

SECURITY EMERGENCY PREPARNESS PLAN

Prepared for



WIGGINS BAY FOUNDATION

NAPLES, FLORIDA



ALLIED PROTECTION SERVICE, INC.

NAPLES REGIONAL OFFICE:

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Naples, Florida, 34112
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CORPORATE HEADQUARTERS:

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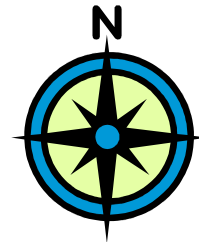
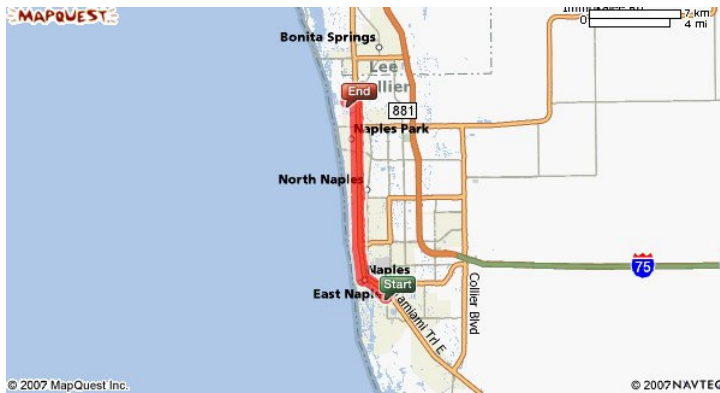
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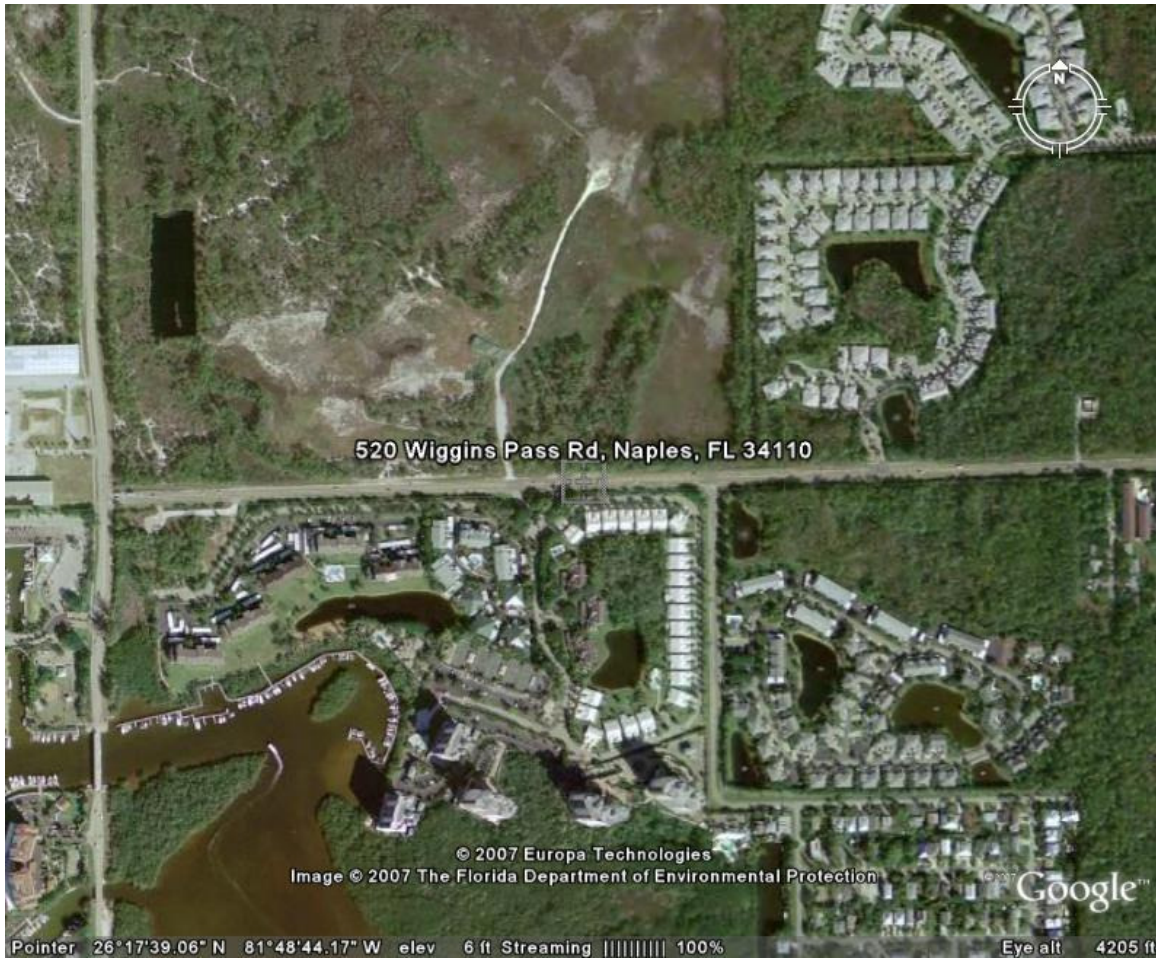
SITE NAME:	Wiggins Bay
SITE ADDRESS:	520 Wiggins Bay Road, Naples, Fl
SITE CONTACT:	Guardian Property Managent

