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# EMERGENCY OPERATIONS PLAN



Prepared by

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## Promulgation Document/Signatures

*Promulgation is the process that officially announces/declares a plan. It gives the plan official status and gives both the authority and the responsibility to organizations to perform their tasks. The promulgation statement should briefly outline the organization and content of the Emergency Operations Plan and describe what it is, whom it affects, and the circumstances under which it should be executed. The organization’s leadership must approve the Emergency Operations Plan. The promulgation statement enters the plan “in force”.*

The goal of the Safety and Security Team is to ensure the safety and security of staff, volunteers, worshippers, and other visitors to our facility. To accomplish this, certain actions must be taken before, during, and following an emergency or major disaster. This document provides planning and program guidance for the in successfully undertaking these critical actions to prepare for and respond to all threats and conditions.

This plan is known as the Emergency Operations Plan (EOP). This EOP has been developed following careful consideration and consultation with internal and external subject matter experts; and in accordance with guidance set forth by the Federal Emergency Management Agency (FEMA).

The plan will be reviewed and tested periodically and revised as necessary to meet changing conditions.

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Date

## Record of Annual Plan Review and Changes

This table serves as a record of the annual review and changes to the plan.

Annual Review Y/N	Change Number	Section	Date of Change	Individual Making Change	Description of Change

## Record of Distribution

This table serves as a record of receipt for the intended recipients of the plan. It is very important to keep accurate and detailed records of who has received this plan for liability and accountability purposes.

Date of Delivery	Number of Copies	Method of Delivery	Name, Title, and Organization of Receiver

## Introduction

This document was developed by the Jersey City/Newark Urban Area Security Initiative (UASI) in coordination and consultation with partners in the public, private, non-profit sectors, and subject matter experts. The document will serve as a template for house of worship leaders in developing a site-specific plan for their organization's property and facility. This template is customizable and scalable to fit the needs of all houses of worship that choose to use it as a guide.

In 2022, Governor Phil Murphy signed legislation to enhance security requirements for large venues. New Jersey Senate Bill 721 requires certain public venues and places of worship to submit emergency plans to law enforcement agencies for the purpose of preparing for mass casualty and active shooter events. Emergency planning efforts work best when they are aligned with emergency planning practices at the local, state, and national levels.

The development, exercising, updating, and utilization of an emergency operations plan (EOP) should be considered as one component of the comprehensive emergency management program of an organization or facility, where hazards reduction, capabilities development, and emergency operations are coordinated in an ongoing process of activities related to prevention, protection, mitigation, response, and recovery.

This document represents a compilation of existing safety and security best practices, considerations, and information intended to assist organizations with general safety and security planning guidance. The Jersey City/Newark UASI and its partner counties/agencies disclaim any and all responsibility for, and is not responsible for, any loss or damage arising out of the use, nonuse, or misuse of this template.

## About Jersey City/Newark UASI



**The Jersey City/Newark UASI** encompasses the two core cities of Newark and Jersey City along with the counties of Bergen, Hudson, Essex, Middlesex, Morris, Passaic, and Union. The Jersey City/Newark UASI was established by a charter that formed a nine entity Executive Committee (UEC) that represents each of the core city and counties in the UASI region. Under that charter multi-jurisdictional discipline based working groups were put in place to develop programs that identified and filled gaps in regional capability and response.

With support from the UASI and related Homeland Security grant programs, stakeholders in the Jersey City - Newark urban area are engaged in a multi-disciplinary and multi-jurisdictional partnership to improve local capacity to prepare for, protect against, respond to and recover from catastrophic incidents.

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## How to use this template

The intent behind this document is to assist the in developing standardized emergency operations procedures. While houses of worship and their members are not traditional response agencies or first responders, they are often the first to respond to an incident. In recognition of this and the varied background experience of organizational leadership, this user guide has been developed to help guide its users on how to fill out and use this template.



### **Form a Planning Committee.**

Who comprises the planning committee will vary based on the size and structure of the organization. However, as a general rule, the planning committee should at a minimum include members of the organization's leadership and/or those familiar with facility operations.

### **Invite local response partners to either join your Planning Committee or provide input on relevant sections of your plan.**

Local response partners will be able to provide valuable subject matter expertise on not only response operations, but also preventative measures that can help lessen the impact of an incident. Response partners you should consider including are police, fire, emergency medical services and local emergency management agencies, if applicable.



### **Consider this plan to be a living document.**

This plan will likely go through many iterations and should be considered a living document and not something that is set in stone. Fill this document out to the best of your ability and then distribute to select individuals to provide feedback and update accordingly. Additionally, this plan will change as the organization and society as whole changes. Findings from trainings and exercises, as well as incident responses, will also trigger changes in the plan.

### **Review instructions located throughout this template.**

Sections that require you to input any information will be marked as to how to complete it and what should be included. At the start of certain sections, text has been provided to guide the development of the plan. When you have completed updates to that section, the instructional text can be removed.

### **Tailor this template to fit the needs of your house of worship.**

This template is meant to be a general emergency operations plan template that can be utilized by a variety of facilities. In recognition that facilities vary widely in terms of size, complexity, and geography, it is understood certain annexes may not apply to your organization. If an annex is not applicable to your organization, you should remove it from the document. If there is a religious or day school operating out of your facility, coordinate with their leadership to ensure that all emergency operations plans are aligned.

### **Review the plan annually.**

This plan should be reviewed at least annually and updated as needed. As mentioned above, this plan is a living document. People may join or leave the organization or protocols may change over time. As such, an annual review is necessary to ensure that it is up to date so that emergency operations can be effective and efficient.

**Brief all new staff and review annually with existing staff.**

In order to ensure the effectiveness of this plan, staff must first know they have a role during emergency operations. Additionally, they must understand their roles and responsibilities during emergency operations. As part of new hire orientation or training, new staff must be briefed and the plan and advised of their roles and responsibilities. To ensure that existing staff is reminded of their roles and responsibilities and aware of any updates and/or changes to the plan, they should be briefed annually. Consider including plan briefing as part of your organization's yearly training schedule.

**Provide a copy of the plan to local response agencies.**

To ensure there is a common operating picture and alignment with local response policies, local response agencies that will have a role in incident response should be consulted on the development of the plan and receive a new copy whenever changes are made. In addition to becoming familiar with the plan as whole, the response agencies will have a chance pre-incident to communicate their capabilities and expected roles and responsibilities. This is a great opportunity to open lines of communication and coordination with your local response partners.

**Conduct exercises/drills on this plan at least annually.**

Exercises and drills are critical to effective incident response. Once a plan has been written, it is important to test if the protocol and procedures are actually feasible. Exercises and drills allow for plans to be tested in low/no stress environment. Additionally, the more the plan is drilled and exercised, the easier it will be for staff to respond should there be an actual incident.



## General Information

### Purpose

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An emergency that impacts \_\_\_\_\_ can affect the lives and safety of congregants and visitors, disrupt the normal operations of \_\_\_\_\_, create physical damage to the facilities, and threaten to disrupt our ability to serve the needs of our community. The purpose of this plan is to define the roles and responsibilities of internal and external stakeholders before, during, and after an emergency, incident, or disaster.

