



Elite Security Group

B STREET SITE SECURITY PLAN 2019

SUBJECT: SITE SECURITY PLAN

DATE: April 2019

SITE: 1147 "B" Street, Hayward CA

The following document shall outline the needed security details of **AUNTY HONEY'S**, for the well-being of all those involved. **ELITE SECURITY GROUP INC.**, here after referred to as "**ESG**", will do everything in their power to comply and follow all City and State regulations pertaining to the security of this facility. It is with pleasure that we can further our working relationship and ensure the safety of the site and the surrounding community by being an important part of this project.

This Security Plan will layout the "Standard Operating Procedures" (**SOP'S**), for this specific site. This Security Plan encompasses the physical, cyber and procedural security for the site specifically. This plan will contain a comprehensive overview of all security aspects to be deployed at "B" Street. Security Officers, Employees and all parties involved will have knowledge of this plan, along with being granted access to hard copies, or electronic copies as requested.

DISTRIBUTION: A copy of this plan will be available at the following locations.

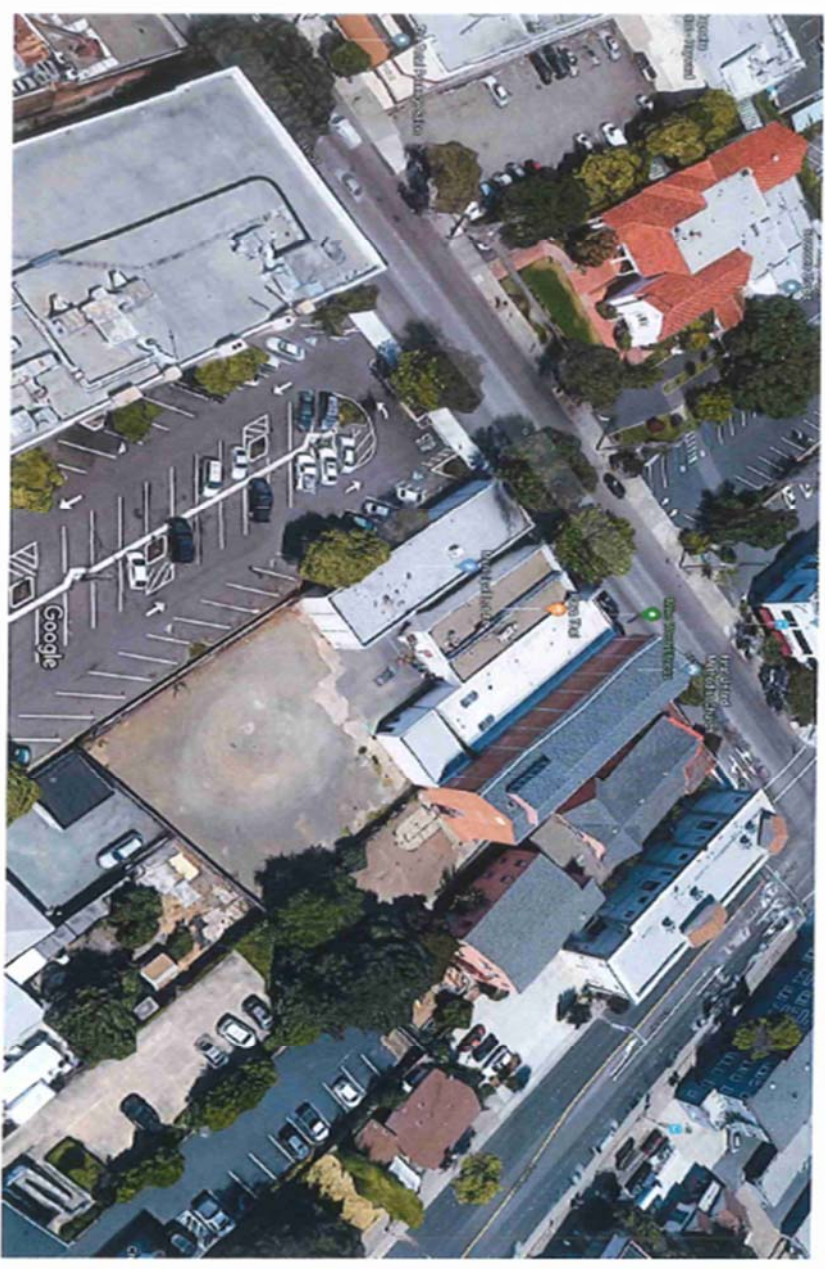
- Elite Security Group Inc., Headquarters.
- Elite Security Group Inc., Control Room
- Elite Security Group Inc., CEO
- Elite Security Group Inc., Operational Supervisors. (Corporals and Sergeant)
- Aunty Honey's, Headquarters
- Aunty Honey's, Ester Lopez Owner
- Aunty Honey's, Robert Taylor Emergency Action Plan Manager