GEOGRAPHICAL INDICATORS

Wiggins Pass is located in North Naples , an incorporated area of Collier County, Florida. The main access road system is a government maintained road; Vanderbilt Road . The complex is accessible directly to the south by Wiggins Pass Road



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Wiggins Bay Foundation is comprised of approximately 6 different Home Owners Associations (HOA's); the property is managed by Guardian Property Management.

AREA CRIMINAL HISTORY

Wiggins Bay Foundation is located within the jurisdictional boundaries of the Collier County Sheriffs Office. Site-specific criminal events data could not be collected and included herein due unavailability & agency policy.

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HURRICAN OPERATIONAL PLAN

PURPOSE:

The purpose of this policy is to establish procedure and areas of responsibility in the event that a hurricane conditions are considered imminent.

STATEMENT OF POLICY:

It is Allied Protections Service's policy to assign specific responsibilities and authority during hurricane conditions to safeguard the lives of agency personnel as well as the lives and property of the clients were serving. Control of responding agency elements must be established to facilitate deployment and avoid confusion which could result in property damage and loss of life.

DEFINITIONS:

.01 Advisory: Weather advisory messages are issued by the National Hurricane center concerning tropical storms and hurricanes. An advisory states details relative to the location, intensity, direction of travel and speed of tropical storm or hurricane.

.02 Bulletins: A weather bulletin is a public release from the National Hurricane Center during periods between advisories announcing the least details on the tropical storm or hurricane.

.03 Gale Warning: A warning of winds within the range of 39-54 miles an hour. Gale warning may proceed or accompany a hurricane watch.

.04 Hurricane Watch: Advance statement issued by the National Hurricane Center. The hurricane watch is not a warning but does indicate a hurricane is near and that attention should be given to subsequent advisories. It Implies possibilities of dangerous conditions within 24-48 hours. Precautionary actions should be taken in case hurricane warnings are forthcoming.

.05 Hurricane Warning: A warning which indicates that hurricane winds of 74 miles an hour and higher or a combination of dangerous high water and rough seas are expected on a specific coastal area. When a hurricane warning is announced hurricane conditions are considered imminent and may begin immediately or at least within the next twelve (12) to twenty-four (24) hours. When a warning is announced it is of utmost importance that all precautionary measures and actions be instituted for protection of life and property.

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DEFINITIONS: Continued

.06 Hurricanes: A violent storm originating over tropical waters with winds near its center reaching 74 miles an hour or higher. In size the storm may range from 50 to 1,000 miles in diameter.

.07 Hurricane Classifications:

<u>Class</u>	<u>Wind Velocity</u>	<u>Storm Surge</u>
1	74 - 95 miles an hour	4 - 5 feet
2	96 - 110 miles an hour	6 - 8 feet
3	111 - 130 miles an hour	9 - 12 feet
4	131 - 155 miles of hour	13 - 18 feet
5	over 155 miles an hour	over - 18 feet

.08 Storm Surge: The increase in water level due to the action of the wind on the ocean surface and the low barometric pressure of the storm system

.09 Vertical Relocation (Evacuation): The concept of sheltering persons threatened by an invasion from hurricane storms and substantially constructed high rise buildings when movement to designated hurricane evacuation shelters is not possible due to storm conditions.

.10 Hurricane Evacuation Shelters: Provide temporary protection from the elements and contain limited food health services.

COMMAND:

.01 Coordination of all agency elements during Hurricane Operation shall be effected through the APS Communication Center, under the direction of APS-Area Manager and APS -Emergency Services Director. ESU/Director will establish liaison with All Federal, State and Local Emergency Management Agencies.