This plan provides an all-hazards approach to dealing with incidents and empowering staff and lay leaders to manage incidents at this facility. The EOP consists of the basic plan and functional annexes that allows for an organized and systematic approach to mitigate, prevent, protect against, respond to, and recover from an incident.

### Situation Overview

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Most of the congregants who attend \_\_\_\_\_ expect to find peace and solace. Unfortunately, disasters and emergencies can strike any place at any time. They can be natural, such as hurricanes, floods, and severe thunderstorms; they can be technological, like hazardous chemical accidents or wildfires; and intentional, such as a bomb threat or an act of violence.

An emergency could have devastating long-lasting impacts on \_\_\_\_\_ and the community. Impacts could include injury or loss of life, negative emotional impact on congregants, damage or loss of the facility, damage or loss of equipment or furnishings, loss of personal property, and loss of revenue or donations.

To mitigate the potential impacts on \_\_\_\_\_, the \_\_\_\_\_ Safety and Security Team developed this plan as a guide for how to address disaster or emergency situations that may impact the facility, the congregants, the leadership or the surrounding community.

## Facility Information

*This section provides basic information concerning the facility or facilities of the House of Worship. If the House of Worship has multiple properties/facilities, this information should be compiled for each.*

<b>Facility Address and Contact Information</b>	
<b>Facility Owner / Lessee</b>	
<b>Building Construction Information</b>	
<b>House of Worship Leader</b>	
<b>Religious School Information</b>	
<b>Community Groups using this Facility</b>	
<b>Alarm and Access Information</b>	
<b>Information Technology</b>	
<b>Power System Information</b>	

## Hazard Analysis

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is exposed to threats and hazards, all of which have the potential to disrupt the community, damage or destroy public and private property, affect the local economy, and negatively impact the quality of life.

This plan contains information on the wide range of natural and human-caused hazards that houses of worship are vulnerable to, but it is up to each location to determine for themselves if others should be included. For further information on hazards, please refer to your local or state hazard mitigation plan.

## Security and Mitigation

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Site protection is most often a combination of physical defense measures and electronic security. To protect a house of worship, a layered approach to security is a comprehensive way to remain prepared. There are four key methods – deter, detect, delay, and deny.

- **Deter:** Implement measures to deter criminal or attacks against the facility, that may include fencing, lighting and other target hardening measures.
- **Detect:** Detect suspicious or criminal activity to respond appropriately. Congregants, the organization leadership, security personnel and tools such as surveillance camera technology are effective at detecting security breaches.
- **Delay:** Implement physical security layers to delay an active intrusion into the facility. Often the locking of doors and windows and other physical barriers are effective to slow down an intrusion.
- **Deny:** Deploy response to intrusion through access control technology or by physically guarding access points. The objective to denying access is to keep unauthorized persons from entering the facility while allowing access to authorized persons.

## Roles and Responsibilities

*This section of the plan defines the policies, procedures, responsibilities, and actions that the facility managers will take before, during, and after any emergency situation. This document represents the basic structure of the 'all-hazards' response plan, which would be implemented during an emergency, regardless of the type of hazard. Specific hazards that present most likely scenarios for the House of Worship are outlined in the Annexes.*

### Organization Overview

Each person involved in the development and refinement of the plan should know their role and responsibility in the planning process, as well as generally understand others' roles so that they know with whom to speak regarding particular issues and questions that might arise during the planning process. Consider establishing an emergency line of succession for response roles with appropriate contact information in case the person who typically fills the role is not available.

The Safety and Security Team recognizes that roles and responsibilities will be based on the scale of the emergency or disaster. A smaller, more internalized emergency will most likely be handled by the regular staff members (paid or volunteer), while a larger event necessitating the need for coordination with external stakeholders will most likely require the Safety and Security Team Lead to coordinate response efforts.

*The chart below establishes a basic list of individuals who should be assigned to the Safety and Security Team. Contact names in the table should be designated as the leads to do any emergency planning efforts for the institute and provide any logistics/coordination during an emergency event. It is possible that multiple roles on the Safety and Security Team may be held by the same person. Modify the chart below to account for all positions within your team.*

Role	Responsibilities
<b>Safety and Security Team Lead</b>	<ul style="list-style-type: none"> <li>• Primary individual responsible for planning and coordinating emergency management activities for the organization.</li> <li>• Establishes and dismantles emergency response committees as needed.</li> <li>• Facilitates training for a small group of staff and/or leaders in basic emergency action. This includes taking rosters with them if they must be evacuated.</li> <li>• Keeps congregants and response agencies informed of emergency plans and revisions.</li> <li>• Assigns roles of the Safety and Security Team.</li> <li>• Utilizes present communication capabilities and integrates future capabilities into the emergency plan.</li> </ul>
	<ul style="list-style-type: none"> <li>• Identifies a specific evacuation location on campus/off campus for congregants and visitors required to leave the building.</li> <li>• Facilitates periodic safety checks.</li> <li>• Invites emergency personnel to visit the place of worship on a regular basis to familiarize congregants with local responders.</li> <li>• Convenes the Safety and Security Team consisting of the individuals who will be leaders in an emergency.</li> <li>• Facilitates drills and makes plan revisions based on drills.</li> </ul>

Role	Responsibilities
<b>Deputy Safety and Security Team Lead</b>	<ul style="list-style-type: none"> <li>• Prepared to assume Safety and Security Team Lead position.</li> <li>• Develops plans for building evacuation efforts in partnership with local first response / emergency management organizations.</li> <li>• Monitors safety conditions.</li> <li>• Ensures safety of staff and congregants.</li> <li>• Facilitates safety training sessions.</li> <li>• Coordinates volunteers involved in safety operations during services and other events.</li> <li>• Helps to implement lockdown/shelter-in-place procedures.</li> <li>• Performs other intervention procedures as the situation dictates.</li> <li>• Works in coordination with the building maintenance/trustees to minimize hazards.</li> </ul>
<b>Building Coordinator</b>	<ul style="list-style-type: none"> <li>• Maintains information on building operations and maps of the facility.</li> <li>• Maintains accountability for all items belonging to the house of worship.</li> <li>• Exercises reasonable custodial care over the safeguarding of equipment.</li> <li>• Knows the floor plans of each building and the emergency evacuation procedures for any emergency – medical, fire, tornado, etc.</li> <li>• Provides status reports and briefings to the Safety and Security Team Lead.</li> <li>• Coordinates with the Safety and Security Team Lead and on evacuations and other emergency action planning efforts.</li> <li>• Knows the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards.</li> <li>• Reports all changes in equipment location to the Safety and Security Team Lead.</li> <li>• Provides assistance as needed during the scheduled physical inventory count/reconciliation.</li> <li>• Assures that property for a specific individual’s use is returned after they vacate the position, or the position is terminated.</li> <li>• Maintains hazardous weather materials (e.g. deicer, shovels, generator, etc.)</li> </ul>
<b>Medical Response Lead</b>	<ul style="list-style-type: none"> <li>• Develops plans for emergency medical efforts in partnership with local EMS.</li> <li>• Answers questions related to emergency medical responses during emergencies.</li> <li>• Ensures that the house of worship has basic medical supplies and that all supplies are in working order.</li> <li>• Recruits other individuals to assist with emergency medical response planning, as needed.</li> <li>• Facilitates emergency first aid and any other training to the Safety and Security Team and/or congregants.</li> </ul>



## Communications

*This section represents the methods which will be utilized to notify key staff, volunteers, and the community before, during, and after an emergency.*

### Equipment

The communication equipment needs vary between each house of worship. Since houses of worship are different sizes, there will be different communication needs and requirements. The following are recommended for consideration:

- At least two telephone lines with published numbers.
- At least one data line.
- Walkie-talkies for all staff members.
- A bullhorn that recharges its batteries when not in use.
- Intercom systems with member-initiated call capabilities from each classroom (if applicable).
- An emergency communication kit that contains batteries, a list of all house of worship staff and congregants' telephone numbers.

