

Planning for the unexpected: *High Holiday edition 2010*



High Holiday Security Planning Webinar
August 24, 2010

Emergency planning: על רגל אחת

1. Who's going to be in charge?
2. What can you tell people to do?
3. How are you going to communicate?
4. What stuff are you going to need and where are you going to get it?
5. What do you need to get back to work?



Sample Scenario

James, the Superintendent at Central Synagogue of East Cupcake, was dedicated to his job. Earlier in the afternoon he had his staff wipe out the basins and make sure there were plenty of paper towels. But he went into the Men's Room to check that everything was in tip-top shape just before the Kol Nidre service.

He looked down to see some papers that he was confident were not there before.

Opening the largest one he read:



Scenario II

Jews be warned you have much for to atone. You think that you can run the world but you won't even be safe on your so called holy days.

Your building will be blown to pieces at 7:30. This is your only warning.

The Universal Adversary

Scenario III



James took the note to Leonard, the Head Usher, and asked, "What should we do now??"

Scenario IV

The Head Usher rushed to consult with the chair of the Security Committee. Together, they climbed the stairs to the _____ and explained the situation to the rabbi and their decision to evacuate the building. The rabbi rose on the _____ and announced in a calm voice, “Due to a security situation we are asking everyone to please leave the building immediately.”



Scenario IV

He didn't even finish when people started running for the doors. It was not a pretty picture. While parents ran towards the back to get their kids, a bottleneck developed at the main door. Some elderly congregants, using walkers, were pushed aside. Barely half of the congregation left the sanctuary. It was 7:29.



Facilitating evacuations during services

Train your staff and ushers in advance.

- Assign responsibilities and roles:
 - Cover all exit doors
 - Pay attention to child care responsibilities
 - Who's going to safeguard the Torahs?
 - Plan for people with disabilities
- Find the time to stage an evacuation drill



Facilitating evacuations during services

- **Pre-plan announcements**
 - Have direction sheets in the pews
 - Direct people to use all the exits
 - Develop consistent messaging (e.g., the ushers should be giving the same directions as the rabbi).
 - Tell people where to meet (e.g., the teen service will be at the north end of the parking lot).



Facilitating evacuations during services

Have equipment and important information ready

- Flashlights/ emergency lighting
- Communications
- Binder including floor plans, lists, phone contacts, etc.
- Signs, e.g., “Childcare Assembly Area Here”



4. What stuff are you going to need and where are you going to get it?



“Go” Binder examples

- Staff Lists
- Class/client Lists
- Parents Lists
- Procedural checklists
- Clients and staff needing special assistance
- Emergency Response contact name and numbers.
- Mutual Aid Participants locations, telephone numbers and names of contact persons
- Plans for kids whose parents can't pick them up
- Floor plans
- Blue prints

Halachic considerations



Disasters don't look at the *luach*. Define your response parameters. Ask your rabbi, in advance, regarding:

- ▶ scheduling
- ▶ communications
- ▶ utilities
- ▶ carrying
- ▶ other issues

Thank you

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