.02 During Hurricane Operations an Emergency Communications Center will be established at our office located at 1055 South Tamiami Trail, Suite 204 Sarasota, Florida 34236. All Telephone lines will call forwarded to Sarasota Emergency Communications Center.

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HURRICANE WATCH:

- .01 General Instructions: When a hurricane watch is announced the following will be accomplished:
 - .01 Personnel who are off duty will be placed on stand-by.
 - .02 The Communication Center will announce when personnel without hurricane assignments are to be excused from duty.
 - .03 On- Duty personnel will be relived to secure homes and families.
 - .04 The Supervisors and Post Commanders are responsible for equipment readiness, requisitions of equipment, and augmentation of supplies shall affect the following:
 - .01 Activate and test Emergency Communications System.
 - .02 Maintain fuel tanks of patrol vehicles as full as practicable.
- .05 The following listed items will be available at Branch Office.
 - .01 Spare automotive batteries
 - .02 Spare wheels and tires for patrol vehicles
 - .03 Replacement flashlights
 - .04 Portable radio and batteries.
 - .05 Fire extinguishers.
- .06 The following listed items will be carried in each patrol vehicle
 - .01 Spare tire and jack
 - .02 Replacement flashlights and batteries.
 - .03 Fire extinguishers.
 - .04 Safety Vest.
 - .05 Rain Gear.
 - .06 First-Aid Kits
 - .07 Post-Hurricane Post Orders for all Clients.

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02. Responsibilities:

- .01 On an issue of a **Hurricane Watch** APS- Emergency Services Unit will:
 - .01 Place APS-Emergency Communication Center on 24 hours basis manned with Supervisors
 - .02 Maintain contact with the National Hurricane Center to obtain current storm information.

INDIVIDUAL SECURITY OFFICER'S RESPONSIBILITIES:

- .01 All security officers will make arrangements for the safety and security of their family throughout the hurricane season which runs from June 1st to November 30th. Pre-arrange plans should be made of where their families are to be located during the storm.
- .02 All APS personnel will stay prepare for hurricane during these months and all Supervisors before being called out, will make sure their family has been secured and the proper equipment is in their vehicles before reporting to the Emergency Operational Center or Local "Staging Area" for that Disaster.

HURRICANE WARNINGS:

- .01 Precautionary Measures: Issuance of a hurricane warning indicates that a hurricane is imminent and previously outlined precautionary measures should be completed.
- .02 Evacuations:
 - .01 Advanced hurricane warnings will be received from the National Hurricane Center to allow the County Commission's sufficient leave time to recommend and urge evacuation of affected area.
 - .02 If your Post is in a Mandatory Evacuation execute the following procedures.
 - .01 Secure and protect Gatehouse furniture, fixtures and paperwork as much as possible