Robert S. Taylor
CEO
Elite Security Group Inc.



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Google Maps



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SECTION 2

SECURITY SYSTEMS:

Aunty Honey's utilizes many forms of security to ensure the safety of the facility and its staff. These security systems will be a compliment to the policies, procedures and measures taken by all parties involved to the safety of the community and its partners, and will be activated anytime that the facility is not staffed. Security systems are equipped to continue functioning for at least 24 hours in case of power failure.

1. HAYWARD

HAYWARD is known to have a great police force along with having a great community that stays actively involved with all aspects of community issues. Having this as a hub to create a unique and diverse partnership will be the greatest aspect for the project and security of all involved.

2. EXTERIOR LIGHTING

Exterior lighting is strategically mapped out to give the exterior a robust and illuminated image. Motion sensor lights are placed in ideal locations that will give security and Law Enforcement a clear image of surrounding areas of the building. Lighting plays a large roll in detecting unwanted access when areas are brightly lite up to give the impression of activity at the facility. Highlighting the perimeter gives all parties a clear view of surroundings. Exterior lighting acts as a deterrent along with giving CCTV better views of activity on the exterior of the building.

3. CCTV

Aunty Honey's will be deploying a large number of High Definition (HD) 720 & 1080p cameras throughout the facility. Cameras are day/night capable. There are interior and exterior cameras that are all monitored from multiple areas of the facility. **ESG** has highly trained and accredited control room operators that monitor the cameras 24 hours a day.

The angle of cameras may be adjusted from the control room. Functions include, panning, zooming, tilting, facial recognition and license plate recognition capabilities. Cameras are monitored in the security control room, recorded offsite at a third-party location, and have frame rates that exceed 15/s. Management shall have access to the stored footage within an hour, which will be in a standard viewing format so no special software will be required for viewing.

Remote access to the footage of the security camera system that depicts the exterior of the building and public rights of way will be provided to HPD. Security and ownership have the ability to capture and play back sections of film for monitoring and retrieval purposes.

CCTV cameras, controls and monitoring have been upgraded and expanded to increase critical protection to all vital areas. Exterior cameras facing the parking lot shall have sufficient resolution to capture license plates and facial features.

- a. All entrances and exits to gain facial recognition.
- b. Points of vehicular access, including Lot 4, which would allow for license plate capturing.
- c. All vital packaging areas, weighing and counting areas.
- d. All safes and storage areas.
- e. Parking areas adjacent to the dispensary, including neighboring parking spaces in City Lot 4 and street parking along the street outside the front of the dispensary.
- f. All loading and unloading areas.
- g. All customer interaction areas (sales floor)
- h. All packing, labeling and loading areas
- i. Access point to Security and recording rooms.
- j. All exterior sides of the building, including adjacent public rights of way.

A monitor will be located with a visual of City Lot 4, which will provide parking for employees and customers. This will enable employees to see conditions of the lot prior to departure.

All video footage is store for minimum 90 days in multiple formats for ease of access. Closed Circuit Television (CCTV) footage is in high definition and has night vision capabilities. All CCTV footage is accessible to Law Enforcement upon request.

Footage is recorded and stored with Bay Alarm. All video of incidents and any documentation of incidents will be kept by **ESG** for minimum 7 years.

4. ELECTRONIC ACCESS CONTROL

Aunty Honey's utilizes a state-of-the-art Electronic Access Control system, which will be installed throughout the facility to better secure the location. Electronic Access Control gives, Security and Ownership the ability to control and monitor who is in and out of the facility at any given time. Security and ownership can audit rooms within the facility for access. The Card Access system can be used for gates, exterior doors and interior doors. Access cards can be issued with names, photos and job titles giving the facility another level of security to ensure "visitors" are not in the wrong areas. Like all cameras the card access system is monitored 24 hours a day/ 7 days a week and recorded on and offsite for audit purposes.