### Warning Systems

*Notification of Key Staff and Congregants:*

### Community Updates



## Training and Exercise

*This section describes the critical training and exercise activities required to support this plan. This includes the core training objectives and frequency to ensure that staff, volunteers, and others understand roles, responsibilities, and expectations.*

Training is essential so that congregants understand the emergency planning efforts the House of Worship has in place. Exercises and drills are critical to effective incident response. Once a plan has been written, it is important to test if the protocol and procedures are feasible.

Exercises and drills allow for plans to be tested in low/no stress environment. The more a plan is practiced, and stakeholders are trained on the plan, the more effectively they will be able to act before, during, and after an incident to lessen the impact on life and property. Exercises vary in size and complexity to provide opportunities to practice with local emergency management officials and community partners, identify gaps and weaknesses in the plan, and continuously improve both the content and use of the plan.

It is recommended that the Safety and Security Team Lead schedule an annual drill in conjunction with local emergency management officials and community partners. During this exercise, the house of worship building and grounds will be used to practice responding to a mock scenario. Start the drill by introducing the prepared scenario that mimics a potential hazard. Instruct everyone to follow the procedures that are outlined in the House of Worship's EOP. Deliver the scripted messages to test the players' reactions according to the timeline you developed. For additional information on how to prepare and execute a drill, please visit FEMA's website: <https://www.fema.gov/emergency-managers/national-preparedness/exercises>.



## Plan Review and Maintenance

The basic plan and its annexes will be reviewed annually by the Safety and Security Team, emergency management agencies, fire code official, EMS, and law enforcement department, and others deemed appropriate by the administration. will establish a schedule for an annual review of planning documents.

Each major element of the plan will be presented to



## Authorities and References

Many authorities guide the development of this EOP. This section provides the legal basis for emergency operations and includes:

- List of Laws
  - New Jersey Uniform Fire Code, N.J.A.C. 5:70 et. seq.
  -
- Ordinances
  -
- Regulations
  - 
  - New Jersey Uniform Fire Code, N.J.A.C. 5:70 et. seq.
- Federal Emergency Management Agency (FEMA)
  - Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship, June 2013
  - FEMA Region II Draft Emergency Operations Plan for Houses of Worship, February 2022
- State of New Jersey
  - New Jersey Senate Bill 721
  - State of New Jersey Hazard Mitigation Plan, 2019
  -
- Formal agreements relevant to emergencies in the community
  -
- policies/procedures



## Appendix A: Important Numbers

Name	Agency/Organization	Emergency	Non-Emergency	Cellphone	Email
	House of Worship Leader				
	Facilities Manager				
	Security Manager				
	Local Emergency Management Office				
	Police Department				
	Fire Department				
	Emergency Medical Services				
	Hospital				

Name	Agency/Organization	Emergency	Non-Emergency	Account Number
	Power Company			
	Water Company			
	Gas Company			
	Telephone Company			
	Internet Company			
	Wastewater			

## Appendix B: Glossary

Term	Description
<b>All-hazards</b>	A classification encompassing all conditions, environmental or human-caused, that have the potential to cause injury, illness, or death; damage to or loss of equipment, infrastructure services, or property; or alternatively causing functional degradation to social, economic, or environmental aspects.
<b>Building Coordinator</b>	The individual responsible for building operations and floor plans at the house of worship.
<b>Deputy Safety and Security Team Lead</b>	The second individual responsible for ensuring the safety of the house of worship facility and congregation. Assumes the role of Safety and Security Team Lead if they are not available.
<b>Disaster</b>	An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.
<b>Emergency</b>	Any incident, whether natural, technological, or human-caused, that requires responsive action to protect life or property.
<b>Safety and Security Team</b>	A group of people who prepare for and respond to an emergency at a house of worship.
<b>Safety and Security Team Lead</b>	Individual responsible for overall management of the response to an emergency that reaches a capacity beyond the capabilities of the house of worship staff.
<b>Emergency operations plan</b>	A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.
<b>Evacuation</b>	The organized, phased, and supervised withdrawal, dispersal, or removal of congregants, students, personnel, and visitors from dangerous or potentially dangerous areas.
<b>Evacuation location</b>	A pre-designated safe zone away from your House of Worship where staff, congregants, and guests can gather in the event of an evacuation.
<b>House of Worship</b>	Any building where congregations gather for prayer.
<b>House of Worship leader</b>	The individual who is the ultimate decision maker for the House of Worship.
<b>Human-cause hazard</b>	Human-caused hazards are caused by the intentional actions of an adversary.
<b>Local emergency management agency</b>	The local emergency management agency (EMA) responsible locally for coordinating a multi-departmental response to emergencies or disasters. EMAs coordinate information and resources in support of the response operation.
<b>Medical Response Lead</b>	The individual responsible for leading the emergency medical response at the house of worship.
<b>Natural hazard</b>	A hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations (i.e., tornadoes, hurricanes, and blizzards).
<b>Technological hazard</b>	Hazard that originates from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

## Appendix C: Facility and Area Maps

### Facility Mapping

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*In this section, include a copy of the facility's floor plan(s). The following are some of important factors to consider including on your floor plan:*

- *A 'You Are Here' location. This indicates where the map you are viewing is located.*
- *Primary and secondary egress routes.*
- *All exit doors and stairwells.*
- *Bleeding control kits, fire extinguisher, fire pulls, first aid, and medical defibrillator locations etc.*
- *Panic button(s).*
- *Evacuation routes and site locations.*
- *A legend that illustrates and explains your map.*

## Area Mapping

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*In this section, include a map of key points of interest within the area surrounding your facility or facilities. These points of interest may include fire hydrants, shelters, police/fire stations, evacuation location(s) etc. [Follow these instructions](#) to use Google My Maps to create a free area map.*

## Appendix D: Artifacts Inventory

Preparing an inventory of facility contents is one of the best ways to obtain better value from your insurance coverage. The contents of your property may have great accumulated value, and in the event that your property is lost, stolen or destroyed, an inventory helps to validate the existence of items and the cost to replace them.