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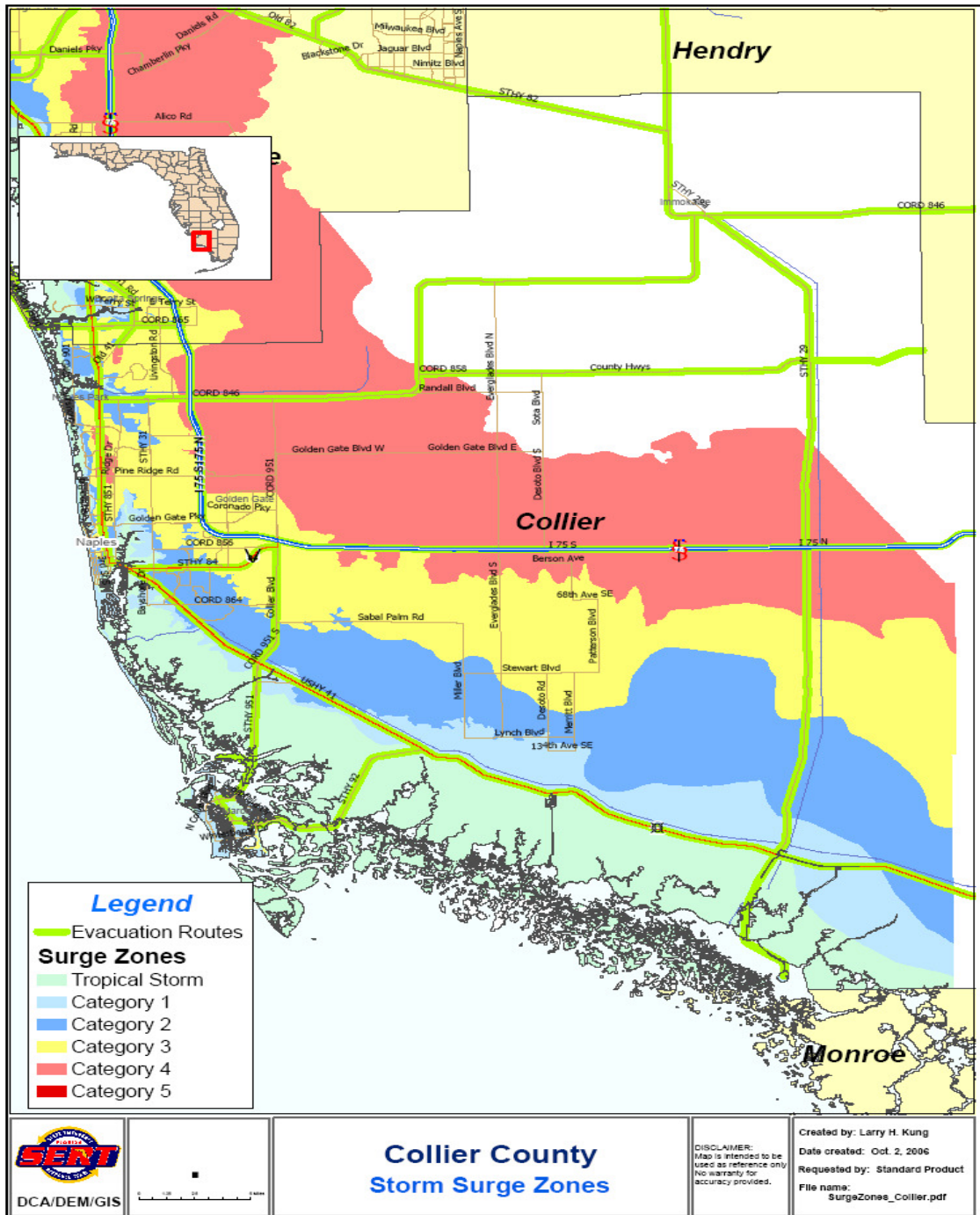
- .02 Prior to leaving your post, drive through your post and assist residents as much as you can while maintaining your personal safety.
- .03 Before departing your gatehouse, remove the gate arms if possible and lock the gatehouse doors.
- .03 Persons who are unable to evacuate when so advised should seek shelter above the first floor in high rise building of substantial construction. When tides in excess of ten (10) are expected, the shelter should be above the second floor.
- .04 EMS will furnish ambulatory services to the hospital and shelters in accordance with their rules and regulations.

POST HURRICANE OPERATIONS:

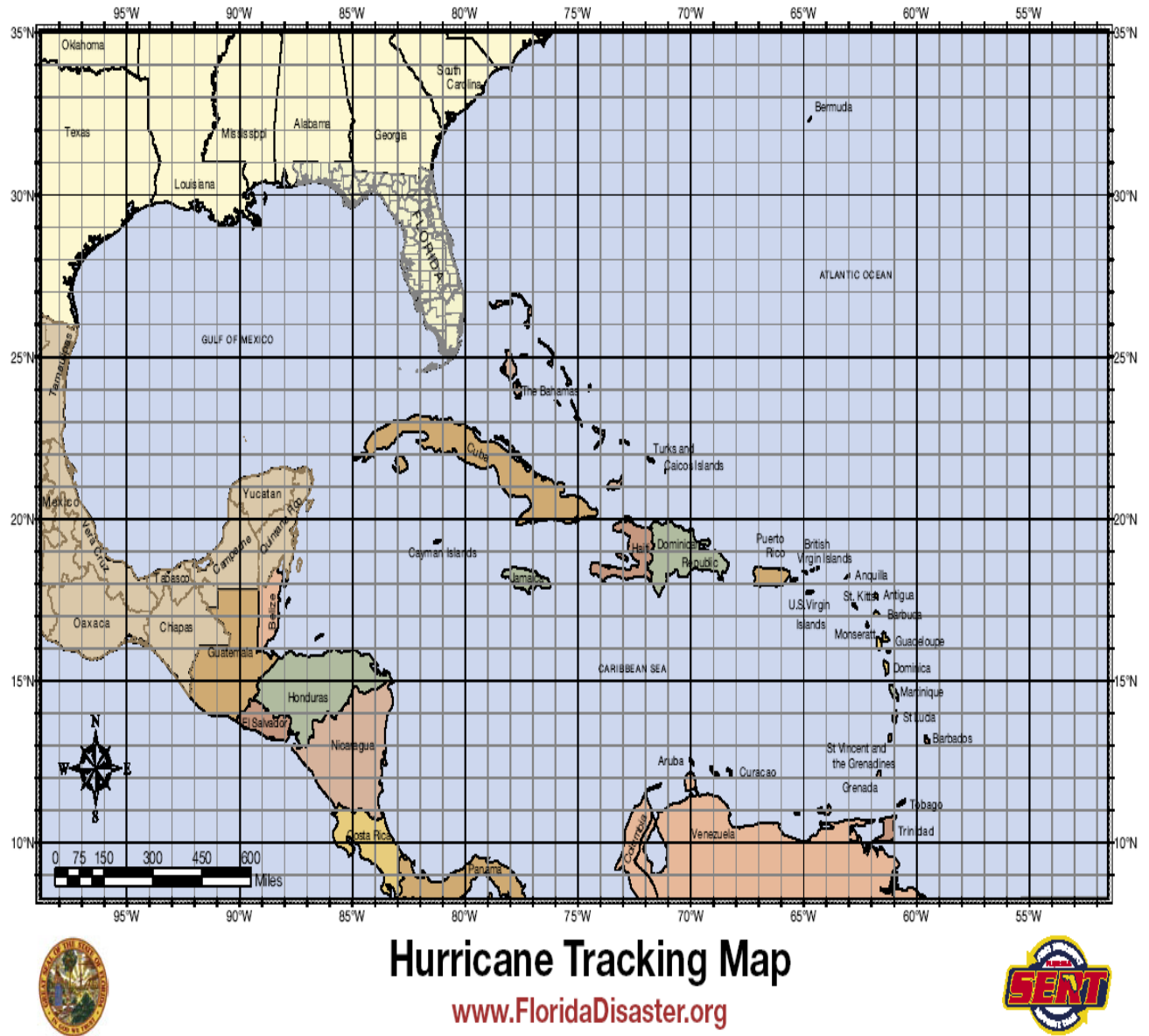
- .01 After Action Reports: After Action reports will be submitted through appropriate channels by all Post Commanders & Supervisors to the Area Manager within 72 hours after the cessation of hurricane conditions.
- .02 Assessments of Damages: Post Commanders and Supervisors will survey geographical areas, assess damage and report to the damage to the property manager. After assessment of damage has been done, Security Personnel will assist resident with gaining access to their residences.
 - .01 All gatehouse personnel will restrict access to the communities to the following:
 - 01. Property Manager
 - 02. Clean up Crews
 - 03. Federal, State, and Local Emergency Management Agencies.
 - .02 Do Not Allow access to Following Personnel without permission from the Client or Representative.
 - 01. News Reporters
 - 02. TV Crews
 - 03. Non-Residents

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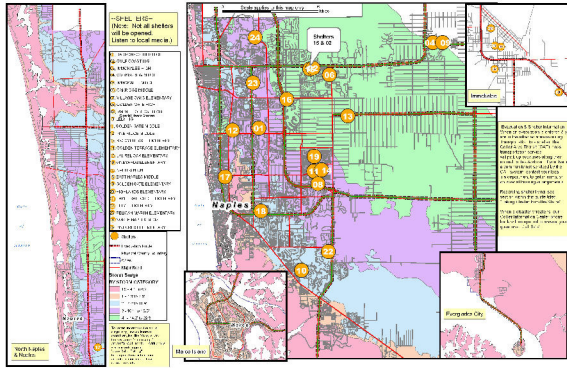
COLLIER COUNTY SURGE ZONE



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Emergency Public Shelters

Click on the [map](#) for enlarged view

Click here for shelter information for [People with Special Needs](#)



REGIONAL EVACUATION SCENARIOS FOR COLLIER COUNTY

The following are the directions that Collier County suggests, if an evacuation is recommended:

Hurricane Making Landfall in Southwest Florida:

- If you leave early, head north to central Florida.
- If you leave late head south and east to Southeast Florida

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Hurricane Making Landfall in the Tampa Bay Area:

- *If you leave early, head south, then east, to Southeast Florida. If you leave late, head south, then east, to South Florida or stay in county*

Hurricane Crossing the State from the East Coast on South Side of Region:

- If you leave early, head north to Central Florida. If you wait until late, stay in county.