5. INTRUSION ALARMS

Intrusion alarms are utilized throughout the facility, these alarms serve multiple purposes.

- a. Providing monitoring 24 hours a day, in remote locations where staff may not always be present.
- b. Notify security, management, and/or HPD when something has been accessed.
- c. Protect against unwanted entry.

The alarm sensors include, door/window contacts, motion detection and seal breaking. All of these sensors and intrusion alarms are monitored on and offsite 24 hours a day. A log of when the alarm system is armed and disarmed, and by whom, will be kept in a log. All sensors are

installed by qualified technicians and carry warranties along with being tested prior to implementation.

Intrusion alarms can be audible and silent. Panic buttons, or holdup/distress alarms, will be provided to all staff in respective areas to ensure safety of all parties. Panic buttons will be strategically placed throughout the facility, particularly in the transport area, manager's office, including where the safes are located, and the lobby, to give the assurance that in the event of an incident, authorities will be notified. To help with monitoring and taking a proactive approach to the safety of the facility, two-way radios and cellular back-up will be utilized. All alarms are sent to the control center as well as to an offsite facility. Communication with the management staff, security personnel, and HPD are part of the function of Security.

6. **ELITE SECURITY GROUP INC.**

ESG employs many former and current, Military and Law Enforcement professionals. Setting a standard of excellence to ensure that all clients, property and community is protected. All Officers are accredited with the appropriate licenses according to the Bureau of Security and Investigative Services (BSIS), audits are done frequently to ensure all Officers are up to date. **ESG**, provides above and beyond training for all officers, including but not limited to, CPR, First-Aid and AED, Blood Borne Pathogens(BBP), Firearms Training, Self Defense, Handcuffing, Active Shooter, Medical Responding to an Active Shooter and Emergency Response. Officers are placed at high traffic areas to ensure thorough searching, verifying identity and age is taking place. Officers are deployed to roving patrols of the interior and exterior of the building. Officers are to physically touch all doors to ensure proper sealing of specific areas to help mitigate odor issues and safety risks. Officers while patrolling monitor for any leaks, odors or breaches to the structure. Officers are deployed in the Control Room to monitor and dispatch other Officers to areas of concern.

ESG will maintain strict records of all guests with a visitor's log which is maintained and kept at Headquarters for minimum of seven (7) years. Logs can be scanned and stored electronically as well. All guests must be of the appropriate age to enter the facility and will be monitored according to city regulations. **ESG** has an expansive incident reporting system the will be utilized with all areas of the facility needing to keep record of incidents. **ESG** will work closely with Law Enforcement to ensure that the proper communication continues to happen to keep all beat Officers abreast of dealings with the community. Meetings can be scheduled to ensure proper communication happens.

Officers at **ESG** are vested similar to what a Police Officer Standard Training (POST) background is. Officers when coming to work for **ESG**, must complete a Personal History Statement(PHS), which is kept in the Officers Personnel file at Headquarters. All Officers are subject to Drug Testing and any use of drugs or alcohol while on duty is prohibited. Officers are not permitted to partake in any method of consumption with regards to cannabis. Officers are to be of sound body and mind. Working closely with Law Enforcement has created a better working relationship and community with other sites that **ESG** is currently working. **ESG** also deploys body cameras on all Officers at all sites. **ESG** shall heed all regulations in pertaining to weapons onsite. Currently Working other locations, all officers are armed according to the CA State laws and regulations.

SECTION 5

MAINTENANCE AND TESTING

ALL SECURITY SYSTEMS AND EQUIPMENT ARE TESTED MAINTAINED ACCORDING TO FACTORY SPECIFICATIONS. All systems are testing and maintained to ensure its continuous and effective operation.

- Maintenance is performed in accordance with manufacturers guidance and recommendations.
- All maintenance is scheduled, tracked and recorded to ensure proper function continues.
- All maintenance is performed by certified and professional services to ensure the proper functionality is not compromised.
- All records can be located in the Security Control Room.

