

**Appendix to Auto Crafts Shop Standard Operating Procedure**  
Security Design Features

Overhead doors can only be opened from reception desk.

There is a reception desk to monitor customer admissions.

All doors are alarmed.

Battery operated Illuminated Exit Signs in accordance with Fire Regulation and all exterior doors.

The tools used by customers are receipted from tool crib.

Customer vehicles stored in locked fenced in area.

Security lighting outside of Building.

**Appendix to Tickets-N-Tours Standard Operating Procedure**  
Security Design Feature

There is a reception desk to monitor customer admissions.

Sprinkler system.

Reception area for customers to wait to be escorted by staff.

Battery operated Illuminated Exit Signs in accordance with Fire Regulation and all exterior doors.

Smoke Alarms.

Single entrance.

Windows alarmed.

Security lighting outside of Building.

**Appendix to Physical Fitness Center Standard Operating Procedure**  
Security Design Feature

There is a front desk to monitor customer admissions and check for potential problems.

Full Time of monitoring of pool area.

Walk through monitoring of other parts of facility (i.e.: weight room, locker rooms, ect.) on thirty-minute rotation.

Doors are alarmed.

Battery operated Illuminated Exit Signs in accordance with Fire Regulation and all exterior doors.

Sprinkler system in stalled.

Patrons must have ID visible at all times.

Request for Closed Circuit TV to Directorate for Public Safety.

**Appendix to Outdoor Recreation (Gear to Go) Standard Operating Procedure**  
Security Design Feature

Sales/Rental desk monitors customer admission.

One way in one way out for public entrance.

Smoke alarms.

Sprinklers installed.

Mirrors in blind areas.

Battery operated Illuminated Exit Signs in accordance with Fire Regulation and all exterior doors.

Customers escorted at all times when in high value item area.

Equipment outside in locked fence.

Resale and rental lots are monitored by Closed Circuit TV to Directorate for Public Safety.

**Appendix to Marina Standard Operating Procedure**  
Security Design Feature

Fenced in area.

CCTV monitored by DPS.

Rental boats are chained and locked to dock.

Gas tank pad locked with government security lock.

One entrance in and out.

Sales/Rental desk monitors authorized users.  
Community Center

Reception desk to check for authorized users.

Battery operated Illuminated Exit Signs in accordance with Fire Regulation and all exterior doors.

Smoke detectors.

Security lighting outside of Building.

Games and equipment checked in and out by staff.

**Appendix to Community Center Standard Operating Procedure**  
Security Design Feature

Reception desk to monitor entrance.

Fire alarms.

Smoke detectors have been installed

Security lighting outside of building.

Assorted Games and equipment check in and out by staff.

Battery operated Illuminated Exit Signs in accordance with Fire Regulation and all exterior doors.