Hurricane Crossing the State from East Coast on the North Side of Region:

- Stay in Collier County

Hurricane Parallel to the West of the State:

Travel south then east to Southeast Florida.

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Important Information for Manufactured/Mobile Home Residents

Before the Storm, Secure Your Home

Anchors REQUIRED: Mobile homes should ALWAYS be tied down. In fact, Florida law requires manufactured home owners to secure their homes using anchors and tie-downs. Homes without proper tie-downs are more vulnerable to high winds. Taking proper precautions now will ensure that your mobile home is properly secured, reducing possible damage to your home and your neighbor's property. **Tie-downs should be checked at least once per year.**

Windstorm Insurance: Florida law PROHIBITS the sale of windstorm insurance on manufactured homes not anchored in accordance with Florida law.

Remember: Damage caused by flooding is **NOT** covered by most homeowner's policies. You may need flood insurance even if you do not live in a flood zone. The [National Flood Insurance Program](#) makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.



Contractor's License: Florida law requires tie-down installers to be licensed by the state. To verify a contractor's license, call the [Department of Highway Safety & Motor Vehicles Bureau](#) of Mobile Home & RV Construction at (850) 413-7600.

Inspections: Have your tie-downs inspected by an installer. Most installers will inspect your home and provide a free estimate. Get estimates from three installers and ask them to explain the installation.

Installation Rules: Tie-down installation requirements are set forth in [Florida Administration Code 15C-1](#). Ask your installer about the requirements of that code. For detailed information about mobile home installation, contact the Department of Highway Safety and Motor Vehicles, Bureau of Mobile Home and Recreational Vehicle Construction at (850) 413-7600.

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Time & Cost: A typical tie-down installation costs less than \$2000 and takes less than a day.

Alternative Anchoring Systems: When a contractor inspects for tie-downs, ask if there are dependable, state approved anchoring systems available for your home.



Other structures: Also ask about recommended methods to secure storage/utility sheds, carports, and other vulnerable structures.

Group Estimates: Most contractors provide discounts for group installations. Meet with your neighbors to plan a group inspection and/or installation.

Utilities: Learn how and when to turn off gas, water, & electricity.

Safety Tips

- Check for loose straps.
- Make sure straps are properly aligned and not on an angle.
- Check to be sure the proper numbers of tie-downs have been installed.
- Verify that ground anchors and stabilizer plates have been installed properly.
- Be sure support piers are in contact with the frame.
- Replace straps or ground anchors that show signs of corrosion or damage.
- For additional protection, you may want to consider installing a longitudinal tie-down system located at the front and rear of your home.

Develop an Evacuation Plan

Host Homes: Emergency management agencies recommend you arrange a “Host Home” outside the evacuation zone. A host home is the home of a friend or family member who has agreed to provide temporary shelter for you and your family.

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Communication Plan: Ask an out-of-state relative or friend to serve as the “family contact.” Make sure everyone in the family knows the name, address, and phone number of the contact person.

Public Shelters: [Public Emergency Shelters](#) should be your LAST RESORT in an evacuation. You will have no privacy, limited space, and meals may not be provided. Your temporary “home” will be a gymnasium floor or public hallway, and local officials must give you permission to leave! If you MUST use a public shelter, identify two shelters nearby, preferably in different directions from your home. Click here for a list of [Public Emergency Shelters](#) located in Collier County.



Evacuation Routes: Click [here](#) for [evacuation routes](#). Click here for [evacuation map](#) of Collier County. Be prepared to drive 20 to 50 miles to reach a safe place.

Safety is the most important part of storm preparedness. Please remember that no matter how good your tie-downs are or how complete your insurance coverage is, **EVACUATION is the best plan to save your life!**

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INSURANCE



Most property owners have homeowners' coverage insuring them from catastrophic loss. Did you know that a typical homeowners' policy does not protect you from loss in flooding or rising water? Our county qualifies and participates in the [National Flood Insurance Program](#). We qualify by making building requirements stringent and in accordance with the [Florida](#)

[Building Code](#) and local flood damage prevention ordinances. If you don't have flood insurance, check with your insurance agent for a price quote on your home and your furnishings.

Don't wait until the hurricane warning has been issued.

There is a 30-day waiting period before flood insurance becomes effective, unless you are purchasing a new home with a mortgage.

Additional information can be obtained from your county Emergency Management office.