All maintenance and testing is done in accordance and monitored by security to ensure that proper in and out methods do not lead to a breach of the facility. All personnel on site to perform work, will check in and out with security. In some instances, workers will be accompanied by security and monitored while work is being performed. Officers are to then write a detailed report of what happened and then turn into the supervisor for review.

SECTION 6

ISSUED KEYS

This policy is to be used when issuing and returning keys within **Aunty Honey's**. This will also detail what to do if a key was lost or stolen. The use of unauthorized or duplicated keys is not permitted.

The key system will be entered into the computer based Key Control Program for on-going monitoring and updating. The system will be maintained by the Key Administrator, TBD..... The Administrator has the responsibility to maintain, monitor and alter the records as needed. All keys will be issued through the Administrator.

All Keys to be issued through the Administrator are to be approved by Ownership prior to Issuance. All Approvals shall be passed to Security for proper recording of information.

All keys and permissions are to be recorded with Security to ensure the proper individuals are in areas that they are permitted and not without authority to be in other areas.

Keys shall not be left unattended at any time. Keys shall not be loaned. If an individual needs to gain access to a specific area and does not have their keys, they will need to obtain approval through the proper chain of command to gain access with Security and Management.

If keys are lost or stolen, Security will be notified immediately. Security will then fill out an incident report for proper documentation. All incidents will be recorded and forwarded.

Keys shall be assigned to individuals, vital information will be recorded and maintained at the Control Room for proper documentation.

Key Cards will follow these same rules and regulations.

SECTION 7

IDENTIFICATION BADGES

Identification badges shall be issued to all employees, security and visitors that will have prolonged access to the facility. Only exception to this is on the sales floor. All customers will be identified through access control. Sales representatives will have their employee badges on.

- All employees will wear their identification badges
- Badge shall be worn above the waist
- While performing duties in controlled areas, employees shall have their ID's readily available.
- Any employee who forgets their ID, should notify their supervisor and security immediately upon arriving at the facility.
- Any lost, stolen or misplaced ID shall be reported to Security and Ownership immediately.
- Any person not wearing a badge in secured areas shall be questioned by other employees and security to avoid any incident or theft.
- Vehicles entering secured areas, shall stop to show proper identification to Security.
- Employees shall not allow other employees to enter the facility with their ID badge.
- Non-compliance shall be reported immediately.
- Badges shall not be worn off-site, unless for official business
- Violation of this policy may lead to disciplinary action, including termination.

Contractors are to be accompanied or assigned visitor badges. This system shall be at the sole discretion of ownership.

Visitor Badges shall be issued and returned at the start and end of the Visit. Security will gather vital information and record it in the visitor log.

All ID Access Badges shall be surrendered at the request of ownership or Security for reasons discussed and agreed upon by both parties. If an Employee is terminated, ID's shall be surrendered at that time.

SECTION 8

SECURITY MEASURES

This policy addresses the responsibility of all employees to comply with **Aunty Honey's** security measures. Employees and contractors are prohibited from tampering with or obstructing the view of security cameras and/or security-related equipment. This policy also addresses interfering with or disabling any other security-related measures.

Aunty Honey's relies on comprehensive security systems and measures to ensure our employees, contractors and visitors remain safe and our critical assets are protected. Many of these security measures are required by State law due to the nature of processes. All employees are expected to know and support the security measures related to their jobs.

Security cameras strategically placed throughout the facility have an integral role in security. Unauthorized interference with these cameras can jeopardize people and facilities. Therefore, no employee shall knowingly tamper with or obstruct the view of any security camera or security-related equipment.

Aunty Honey's has carefully implemented a number of other integrated security measures, including but not limited to electronic access control, restricted access, intrusion alarms, locked doors/gates/windows and lighting. No employee shall knowingly disable, circumvent, bypass or compromise any of these security measures.

Any employee having knowledge of any tampering with, circumvention of or breach of security or security measures shall notify either their supervisor or **ESG** immediately.

