment.

Old Business Office records are located above the stage. Please refer to my comments regarding this matter under the caption of Business Office.

There are two (2) out buildings on the North West side of the Hall which contain various club equipment. They are secured.

The North East entrance of the large hall has two sets of double Doors. One set is for entrance to the large hall and are lockable. The

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Other set of doors access to restrooms. The restrooms were found clean. The restrooms are checked every night and locked about 8:30 PM. it is noteworthy to mention that the Maintenance Manager and his crew should be commended on the fine manner in which these two halls as well as all common property are maintained and secured.

I note that T E does not have a "warning system" in the event of a natural disaster or emergency. I would strongly suggest that that you embark on a project to do so. A system of at least four (4) sirens be considered to be installed so that the entire area can be properly warned in the event of impending danger. I can not tell you how strongly I feel about this matter. This is on equal par of importance as your formulating a disaster plan and a relocation site for this District Government. You should without delay find an off premises site where this Board of Trustees can govern in the event of a disaster. This site should have communication capability. There are plenty of governmental organizations that you can turn to in order to find a secure relocation site. I recognize that this will be

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a large undertaking but I do not see you having any alternatives in this crucial matter. The philosophy that we have not had a disaster in the past or it will be too costly can no longer be used as a reason not to implement the above. It is too important to the safety of this District Government and the safety of the Owners of Trailer Estates. I recognize that you as a Board have a lot on your plate at this time but I think this should be your top priority. I know that there is some movement in this direction and I commend you for this initiative. I hope you follow through with it.

Another important matter that you should consider is for this Board to establish a website. This eventually will be a cost savings to the Business Office because all of the information about T E can be included in the website and it will be an excellent means of communicating and promoting Trailer Estates.

When I return in the Fall, I will continue and finish my survey. I stand to assist you in any manner on the above findings.

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| Consideration | Office | Priority Yes/No | Review Needed | Cost Estimate | Person Responsible | | | Update 7/1 | Update 9/1 | Update 11/1 |
|---|--------|--------------------|------------------|---------------|--------------------|---------|---------------|------------|------------|-------------|
| | | | | | Chair | Trustee | Comm Staff | | | |
| Desks fitted with locks | | | | | | | | | | |
| Desks--Extra Key/Secure/Office Manager access: Adm Comm only/office mgr. | | | | | | | | | | |
| File Cabinet--Trustee Files access: Office Mgr. Re:Public Records | | | | | | | | | | |
| Office Keys--Trustees | | | | | | | | | | |
| Panic Button--fixed | | | | | | | | | | |
| Sprinkler System--Office | | | | | | | | | | |
| Awareness of Middle Office--Convex mirror | | | | | | | | | | |
| Exit/Additional Egress--Office | | | | | | | | | | |
| Fireproof File Cabinets--Office | | | | | | | | | | |
| Weather Radio--Office | | | | | | | | | | |
| Weather Radio--Maintenance Office | | | | | | | | | | |
| Records/stored on stage--consider off-site | | | | | | | | | | |
| Electronic Backup of Computer Contents | | | | | | | | | | |
| Emergency Power for Business Office | | | | | | | | | | |
| List of Who has Keys--Kept in key box | | | | | | | | | | |
| Chair Duties--Update/supervise office mgr. | | | | | | | | | | |