BEFORE THE STORM

✓ *Make sure that you have adequate coverage*

Property values have increased markedly over the past few years. Also, you may have made some

improvements that increased the value of your home. Make sure that you review your insurance policy carefully and know your coverage limits. Consider increasing your coverage, if it is not adequate.

✓ *Check Your Policy for Flood and Windstorm Coverage*

Remember that a standard homeowners' policy **does not** cover flood damage caused by rising water. If you live in a flood prone, or designated flood area, you should talk to your agent about obtaining flood insurance. Standard Homeowners Insurance policies usually cover windstorm damage caused directly from wind, wind driven water or hail. Check to be sure windstorm exclusion has not been written into your policy. If you have any questions about whether your policy covers windstorm damage, contact your insurance agent.

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✓ *Contact Your Agent to Discuss Possible Policy Changes*

***Your insurance agent can
provide information
about rates and coverage
and can assist you in
making any necessary
policy changes.***



✓ *Know What Your Current Policy
Does and Does Not Cover*

Standard homeowner policies usually limit coverage on items such as valuable jewelry, art, antiques, and money. You may need additional coverage for these items.

If your home is 50% or more destroyed, it may cost more than your homeowner's policy will pay to build it back to CURRENT building and life safety codes,

unless you have a "rider" added to it, which covers this contingency.

Most homeowners' policies do not cover backup of septic tanks, wells or sewers into your home unless you have added a "rider" to your policy covering this type of loss.

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✓ *Update Your List of Personal Belongings*

Make an itemized list of your belongings, their cost, dates of purchase, and serial numbers, if appropriate. Your insurance company will probably require proof of the cost of any item for which a claim is made. Photographs and/or videotapes are also good ideas that you may wish to consider.

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✓ *Safeguard Your Records*

Keep a copy of your insurance policies and inventory records in a safe deposit box or with a relative or friend. If your property is damaged, it will be to your advantage to have access to this information. You may choose to take a copy with you if you evacuate.

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AFTER THE STORM

➤ Beware of “Fly-by-night” Repair Businesses

Hire reputable and preferably local service people. They should have occupational licenses issued by either the City or the County.

➤ Report Damage to Your Insurance Agent Immediately

Your agent should provide you with claim forms and arrange for an insurance adjuster to visit

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your property and assess the damage.



➤ ***Make and Document Emergency Repairs***

Your policy probably requires that you make emergency repairs to prevent further damage to your home or contents. Keep all receipts and take photographs of the damage before and after emergency repairs to submit with your claim.

➤ ***Take Precautions if the Damages Require You to Leave Your Home***

***Secure your property.
Remove valuable items.
Lock windows and doors.
Contact your insurance
agent and leave a phone
number where you can be***

reached. These same precautions should be taken if you are required to evacuate before a storm. If you can not live in your home after the storm, your insurance company will be able to pay you for “Additional Living Expense” if you qualify. Make sure that you keep all of your receipts as you will need them to get reimbursed

*from the Insurance
Company.*

➤ *Looting*

Looting has occurred in many communities after a hurricane. Criminals may take advantage of the opportunity to enter evacuated homes and businesses. Local law enforcement agencies and, if necessary, the National Guard will do everything possible to

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minimize looting. Place jewels and valuables in a sealed freezer bag in your safe deposit box or take them with you when you evacuate.

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IN-PLACE SECURITY STAFFING MEASURES



Currently the gate house is manned 24 hours per day, 7 days per week. By Allied Protection Services personnel.

SUGGESTION:

It is recommended that the Property Management Company or the HOA's purchase some Type of NOAA Radio for the Officer in the Gatehouse to monitor.

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SUGGESTION:

*In the event of any Server weather with the possibility of strong winds, it is **STRONGLY SUGGESTED** that the Windows of the gatehouse be boarded up.*

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SUGGESTION:

We would recommend that anytime a Server Weather Warning has been issued with Strong winds, these gate arms be removed and secured behind the gatehouse until the server weather has been lifted.

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BUILDINGS

Due to the amount of tenants involved, each unit could not be inspected individually. For the purpose of this risk assessment, it is presumed that all units are equipped with similar locks, doors, etc.

SUGGESTION:

Building addresses were noted to be shown in some cases on the front of the buildings... We recommend an aesthetically pleasing marquee in front of each building that notes the unit's physical address (to include road due to park layout) in front of each building. Should a building border more than one street, this should be posted on those sides as well. Additionally, street signs depicting basic address directions may also be employed along the park roadways.