Investigations of alleged violations of this policy will be conducted under the direction of the Security director. If the director is unavailable, then the general counsel/chief compliance officer will assume

such responsibility. At the conclusion of the investigation, any employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

SECTION 9

EMERGENCY RESPONSE

Emergency response shall be in accordance with an "all-hazards" approach. Such incidents/events may include:

- Bomb Threats
- Fires
- Earthquakes
- Hazardous Materials Release
- Floods
- Windstorms
- Civil Disturbances
- Pandemic Flu
- Serious Accidents
- Criminal Activity

Aunty Honey's shall implement the principles of the Incident Command System (ICS) when managing significant incidents/events. Implementation may include:

- Assemble an Incident Management Team (organizational chart attached). Assignments will be based upon individual qualifications and positions.
- Coordinate with internal and external stakeholders (i.e. law enforcement, fire services)
- Establish Unified Command when appropriate

Emergency Action Plans (EAPs) – **Aunty Honey's** maintains EAPs for each of its projects. These EAPs should be referenced during the course of any emergency. Information contained in these EAPs includes:

- Notification Flow Chart
- Project Description
- Responsibilities
- Inundation Maps
- MDS

In the event of an Emergency, Security will help with the flow of information that is communicated with the appropriate agencies. Most of the Security staff has been trained to run an incident command post or has training to maintain the situation until relieved of command.

EMERGENCY TELEPHONE NOTIFICATION

Emergency notification shall be done in accordance with chain of command within each company's specific structure. This information is subject to change.

ELITE SECURITY GROUP INC.

Site Supervisor	TBD	
JD Nannery	Operation Manager	707-731-7775
Robert Taylor	CEO	925-597-7648

AGENCIES

Hayward Police Department	510-293-7272
Hayward Fire Department	510-583-4900
Emergency	9 – 1 – 1
Alameda County Water District	510-668-6500
PG & E Emergency	800-743-5000

AUNTY HONEY'S

Ester Lopez	Owner	510-457-8393
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CONTROL ROOMS

Sales Floor	TBD	TBD
Distribution	TBD	TBD
Security	On-Duty Officer	TBD

SUSPECTED EXPLOSIVE DEVICES

What might indicate "suspected explosive devices?"

- Package that is not supposed to be there/ no label
 - Short piece of pipe
 - Tinfoil
 - Sawdust
 - Brick dust
 - Wood chips
 - Electrical wire out of place
 - String or fishing line
 - Dirty ropes (fuses)
 - Partly open drawer
 - Fresh plaster or cement
 - Disturbed carpeting
 - Loose electrical fittings
 - Greasy paper wrapping
1. Do not touch the device or substance
 2. Evacuate and notify authorities immediately.
 3. Security to do a sweep for more suspicious objects.
 4. Designate a liaison for meet authorities upon arrival
 5. Conduct accountability to ensure everyone is present

Once cleared and allowed to enter the facility again, all parties that have information pertaining to the issue shall write a descriptive narrative for security, which will be placed with incident reports

done by security and then reported and stored into the system for further review or to establish patterns.

All incidents shall be treated as real and not taken lightly. Evacuation plans for each department are to be placed near doorways to ensure the routes are followed for safety of all parties involved.

SUSPICIOUS MAIL

CHARACTERISTICS OF SUSPICIOUS PACKAGES AND LETTERS:

- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles for recipient.
- Addressed to no Specific individual
- Title, but no name.
- Misspellings of common words.
- Oily stains, discolorations
- Plain envelope with no return address
- Excessive weight.
- Lopsided or uneven envelope, thick or lumpy package.
- Ticking or buzzing sound, sloshing sound or unusual smell.
- Protruding wires or aluminum foil.
- Excessive security material such as masking tape, string, filament tape, etc.
- Marked with restrictive endorsements, such as "Personal" or "Confidential", or alternatively, "Open This Envelope."

