



# HIGH HOLIDAY

## SECURITY THINKPLATE®: 2012

### ADVANCE PREPARATIONS

#### SECURITY COMMITTEE/SUBCOMMITTEE

- **Role.** Are the members of the security/house/building committee/security subcommittee prepared to:
  - work with appropriate synagogue staff and outside agencies to complete the hazard analysis;
  - discuss the response strategies for various hazards and recommend options for likely problems (e.g., bomb scare);
  - develop policies and procedures to ensure that your synagogue has the balance of being warm, welcoming and secure;
  - assess the staffing requirements, recruit volunteers and authorize the hiring of staff, as necessary; and
  - determine the most appropriate ticketing, credentialing and/or screening methods for your synagogue?
- **Focus.** Can the members of your committee/subcommittee focus on security and emergency planning without being “distracted” by the other important elements of High Holiday planning?
- **Authority.** Have you developed a process to develop a consensus around the committee/subcommittee recommendations? Does the committee/ subcommittee have sufficient authority to implement their recommendations?

**Notes:**

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HAZARD ANALYSIS	
<ul style="list-style-type: none"> <li>• <b>All-hazards approach.</b> Have you considered an “all-hazards” approach, including: terrorism, fire, natural disasters, etc.?</li> <li>• <b>Partnerships.</b> Have you contacted your local law enforcement and emergency management agencies to determine the most likely risks?</li> <li>• <b>Alerting.</b> Have you subscribed to security, natural disaster and other emergency alert systems? If there is an alert on the High Holidays, have you made arrangements to receive it?</li> <li>• <b>Profile.</b> Are there any risks unique to your congregation, for example:               <ul style="list-style-type: none"> <li>○ prominent rabbinical or lay leadership;</li> <li>○ prominent congregants; and/or</li> <li>○ controversial programming?</li> </ul> </li> </ul>	<p><b>Notes:</b></p>
HALACHIC CONSIDERATIONS	
<ul style="list-style-type: none"> <li>• Have you asked your rabbi whether you can use equipment:               <ul style="list-style-type: none"> <li>○ as a screener/deterrence (e.g., metal detectors), or</li> <li>○ if a life/safety issue should arise, e.g., flashlights, bullhorns, defibrillators, cell phones, communication equipment?</li> </ul> </li> <li>• Are there ways to operate certain equipment in halachically acceptable ways?</li> </ul>	<p><b>Notes:</b></p>
PREPARING YOUR BUILDING(S) & SPACES	
<ul style="list-style-type: none"> <li>• <b>Evacuation routes.</b> Are the exits clearly marked? Do people know where to find the <i>closest</i> exit, rather than the one they entered? Are your ushers (or others strategically seated around the sanctuary, tent, etc.):               <ul style="list-style-type: none"> <li>○ trained to assist people with evacuation or sheltering?</li> <li>○ Have you made provisions to assist people with disabilities in an emergency?</li> <li>○ Have you asked your local fire department for suggestions?</li> <li>○ Should an evacuation be necessary, have you</li> </ul> </li> </ul>	<p><b>Notes:</b></p>

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<p>designated areas of assembly both near your building and a few blocks away (in case emergency responders need to move people away from your building)?</p> <ul style="list-style-type: none"> <li>• <b>Access.</b> Have you restricted access to the buildings so that people can only enter through doors with “screeners”?</li> <li>• <b>Equipment.</b> Do you have the equipment that you might need (e.g., metal detectors, flashlights, bullhorns, defibrillators, first aid kit)? Are the batteries fresh or charged?</li> <li>• <b>Ticket sales.</b> Do you use your ticket sales system to check people not known to you? Do you realize that if you take cash from a stranger there is no way to tell if they have given you truthful information (as opposed to a check or credit card, which gives you a measure of authentication)?</li> <li>• <b>Lists.</b> Do you print lists of attendees and distribute them to the appropriate people?</li> </ul>	
<h2>MESSAGING</h2>	
<ul style="list-style-type: none"> <li>• In the event of an emergency:             <ul style="list-style-type: none"> <li>○ do you know who will make announcements?</li> <li>○ do you have the means to quickly notify the various services under your auspices that an emergency exists and the appropriate emergency message should be given?</li> </ul> </li> <li>• Have you designated people to deliver emergency communications?</li> <li>• Have you pre-written clear and concise messages?</li> <li>• Have you prepared handouts or seat cards (as the airlines do) with diagrams showing the evacuation routes and outlining emergency procedures?</li> <li>• Have you ordered and installed signs to support evacuation procedures (e.g., place a “ In case of evacuation, meet the Toddlers group here” sign at one end of the parking lot and inform parents to look for it in pre-holiday communications and in their seat card)?</li> <li>• Have you sent out messages (via email or social networking) to your congregants explaining your security procedures, evacuation procedures, etc.?</li> <li>• Have you let people know in your messaging and handouts, “If you see something, say something”?</li> </ul>	<p><b>Notes:</b></p>

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## SECURITY/EMERGENCY RESPONSE RELATED STAFFING

- **Authority.** Do the volunteers, synagogue staff and hired security staff clearly understand:
  - who can give them direction and orders;
  - to whom they report and should report problems or suspicious circumstances; and
  - their job description, duties, responsibilities and your expectations?
- **Policies, Procedures and training.** Do the volunteers, synagogue staff and hired security staff clearly understand your policies and procedures (e.g., access control, evacuation)? Do they know how to screen people for security purposes, while remaining welcoming?
- **Training.** Are they trained to carry out your procedures in situations like a bomb threat, evacuation (fire or other), armed intruder, disruptions? Have the security personnel and volunteers drilled on the multiple, potential hazards?
- **Functions.** Have you analyzed which functional areas must be covered and whether they are best covered by volunteers, existing staff, temporary hires, police, others or a combination? Some examples include:
  - access control and screening;
  - traffic control;
  - training;
  - first aid and/or medical response.
- Have you identified and trained backup personnel for key positions and functions?

**Notes:**

## COORDINATING WITH YOUR PARTNERS

- Have you identified governmental and non-governmental organizations (e.g., police, fire, office of emergency management, FBI, DHS, American Red Cross) that can help you with your advanced planning and during the holidays?
- Have you had recent discussions with them about your needs and their capacities?
- Have you informed the local police about the schedule of your services and the number of people expected? Do you know what kind of assistance that they might provide?

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## ON THE EVE OF THE HOLIDAY/DURING THE HOLIDAY

### STAFFING

- Are all of your personnel for assigned functions and posts available?
- Is someone responsible for supervision to ensure that your policies and procedures are being followed?
- Is someone specifically designated to call 911 in the event of an emergency? Do they have access to a telephone, if necessary?

**Notes:**

### BUILDING PREPARATION

- Have you distributed your handouts/seatcards?
- Have you printed the necessary maps, lists, emergency contacts and distributed them to the appropriate personnel?
- Has someone toured the building:
  - to ensure that primary and secondary evacuation routes are clear (and not blocked by cartons holding the year-round siddurim or other storage);
  - To check that doors leading to unused areas are locked?
- Have you checked to ensure that the signage around the building(s) and outside areas is clear?

**Notes:**

### SCREENING

- Do you have the appropriate personnel and/or volunteers in place to screen congregants?
- Do you want to check bags?
- Do you have a policy on how to check *ad hoc* attendees?

**Notes:**

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