**What your inventory includes.** Your inventory is a list of moveable property. A lectern that can be carried from room to room is included but not the pulpit fixed to the floor. Loose rugs are included, but not wall-to-wall carpeting. *Fixed property, such as a pulpit, permanent seating, stained glass windows, etc., should be cataloged and documented in facility records, but there is no need to inventory them on a regular basis.*

Each item in the list requires the following information:

- A brief description (e.g. 45 folding chairs with cushioned seats).
- Include brand name, model number, and serial number (if known).
- The approximate date each item was purchased or received (if known).
- Estimated replacement cost value for the item.

**Special Values.** A desk is not always just a desk. If it is 100 years old and made from solid oak, it may have special value. Antiques in general, one-of-a-kind items, and rare artifacts all need an expert appraisal measuring their financial value if they are to be replaced with like kind and quantity if lost. The same expert evaluation should be made of paintings, sculpture, and other art objects.

**How to take inventory.** Inventory management should be assigned one person who is responsible for maintaining the written inventory. Additional people can research catalogs, count items, and pay attention to being comprehensive.

It is a good idea to keep a separate list for each closet or room or building. Photographs of each view of each room as well as open cabinets, closets, and contents, can be a valuable addition to the written inventory. The same is true for a video tour of the facility, narrated as you go, by someone who can “show and tell” what is being recorded.

**Where to keep inventory sheets.** At least one copy of the inventory should be kept off-site. A copy of the inventory should be kept in \_\_\_\_\_’s administrative office and updated when any major purchases are made, or gifts are given. As new items are added, their cost can serve as their replacement value. Photographs and videos can be embedded in or linked to the inventory as well. Make sure a copy of the digital version of the inventory is kept outside the facility or in the cloud, just as with the paper version.

**How often should the inventory be reviewed.** It is recommended that the inventory should be reviewed, confirmed, and updated annually.

# Physical Inventory Sheet

Sheet # \_\_\_\_\_ Location: \_\_\_\_\_

Serial Number	Item/Description	Date Acquired	Quantity	Value When Obtained	Cost to Replace



# Annexes



*Annexes are the parts of the House of Worship's EOP that begin to provide specific information and direction. Annexes should cover, in general terms, operational concepts and procedures for your facility and grounds. An annex should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters.*



# Active Threat

If a person threatens the safety of congregants within \_\_\_\_\_, the appropriate actions to take are to Run, Hide or Fight.

Active threat incident typically involves an individual (or individuals) presenting an immediate threat or imminent danger to people.

## Run

If there is an accessible escape path, attempt to evacuate. Be sure to:

- + Have an escape route and plan in mind.
- + Leave your belongings behind.
- + Help others escape, if possible.
- + Evacuate regardless of whether others agree to follow.
- + Avoid using elevators.
- + Prevent individuals from entering an area where the active threat may be.
- + Keep your hands visible.
- + Follow the instructions of any police officers.
- + Call when you are safe.

## Hide

If evacuation is not possible, find a place to hide away where the active threat is less likely to find you. Call 9-1-1 when you are safe. Attempt to:

- + Stay out of sight and away from windows.
- + Remain completely still and quiet.
- + Find a hiding place that provides protection if shots are fired in your direction.
- + If you have more time, but not enough time to run, then you should immediately secure doors by locking or barricading them with furniture or heavy objects.
- + Turn off lights and any source of noise, including your cellphone ringer and vibrate mode.
- + Wait for responding law enforcement to advise you when it is safe to come out.

## Fight

Only attempt to disrupt and/or incapacitate the threat when your life is in imminent danger.

- + Act as aggressively as possible against them.
- + If there are multiple people in the room, everyone should attack at once, improvise weapons, throw objects and do everything possible to incapacitate the threat.
- + Commit to your actions.

## Ways to Prepare For and Prevent an Active Threat Situation

### Preparedness

- + Ensure that your facility has at least two evacuation routes and evacuation locations safely away from the building
- + Post evacuation routes in conspicuous locations throughout your facility
- + Include local law enforcement and first responders during training and exercises

### Prevention

- + Foster a respectful environment at the facility
- + Be aware of indications of violence and take actions accordingly
- + Regularly check door locks and access control mechanisms





*Armed robbery is one of the most serious and potentially dangerous crimes committed in the United States. Personal safety is always the most important consideration when planning how to react to an armed robbery.*

**acknowledges the following procedures:**

### During a Robbery

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- + Remain calm and do not resist.
- + Follow the robber's directions, but do not offer more than what they ask for.
- + If you have to move or reach into your pockets to give the robber what they want, tell them what you are going to do and why.
- + Try to keep staff and congregants calm.
- + Do not encourage the use of weapons against the robber.
- + Make mental notes of the robber's appearance.
- + Notice what the robber does so you can include it in your report. Make mental notes of the following:
  - ◆ The number of robbers.
  - ◆ The robber's physical characteristics, including: race, sex, age, height, weight, facial characteristics (head shape, color of hair, color of eyes, shape of eyes, nose and mouth, etc.) speech patterns (i.e., accents), scars, marks and/or deformities, right or left-handed.
  - ◆ The robber's clothing description.
  - ◆ Any names used by the robbers.
  - ◆ Any peculiarities exhibited by the robber (i.e., smelled of alcohol, appeared to be "high" on drugs, etc.).
  - ◆ Description of any weapons used. Try to notice barrel length, barrel color, color of grips, whether a pistol is automatic or a revolver.

### After a Robbery

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- + Immediately call 9-1-1.
- + Do not chase or follow the robber.
- + Secure the doors so the robber cannot reenter. Do not let anyone in except for the police.
- + Care for injured people.
- + Note the robber's method of escape and direction of travel, if possible.
- + Preserve any potential evidence.
- + Ask witnesses to remain until the police arrive.
- + Do not discuss any details of the event until the police are through taking statements.



**Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs.**

Mandatory evacuations are strongly discouraged. Instead, an assess and respond concept is the appropriate strategy for these incidents.

**acknowledges the following procedures:**

### **Actions Upon Receipt/Discovery of a Bomb Threat**

- + Notify other staff members, decisions makers, and law enforcement.
- + Record the phone number if possible (telephonic threats).
- + Record the conversation if possible (telephonic threats).
- + Do not alter the item (written threats).
- + Write down the EXACT wording of the threat (telephonic/verbal threats).
- + Complete the Hostile Threat Checklist (on the next page).
- + Note the description of the perpetrator:
  - ◆ Name, Gender, Height/Weight, Race, Hair/Eye Color, Type of Clothing, Distinguishing Features.
- + Be available for interviews afterwards.

### **Response Strategies**

- + Concurrent actions are recommended.
- + Transition to shelter-in-place (reference the shelter-in-place annex).
- + Dispatch teams to search the premises for any suspicious items (reference search techniques below).
- + Dispatch a team to clear evacuation routes and assembly areas (reference evacuation decisions).
- + Utilize security camera systems to supplement search team efforts. Assemble threat assessment team.
- + Gather information and notify law enforcement.

### **Search Techniques**

- + Form a two-person team.
- + Search systematically and methodically.
- + Work from inside to outside.
- + Start at the ground floor and work upward.
- + Look and listen first when entering an area.
- + Divide each area in half. One person works from left to right, and the other works from right to left. Each overlap.
- + While searching, divide the area into layers:
  - ◆ Ground to hip
  - ◆ Hip to head
  - ◆ Head to ceiling
  - ◆ All other areas (Drop ceilings, voids, etc.)
- + If a suspicious item is discovered: DO NOT TOUCH!
- + Communicate the location of the suspicious item and/or cleared areas to a supervisor or incident commander.