IF YOU RECEIVE A SUSPICIOUS UNOPENED ENVELOPE OR ENVELOPE THAT APPEARS EMPTY:

- Call Elite Security Group Inc.
- Notify Safety Personnel

IF YOU RECEIVE A SUSPICIOUS PACKAGE:

- DO NOT OPEN any package or envelope.
- DO NOT PANIC (may cause others to panic)
- DO NOT TOUCH, SMELL or TASTE THE SUBSTANCES
- LEAVE IT and evacuate IMMEDIATE AREAS
- KEEP others from entering for the safety of all parties.
- Compile a list of others who were in the immediate area to ensure complete follow-up.
- Call Elite Security Group Inc. (number listed above)
- Notify HAYWARD PD and Fire
- Notify Safety Manager
- Notify Ownership

IF YOU RECEIVE A SUSPICIOUS UNOPENED ENVELOPE WITH POWDER WHICH SPILLS OUT:

- Leave it and evacuate the room.
- Wash hands with soap and water. Ensure no substance was left on any part of clothing or body.
- Call Elite Security Group Inc.
- Notify HAYWARD PD
- Notify Safety Manager
- Notify Ownership

BUILDING EVACUATIONS

Reasons to evacuate may include and not limited to:

- Fires
- Bomb Threats
- Power Outages, short circuits, overloaded breakers
- Earthquakes
- Water/Gas Leak once detected and notifying security.
- Hostage Situation/ active shooters

Methods of Notification:

1. Intercom system
2. Alarm.
3. two-way radios
4. Physical contact from Security or Management.
5. Direct or electronic from authorized emergency personnel.

Do Not:

1. Use elevators (not always applicable)
2. Gather in lobbies or open areas within the facility.
3. Bring disabled individuals into stairwells without fire department approval.
4. Open a door without first checking for heat.
5. Run or panic, utilizing exits and pathways will help with safety.
6. Re-enter the building until given "all clear"

Disabled individuals or others who need assistance should:

1. Be assisted by Security or the Authorities.
2. Be evacuated only under the direction of authorized emergency personnel (i.e. Fire Department or Law Enforcement)

Course of Action:

- Emergency recognized.
- If the emergency is a fire, have only trained employees try to extinguish the fire with appropriate extinguishers.
- 9-1-1
- Intercom announcement:
- Evacuate the building at once.
- **Preserve any and all evidence**, if applicable, and remain accessible for discussion with law enforcement personnel.
- **Do not touch any suspicious items** or suspected bombs.

Employee Responsibilities:

1. Each employee is expected to know the location of the fire extinguishers, emergency exits, and first aid supplies.
2. Extinguish the fire by using a portable fire extinguisher if safe to do so and if you have been trained to use a fire extinguisher.
3. Evacuation Route-Preplan your escape route based on your familiarity with the building. Always take the nearest stairwell. All stairwells are fire corridor rated. (if applicable)
4. Do not re-enter the building. Enter only after "all clear"
5. Regular review of attached floor plans and evacuation plan maps is recommended.

Security:

1. Recognized as a designated authority in the event of an emergency.
2. Responsible for sweeping the building to ensure all parties have evacuated.
3. Equipped with identifying apparel and a flashlight. (issued by **ESG**)
4. Responsible for complete evacuation.
5. Responsible for knowing the general identity and physical ability of employees in the facility.
6. Familiar with the location of emergency exits, emergency equipment, and trained in emergency response procedures.

SECTION 10

GENERAL STATEMENT:

ESG provides contracted services to **Aunty Honey's**. This manual addresses policies, procedures, and information associated with these services.

This manual is intended to serve as a guide for **ESG** employees, so they may understand the expectations of conduct and performance. This manual will assist them in making decisions and carrying out their duties in a manner consistent with those expectations from Hayward and **Aunt Honey's**. It should be noted that this manual is not intended to address every situation that may arise, and situations will be addressed in a timely and professional manner. **ESG** employees are expected to use good judgment and be professional during all incidents that arise on the specific site.

Any and all situations that arise, not noted in this outline, will be brought to supervisors according to the chain of command outlined in company handbooks. Officers are encouraged to make the recommendations as to have a sense of ownership in the work to be completed.

POST ORDER OUTLINING FURTHER ACTIVITIES ARE PRODUCED ONSITE AND ARE SITE SPECIFIC. POST ORDERS ARE GENERAL RULES IN NATURE FOR MULTIPLE INCIDENTS THAT OFFICERS ARE TRAINED ON FOR EACH SPECIFIC SITE. POST ORDERS ARE MODIFIED CONTINUOUSLY FOR THE BETTERMENT OF EACH SITE. ALL CHANGES ARE PASSED THROUGH A NETWORK OF MANAGEMENT AND OWNERSHIP.

ELITE SECURITY GROUP INC.