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DOORS: Doors appear to be of solid construction. Peepholes are recommended for all solid exterior doors where persons would be entering / exiting during night operations that are not manned by security officers. Doorframes appear to fit snugly, and secure the door firmly into place. Skid plates, are recommended between the doorjamb and lock, surrounding the deadbolt area to minimize burglar workspace and deter violators. Main exterior doors are accepted from these recommendations due to their aesthetic glass construction.

SUGGESTION:

Doors that are immediately adjacent to structural design voids are prime locations for placement of additional security CCTV cameras and convex mirrors, which allow visitors exiting after hours to monitor the outside conditions & detect suspicious persons prior to exiting. This also included other sensitive areas that should be monitored to prevent concealment of would-be burglars or vandals.

WINDOWS: Windows should all be capable of locking securely, by using manufacturer installed locks and after-market pins. Exterior window areas should be kept clear of obstruction so as not conceal the would-be burglar.

LOCKS: Locks appear to be of common deadbolt style. Double cylinder deadbolts are highly recommended to maximize security. Doors with windows immediately adjacent should be equipped with double key/cylinder deadbolts to prevent a person from breaking the window and using the access to unlock the door by reaching around.

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ENVIRONMENTAL CONCERNS

There are several large pine trees throughout the site. Many of these are so large the limbs have grown down to the base/ground level.

SUGGESTION:

The lower limbs should be trimmed upwards on the tree trunk to a height of no less than 3-4 feet (from the ground). This will allow greater visibility and prevent suspicious persons from hiding under the trees' cover.

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LIGHTING

This inspection was performed during daylight hours; however fixture placement and amount of lighting did appear to be adequate. The main parking lots have overhead street light type fixture and are spread throughout the lot effectively.

SUGGESTION:

Overhead lighting was noted in some areas to be obstructed by the growth of trees. Limbs should be kept trimmed away from fixtures to allow more effective light and reduce the risk of dangerous malfunctions (shorts/fires). Additionally, foot lighting (mushroom style lights) may be employed along footpaths and at doorways.

PARKING FACILITY

Wiggins Bay Foundation has provided a large number of parking facilities. As with all such parking areas, they create a genuine concern for safety of the persons walking to or from their vehicles.

SUGGESTION:

Due to the size of the facility, we recommend that larger or more remote parking areas be equipped with emergency stations. These are “panic” or distress alarms that are positioned amidst the parking places, and well marked. Persons in distress can activate a panic button that activates a flashing blue light and siren. They may also be equipped with an intercom phone that dials the command center or 911 automatically. Should there be trouble, this strobe will assist responding police and security officers to go directly to the distress location. The siren causes attention to be brought by passer-bys and may scare off an attacker.

Due to the amount of employees and Vendors working within Wiggins Bay Foundation and the independent policies of the tenants, there is no standard employee identification system in place. There also is no vehicle permitting system in place.

SUGGESTION:

We recommend a basic employee ID system be instituted. This can be economically accomplished by a laminated business card bearing the Wiggins Bay Foundation logo, the tenant name and employee name. Should police or security be investigating suspicious activity, an employee would be able to present this card as standard

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authorization to be on property. The name can be verified against the person's photo & name on a driver's license.

SUGGESTION:

We also recommend a basic vehicle permit be created. A small sticker affixed to the lower rear driver side windscreen that displays the Wiggins Bay Foundation logo and a serial number would work sufficiently. Each tenant would be assigned a series of numbers (i.e. 100, 400, and 1400). This would allow security the ability to identify if a vehicle is legitimately parked there over night, as being a tenant vehicle. Additionally, should there be a problem with the vehicle (burglary, crash, or lights left on) the security officer would be able to provide a courtesy notification to the tenant that one of their employees vehicles may be compromised.

SUMMARY

In The event of a Emergency Natural or Man-made, Allied Protection Services, Inc. will continue to provide the basic services outlined in our current contract, however, if the need arises, Allied Protection Services, Inc. can and will provide you with additional Security Officers Armed and Unarmed at your request. We currently have Officers that are specialized trained to handle all types of Emergency that might occurred at you location.

Allied Protection Services would like to take this opportunity to thank you for allowing us the opportunity to present the Emergency Prepares Plan of our facility. We look forward to possible future opportunities between Wiggins Bay Foundation & Allied Protection Services.



Security Emergency Preparness Plan prepared by;

Robert C. Ray
Vice President of Business Development
Homeland Security Advisor

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