## Evacuation Decisions

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- + Determined based upon credibility of the threat as determined by the threat assessment.
- + Can include a partial or full evacuation.
- + If a suspicious device is located, then any ensuing evacuation must be strategic and guided by the following principles:
  - ◆ Do not move anyone through or to a threat.
    - ▶ Evacuation routes and assembly areas must be cleared prior to populating.
  - ◆ If you can see the threat, it can see you.
    - ▶ If you can visibly see a suspicious item, then you are exposed to the potential lethal effects of an explosion.
- + If a suspicious device is located, consider the following:
  - ◆ Using alternate means of egress avoiding exposure to the device.
  - ◆ Bunkering in a room or area that provides shielding and/or cover.

## General Safety Considerations for Bomb Threat Incidents

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- + DO NOT TOUCH anything that is suspicious.
- + Do not move anyone through or to a threat.
- + If you can see the bomb, it can see you.
- + Get behind cover and stay behind cover until given an "All Clear".

## Hostile Threat Checklist

*Have someone call 9-1-1 from another line*

### Questions to Ask

#### Bomb Threat

- |                              |                  |
|------------------------------|------------------|
| 1. What kind of bomb is it?  | How many?        |
| 2. What does it look like?   | Where is it?     |
| 3. Did you place it?         | When?            |
| 4. When/How will it explode? | Why is it there? |

#### Active Shooter

- |                               |           |
|-------------------------------|-----------|
| 1. Where is the shooter?      | How many? |
| 2. What kind of weapons?      | How many? |
| 3. Description of shooter(s)? |           |
| 4. What is your name/address? |           |

### Exact Wording of the Threat

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Name/Address of call origin/Caller ID display:

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Time: \_\_\_\_\_ Date: \_\_\_\_\_ Number call was received by (*Main # not ext.*): \_\_\_\_\_

### Caller's Voice

- |                    |                         |                |                  |
|--------------------|-------------------------|----------------|------------------|
| _____ Calm         | _____ Accent            | _____ Crying   | _____ Male Adult |
| _____ Angry        | _____ Female Adult      | _____ Laughter | _____ Juvenile   |
| _____ Excited      | _____ Familiar          | _____ Rapid    | _____ Known      |
| _____ Slurred Lisp | _____ Robotic Automated | _____ Nasal    | _____ Masked     |
| _____ Slow         | _____ Disguised         | _____ Stutter  | _____            |

### Background Sounds

- |              |              |               |                    |                        |
|--------------|--------------|---------------|--------------------|------------------------|
| _____ Clear  | _____ Music  | _____ Motor   | _____ Street Noise | _____ Office Equipment |
| _____ Static | _____ Voices | _____ Animals | _____ House Noise  | _____ Comm. Equipment  |

### Threat Language

- |                   |                       |                         |
|-------------------|-----------------------|-------------------------|
| _____ Well Spoken | _____ Rehearsed       | _____ Foul              |
| _____ Irrational  | _____ Incorrect Names | _____ Read by caller    |
| _____ Taped       | _____ Incoherent      | _____ Mispronunciations |

### Swatting Indicators

- \_\_\_\_\_ Claims of Hostages/Assault weapons/Rifles at location
- \_\_\_\_\_ Caller's tone does not match situation
- \_\_\_\_\_ Story changes/escalates during call
- \_\_\_\_\_ Only one caller reporting a high profile incident
- \_\_\_\_\_ Caller unable to provide specific details of surroundings
- \_\_\_\_\_ Call originates from spoofed or VoIP #



**For situations that involve evacuation, it is recommended that staff and congregants be familiar with all exit locations. They should also be familiar with the location of evacuation sites.**

**acknowledges the following procedures:**

### **Before an Evacuation**

- + Maps showing the evacuation routes for all locations in the building are posted in each room in the building.
- + A master copy of the evacuation plan is in the House of Worship Leader's office and is carried with the Safety and Security Team Lead during all evacuations.
- + Staff and congregation will be oriented to their specific duties, requirements and responsibilities should an off-campus evacuation become necessary.
- + The public address system will be the primary means of notifying building occupants, when possible. In the event the public address system fails, or is inoperable, the announcement of an evacuation will be made by a bullhorn, or by other effective means of communication.
- + The Fire Alarm System should never be used as a method to evacuate unless it is an actual fire emergency.
- + Congregants may bring their personal belongings with them (bags, purses, coats) if those items are within their immediate control. It is recommended that evacuation drills take place on an annual basis.

### **During an Evacuation**

- + Stop all activities immediately. Leaders should bring their rosters with them, if applicable.
- + Assess that all persons can evacuate the area. Make sure exit routes are secure and clear of threats.
- + If a decision to evacuate has been made due to a bomb threat, all evacuation routes and assembly areas must be given the "all clear" by the appropriate authorities prior to traversing or entering these spaces.
- + Leaders will ensure that all congregants are out of their rooms and adjoining restrooms and workrooms.
- + Follow EXIT signs to the nearest safe exit.
- + Assist physically impaired individuals to a secure area and notify emergency responders.
- + Use the stairs. Never use the elevator. Groups will proceed to their designated evacuation locations.
  - ◆ Once there, leaders will make note of members who are not present and furnish those names to Organization staff members as soon as possible.
- + The first member out will be instructed to hold open the exit door(s) until all persons in the group have evacuated. This procedure is to be continued until the building is clear.
- + Leaders will close, but not lock doors, before they follow their congregants out of the building.
- + Move away from the building.
- + Do not re-enter the building without an "all clear."
- + Staff members will gather lists of unaccounted persons to provide to emergency responders.
- + When safe to do so, one representative from the house of worship should meet with first responders to communicate if everyone has evacuated and where they have evacuated to.
- + If there are individuals with special needs still in the building, immediately communicate their location to first responders.

## Persons with Disabilities

*Note: The person with the disability is the best authority on how to be moved/evacuated. Always ask a person with a disability how you can help before giving emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.*

At the time an emergency occurs assistance may not be readily available if no prior arrangements are made since persons with disabilities may not be readily identifiable to others.

## Visual Impairments

- + Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide the person to the nearest emergency exit.
- + Have the person take your elbow and escort them out of the building. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.

## Hearing Impairments

Some persons with hearing impairments may not perceive audio emergency alarms and will need to be alerted to the situation by gestures or by turning the light switch off and on. Emergency instructions can be given by verbalizing, mouthing, or by a short, explicit note.

## Mobility Impairments

Since elevators should not be used for evacuation during a fire alarm, persons with mobility impairments may need assistance in evacuating unless they are on the ground floor with accessible exits. As persons with mobility impairments have varying degrees of limitations, information is offered for two possible scenarios: ambulatory and non-ambulatory impairments.

## Ambulatory Mobility Impairments

- + Persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs with minor assistance in an emergency. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk independently in an emergency.
- + If individuals are able to walk up or down stairs, it is advisable that they wait until the heavy traffic has cleared before attempting to evacuate. Someone should walk beside the person to provide assistance in exiting the building, if needed.

