



## 2019 High Holidays Security Planning Checklist

Safety must be a component of every organization's culture. With the High Holidays, organizations have an opportunity to revisit safety and security plans as well as procedures, and to familiarize clergy, staff and members of those measures. This checklist is designed to provide those tasked with safety and security responsibilities for the High Holidays with a recommended checklist of tasks and action items to consider for security preparations.

### Security Committee

- Appoint an individual to oversee and coordinate security planning. This may be a formal Security Director, an individual tasked with security-related responsibilities as a component of their broader portfolio (e.g., a director of the institution, facilities manager or similar role), or an individual with some knowledge or experience with security-related matters.
- Recruit community leaders, professional staff, and law enforcement liaisons to serve on a Security Committee for strategic planning.
- Ensure that clergy, staff, other leadership and congregants know their role in security and what to do in the event of an emergency or incident.
- Test existing safety devices and equipment (locks, cameras, lights, alarms, walkie talkies, AEDs, Epi Pens and other safety as well as first aid material) to ensure that they are in working order/not expired.
- Ensure that suspicious activity indicators are understood.
- Establish a method for communicating suspicious activity or critical incident information across the community during the High Holidays.
- Create a plan for what people should do in case suspicious activity is witnessed or an incident occurs.

### Security Plan

Review, assess and update your High Holidays Security Plan. Refer to additional materials in the SCN High Holiday Toolkit, including the Low-Cost Security Measures Guide and the Community Guide for Working with Law Enforcement, for further guidance.

- Establish a layered perimeter security.
- Devise parking strategies to set up physical barriers from roadways.
- Appoint an onsite security manager with full decision-making authority to oversee operations.
- Ensure greeters/ushers are trained on suspicious activity indicators, encountering unknown persons, and reporting suspicious activity as well as incidents.
- Review access control protocols.
- Identify all facility ingress and egress including driveways, curbside areas, parking, doors, etc.; access points should be kept to a minimum.
- Plan and practice scenario-based responses, to include suspicious behavior, threatening situation and evacuation/lockdown.
- Encourage clergy to make a safety and situational awareness announcement at the start of services.

### Law Enforcement

- Initiate contact with local law enforcement.
- Engage law enforcement in your security planning process, to include a presence on the Security Committee.
- Notify law enforcement of the High Holidays schedule of events; revisit this with them.
- Request increased law enforcement presence and visibility, taking walking routes into account.
- Consider hiring off-duty police officers as part of your layered security program.

## Security Action Items Checklist

- Convene Security Committee; appoint High Holiday Security Manager; discuss current plans, procedures and proposed security plan.
- Conduct a security survey of your facility and neighboring area
- Request a meeting between the Security Committee and with law enforcement; review and discuss High Holiday schedule as well as security survey and assessment, and request support from law enforcement, to include increased patrols, presence as well as training (if offered) on suspicious behavior, reporting, etc.
- Determine your security program for the High Holidays, making appropriate changes, to include in policy, maintenance and/or facility enhancements, as time and resources allow
- Make appropriate changes, maintenance and/or enhancements
- Identify greeters/ushers and bring together the same; provide situational awareness training, and practice scenario-based responses, to include suspicious behavior, encountering unknown persons, threatening situations and evacuation/lockdown drills.
- Establish layered perimeter security procedures
- Control parking areas
- Implement access control measures (e.g. limit points of entry)
- Follow authentication procedures for greeting guests and visitors
- Review and train on emergency response procedures, to include lockdowns and evacuations
- Convene Security Committee, volunteers and security personnel for final briefing
- Encourage clergy to make a safety and situational awareness announcement at the beginning of services.