



# STOKES BAY SAILING CLUB

## Security Duty Tasks and Support - as of May 2025

### 1. **Security Duty**

The Purpose of the security duty is to ensure that the clubhouse, its outbuildings and the two gates to the compound are secure when not in use by members.

A torch is recommended to be carried, if there has been a power outage or other electrical issue.

The security duty is recommended to take place between last light and 23:30.

### 2. **Tasks - Exterior**

Check the physical security of the exterior of the club:

- Check the compound barrier and promenade barriers are secure.
- 2 x rig store doors are closed and locked.
- Tractor garage is secure.
- Metal RIB garage is locked.
- Main club building RIB store garage door is secure.
- Main club building store (with louvered door) is secure.
- Washdown hoses are off.

Check for trollies on the beach (more applicable to summer) to make sure boats and people are accounted for. If you believe anyone is unaccounted for, call 999 and ask for HM Coastguard.

The slipway is a public amenity, judgement should be used when assessing if a club member is unaccounted for.

For example, is there equipment on the Commodore's Lawn, clothing in the changing rooms?

Check the roof to ensure no flags have been left flying following racing.

In high winds, scan the compound and consider securing insecure boats, where this is safe and practical.

### 2. **Tasks - Interior**

Check the physical security of the club main building and facilities:

- Check the 2 x clubroom doors are locked.
- Clubroom and changing room windows are closed.
- Bar shutters are down, secure and the access hatch is locked.
- Galley shutter is down, secure and the access hatch is locked.
- Bridge door is locked.
- Office door is locked.
- Door to the roof is locked.
- Lights are off. Most lights are PIR activated, such as the changing rooms, lobby and landing. Exceptions are the LEDs around the clubroom (2 x switches next to the dry clubroom door and next to the clubroom fire exit. Pool table lights on a switch next to the alarm panel and bar lights, which are behind the bar.

If you enter the clubroom when the alarm is "set", enter the deactivation code with the door closed. Do not be concerned if the club heating is active, it operates on a timer by day, with a facility to add "overtime".

The 2 x weather stations remain "on" at all times.

### 3. **Intruder Alarm**

The intruder alarm is located inside the clubroom "wet" door, the following access points are fitted with sensors:

- Clubroom "wet" and "dry" doors
- Clubroom fire exit door
- Bridge to roof door
- Office door
- Gents changing room fire exit
- Cellar door
- RIB garage door
- Club main building store
- Club main entrance

If any of these sensors are not closed, the alarm will not set.

The alarm has a timing clock which is set between 23:59 and 05:30. Between these times the alarm will be activated, if any door with a sensor or the 2 x motion detectors in the clubroom are activated. Outside these times, access via the front door is possible without the alarm being activated.

The alarm is silenced by entering the activation/deactivation code.

The alarm is not linked to external agencies.

If the alarm is not able to be set, secure the club with the alarm "off" and inform the Administrator the following morning.

If keys are required to lock doors you do not have, keys are stored in the key safe located in the main store on the left wall, just inside the door. Access code: 1923# and turn the lever 1/4 turn to the left.

**Contact details:** If you need help with an issue you are not able to resolve call Tom Nelson on 07967 27 57 24

**Key Colour Code**

<b>Key</b>	<b>Coloured Dot on Key and Door</b>
Main entrance	Blue
Main store	Orange
Clubroom doors x 2	No dot
Bridge Inner	Yellow
Bridge Outer	Yellow
Alarmed RIB Garage	Green
Tractor/Buoy Garage	No dot
Main Gate	No dot
Galley Shutters	No dot