## Non-Ambulatory Mobility Impairments

- + Wheelchair users should exit the building on their own if they can do so. If they encounter stairs or otherwise cannot exit the building on their own, wheelchair users should move to and remain at a designated area of rescue assistance until emergency responders arrive.
- + A specific person should be designated to inform emergency responders of the disabled person's location. If rescue is deemed necessary, qualified personnel will assist in the evacuation.

## Stair Chair Locations

Location 1: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Location 2: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_



## IF YOU DISCOVER A FIRE:

**Call 9-1-1.**

**Stay calm and assess the situation.**

Activate the nearest fire alarm box, handle, or button, exit the building immediately, and call 9-1-1 when safe to do so. Proceed to your house of worship's pre-designated evacuation location:

### Be Prepared to:

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- + Notify those in the immediate area of danger.
- + Assist in removing any person with a disability, injuries, or children from the immediate area.
- + Confine the impacted area by closing the doors behind you if convenient. **DO NOT LOCK DOORS.**
- + Do not use elevators.
- + If you must escape through smoke, get low and go under the smoke to your exit.
- + Check closed doors with the back of your hand for heat indicating fire burning on the other side. Never open doors that are warm to the touch.
- + Follow the directions of security, maintenance, and emergency responders.
- + Assist with first aid as needed or directed.
- + Communicate with the 9-1-1 dispatcher.
  - ◆ Provide specific condition (smoke, fire, etc.)
  - ◆ Provide specific location (room, floor, area of the building)
  - ◆ Provide your name and location.

### Plan how to escape in case of a fire:

---

- + Know your emergency evacuation route and evacuation location in advance.
- + Know your escape routes well enough to be able to make your way in the dark or in dense smoke.
- + Be prepared to use an alternate exit in case your primary route is obstructed.



*Fire extinguishers are located throughout the building.*

Location 1: \_\_\_\_\_ Type: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Location 2: \_\_\_\_\_ Type: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Location 3: \_\_\_\_\_ Type: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Please familiarize yourself with their locations. Ensure that you have a clear escape route before using an extinguisher\*. Always notify leadership and maintenance of any use of extinguishers or other concerns related to fire extinguishers. They should be checked regularly by the Building Coordinator.

If you have the slightest doubt about your ability to fight a fire, **EVACUATE IMMEDIATELY!**

A straightforward way to remember how to use a fire extinguisher is to remember the acronym **PASS**, which stands for Pull, Aim, Squeeze, and Sweep.

**PULL** the pin. This will allow you to discharge the extinguisher.

**AIM** at the base of the fire. If you aim at the flames, the extinguishing agent will fly right through with no effect. You want to hit the fuel at the base of the fire.

**SQUEEZE** the top handle lever. This releases the pressurized extinguishing agent.

**SWEEP** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, watch the area in case it reignites.

**NO MATTER HOW SMALL THE FIRE IS, CALL 9-1-1**

- + Sound the fire alarm and call the fire department.
- + When using a fire extinguisher, make sure you are between the fire and exit, should there be a need to evacuate.
- + Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and the evacuation path.
- + Select the appropriate type of fire extinguisher.
- + Discharge the extinguisher within its effective range using the PASS technique (pull, aim, squeeze, sweep).
- + Back away from an extinguished fire in case it flames up again.
- + Evacuate immediately if the extinguisher is empty and the fire is not out.
- + Evacuate immediately if the fire progresses.

**Fire Extinguishers**

It shall be unlawful for any person to interfere with the effectiveness of, remove, tamper with or otherwise disturb any fire hydrant, fire detection and alarm system, fire suppression system or other fire appliance required by this code except for the purpose of extinguishing fire, training purposes, recharging or making necessary repairs or where approved by the fire code official. [N.J.A.C. 5:70-3, 901.8]





The following are general procedures that

should follow during emergency situations involving *hazardous materials or gas leaks*.

## Hazardous Spills

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- + Evacuate the area and find a safe location. Keep others away.
- + Do not walk into or touch any of the spilled substance.
- + Avoid inhaling gases, fumes, and smoke. Cover your mouth with a cloth while leaving the building.
- + Stay away from accident victims until the hazardous material has been identified.
- + Call 9-1-1; provide information about the spill (location, injuries, type of chemicals, and amount of spill).
- + Remain in a safe location to direct emergency responders to the affected area.
- + If you think you have been exposed to a hazardous material, inform emergency responders.
- + Assist with obtaining information about the hazardous material.

## Hazardous Gas Leaks

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- + Leave the area.
- + Sound the fire alarm. (NOTE: Because of its low odor threshold, natural gas is sensed far in advance of high concentrations and pulling the fire alarm will not add to the fire risk already present by static electricity and electrical and mechanical equipment in the building.)
- + Immediately evacuate the building via the shortest and safest exit route. If possible, to accomplish within seconds, open or leave windows and exterior doors open to ventilate the area.
- + Do not use elevators; always use stairs.
- + Go to a safe area outside of the building.
- + Call 9-1-1 when you are safely outside.
- + Await emergency response personnel at safe location.
- + If you know or suspect that someone is missing or trapped, contact the emergency responders outside the building.
- + If you are trapped during a gas release/emergency, close all doors between you and the gas leak. Stuff the cracks around the doors. Open windows or other exterior openings for fresh air and ventilation. Wait at a safe window and signal/call for help. If possible, call 9-1-1 and tell them exactly where you are.



# Hostage

*Hostage situations are serious and complex incidents.*

**Any hostage taker should be considered extremely dangerous.**

**acknowledges that the following actions should be considered if taken hostage:**

- + Initiate Active Threat Procedures or evacuate if safe to do so.
- + Try to remain calm.
- + Remember the primary objective of emergency responders is to secure your safe release as quickly as possible.
- + Do not make provocative remarks toward your abductor(s).
- + Do not patronize, yell, or argue.
- + Do not joke or be sarcastic.
- + Your abductor(s) may react explosively and could become violent or abusive.
- + Unless you have the training and experience, you should not try to negotiate with the abductor(s).



**A *lockdown* involves occupants of a building being directed to remain confined to a room or area within a building with specific procedures to follow.**

**A lockdown may be the appropriate response when a dangerous person(s) is believed to be in the building or on the premises and these measures are taken to minimize risk that the occupants will be exposed to danger.**

**Lockdowns necessitate a law enforcement response and immediate action. It is important to work with local law enforcement to develop your facility's lockdown plan and determine each room's "safe zone"; the least visible space in the room.**

**If a lockdown is called or you become aware of the need for one, the  
acknowledges that the following procedures:**

- + Preferably, move to a room or space that can be secured from the inside as this is your best option.
- + Barricade yourself inside the room by placing furniture against the door if possible. Every effort should be made to disperse occupants amongst available rooms that can be secured.
- + Move to the room's Safe Zone, the least visible area of the room. Remember, if you can see a threat, it can see you. Lock all windows. Cover and stay away from windows or openings that have a direct line of sight into the hallway.
- + If you are in the bathroom, secure the bathroom door and move to a stall, lock it, and stand on the toilet.
- + If you are in a hallway, immediately move to the nearest lockable space. Remain as quiet and calm as possible.
- + Call (when and if safe to do so) and advise police of the incident and that the facility is going into lockdown. Be specific as to the address of the facility and indicate which building, floor, or room you are in.
- + Turn off all lights and all audio equipment. Place cell phones on vibrate.
- + Never open doors during a lockdown, even in the event of a fire alarm. If an actual fire is confirmed, consider using an alternate means of egress.
- + Stay in safe areas until directed by the police officers, security, or an administrator to move or evacuate.

If you are outside the facility, stay outside and leave the immediate area.



# Medical Emergency

**A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long-term health.**

**acknowledges the following procedures:**

- + Call 9-1-1 from any office phone or cell phone.
- + Remain calm and stay with the victim/patient until help arrives.
- + Provide first aid if you are properly trained.
- + Before taking any action, consider the following:
  - ◆ Is the area safe for you and the victim?
  - ◆ Do not move victim unless safety is at risk.
  - ◆ Are there other victims?
  - ◆ If people are nearby, can they assist either with first aid or getting help?
  - ◆ Will bystanders need guidance so that they do not become injured or ill themselves?
- + Ask for assistance to keep crowds from gathering around victim.
- + Notify House of Worship Leader of the occurrence.
- + To ensure proper documentation of the incident, provide Leadership Team with detailed information:
  - ◆ Time of incident
  - ◆ Location of incident
  - ◆ Description of injury/illness
  - ◆ Actions taken
  - ◆ Names of witnesses (if available)

## **AED Locations**

---

Location 1: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Location 2: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

## **Bleeding Kit Locations**

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Location 1: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Location 2: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

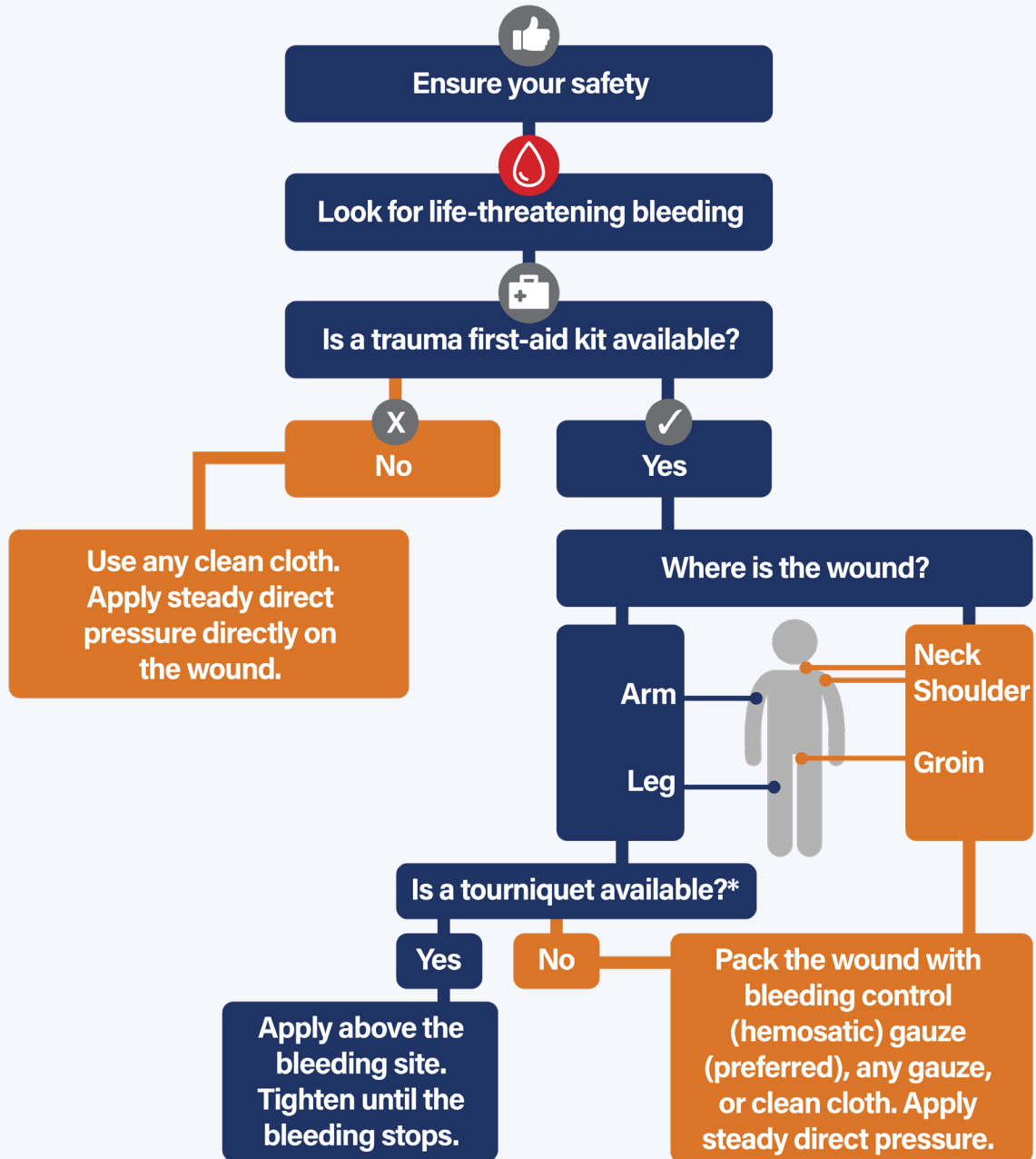
## **EpiPen Locations**

---

Location 1: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Location 2: \_\_\_\_\_ Last Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

## Stop the Bleed



\*NOTE: A tourniquet should never be used on the neck.



## Missing Child

**acknowledges that the following steps should be taken in response to a lost or missing child.**

**If the missing child has special needs, or if staff has any indication that the child may have been abducted or is in an unsafe location, call 9-1-1 immediately from any office phone or cell phone.**

- + Call the police immediately. Provide law enforcement with information including:
  - ◆ Detailed description and/or photograph of the child, including name, age, gender, race, height, weight, hair and eye color, shoe size and a description of the child's clothing and shoes.
  - ◆ The date, time, and location where the child was last seen, if known.
  - ◆ The child's general health and any medical conditions or concerns.
  - ◆ Custody issues, if any, including court-ordered visitation conditions.
  - ◆ Recent changes in the child's behavior.
  - ◆ Any individuals who have recently shown unusual attention to or interest in the child.
- + Use in-house communication to notify personnel of the situation.
- + Begin the Search. Search any area into which a child could crawl or hide and possibly be asleep or unable to get out.
- + Designated staff monitor the entrances and exits while other staff look for the missing child.
- + If the child is found simply lost and unharmed, they are reunited with their parent or legal guardian searching for them. Children will only be released to an individual that can successfully demonstrate guardianship or responsibility for the minor.
- + If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk.



## Protests Outside Your House of Worship

**Houses of worship can experience demonstrations, gatherings, and protests at their doors for a variety of reasons.**

**Coordinate with local law enforcement to plan for protests to understand their role in protecting your facility, congregants, and protected first amendment activities.**

**acknowledges the following considerations and procedures to take to mitigate impacts caused by a protest or demonstration.**

It is important to remember that persons and groups engaging in First Amendment-related activities have the right to:

- + Organize and participate in peaceful assemblies, including demonstrations, rallies, parades, marches, picket lines, or other similar gatherings.
- + Conduct these assemblies/gatherings in designated public areas.
- + Express their political, social, or religious views.
- + Freely associate with other individuals and collectively express, pursue, promote, and defend common interests.

### **Prior to any protest or demonstration:**

- + Clearly delineate private property lines before any protest occurs and be able to advise law enforcement of the property lines.
- + Limit access points to facility within your span of control and provide staff, visitors and congregants with the approved access routes. Share that with the law enforcement to ensure that these routes remain open.
- + Work with the police to have a plan.
- + Have a notification and communication plan that includes internal and external partners (keep your neighbors informed and allied).

### **During a protest or demonstration (if facility is being used for a service or other event):**

- + Advise staff and congregants not to engage the demonstrators.
- + Have a communications plan to keep congregants informed while protests are occurring to ensure their safety and prevent them from taking independent action.
- + Have a designated spokesperson who can speak to the media and external partners.
- + Ensure that your facility is secured and report any trespassing, violent threats or breach immediately to the law enforcement.
- + Keep your constituency informed and aligned with your strategy.



## Reunification Plan

**Separation from one's family during or after an emergency can have mental and physical effects on children. The faster children reunite with the people they know and love, the better their outcomes will be.**

**acknowledges that the following procedures should be observed when a minor is separated from a parent or legal guardian.**

- + Determine whether the minor can accurately self-identify and provide information.
- + Gather all information possible on the minor (e.g., name, age, pre-disaster address, names of parents/legal guardians, last known whereabouts of parents/legal guardians, relatives' contact information, and, when possible, any disabilities, access and functional needs, or medical needs).
- + If the child is unable to provide information, then proceed with processes and procedures identified within the community for identification.
- + Alert a responsible agency/organization and, when applicable, other applicable parties.
- + Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags.
- + Children will only be released to an individual that can successfully demonstrate guardianship or responsibility for the minor.





## Shelter-in-Place

To Shelter-in-Place means to remain in a location during an emergency and protect yourself there.

Sheltering-in-Place is the first action you should take during most types of emergencies.

If an emergency is taking place and you are unsure what to do, first *Shelter-in-Place*.

acknowledges the following recommended emergency procedures:

- + Close the building.
- + Bring everyone into a safe room in your house of worship including anyone outside the building. Shut and lock the doors.
- + If there are staff, congregants, or visitors in the building, provide for their safety. Ask them to stay, not leave!
- + When authorities provide directions to shelter-in-place, they want everyone to take those steps **NOW**, where they are, and **NOT** drive or walk outdoors.
- + Unless there is an imminent threat, ask staff, congregants, and visitors to call **their emergency contact to let them know** where they are and that they are safe.
- + Turn on call-forwarding or alternative telephone answering systems or services.
- + If you are told there is danger of explosion, close the window shades, blinds or curtains.
- + Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- + Have staff familiar with your building's mechanical system turn off all fans, heating and air conditioning systems.
  - ◆ Some systems automatically provide for exchange of inside air with outside air – and these systems, in particular, need to be turned off, sealed or disabled.
- + If the event is a chemical, biological or radiological release, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- + Write down the names of everyone in the room. Call your House of Worship Leader to report who is in the room with you, and their affiliation with your community.
- + Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

# Suspicious Activity



Houses of worship face a variety of threats and alert staff can help spot suspicious activity and report it. Used effectively, the right words can be a powerful tool.

Simply saying “Hello” can prompt a casual conversation with unknown individuals and help you determine why they are there.

The OHNO approach – *Observe, initiate a Hello, Navigate the risk, and Obtain help* – describes activities and behaviors that may be indicative of criminal activity.



## Suspicious Activity Indicators

- + Expressed or implied threats to commit acts of violence or destruction.
- + Abusive language that a reasonable person might find threatening.
- + Statements or behaviors indicative of suicidal or homicidal ideations.
- + Inappropriate statements about harming others.
- + Exaggerated or violent gestures that could be interpreted by a reasonable person as threatening or intimidating (e.g. clenching fists or jaw).

## Reporting Suspicious Activity

If you see suspicious activity, immediately report it to your Safety and Security Team Lead and local law enforcement and describe specifically what you observed including:

- + **Who** or **what** you saw
- + **Where** it occurred
- + **When** you saw it
- + **Why** it's suspicious

### Personal Characteristics to note:

- + Sex/Gender
- + Race/Ethnicity
- + Height/Weight/Age
- + Clothing Type/Color
- + Hair Style/Color
- + Distinguishing Marks
- + Location
- + Direction of Travel
- + Method of Travel

### Vehicle Characteristics to note:

- + Color
- + Year
- + Make
- + Body style/Model
- + License plate number and state
- + Distinctive Marks/Accessories
- + Location
- + Direction of Travel
- + Occupants (number and description)



## Suspicious Mail

**If you see any abnormal object that raises your suspicion, it is always best to let the Safety and Security Team and emergency responders know about it.**

**acknowledges that following information is presented to assist individuals in knowing what to do when encountering a situation involving a suspicious package or item.**

### **Common Characteristics include:**

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- + Package or envelope with suspicious leaks, stains, or powdered substances
- + Package is rigid, bulky, or has excessive tape/string.
- + Poor handwriting, misspellings, improperly addressed.
- + Excessive postage, no postage, or no/strange return address.
- + Ticking, vibration, abnormal sounds, strange odors.
- + Generic addressee and restrictive markings.
- + Unexpected and from someone unfamiliar.
- + Irregular placement of package/item.

### **If you find a suspicious package or item:**

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- + Do not touch, move, or alter the object.
- + Inform others and keep people away from the area.
- + Once you have left the immediate area, call 9-1-1.
- + Provide your name, location, object location, and suspicious details.
- + Write down any information you have about the object. You can give this to when they arrive before you forget.
- + If the package contains powder or gas or it is placed near the HVAC system, turn off the HVAC system immediately.

### **If you come in contact with a suspicious package or item**

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- + If you come in contact with a package, it is important that you provide for your own safety by thoroughly washing your hands with warm soap and water and asking another person to call 9-1-1, if possible. Make note of which sink you used.
- + If you are already handling a suspicious package, gently put it down in a secluded area, and step away. Then follow the steps above. Always notify emergency responders about your possible exposure. If a hazardous material is found in the package, emergency responders will only be able to treat you if they are made aware.



## Preparing for hazardous weather and understanding weather alerts may save lives.

acknowledges that following information is presented to assist individuals in knowing what to do when preparing for and encountering hazardous weather.

story building. is a square foot

*If applicable, insert text on the facility's proximity to a designated flood zone by reviewing FEMA's Digital Flood Insurance Rate Maps for the community: <https://msc.fema.gov/portal/advanceSearch/>*

The facility is subject to weather conditions including but not limited to extreme temperatures, significant rainfall, lightning, heavy snowfall, and high wind. When experiencing hazardous weather, acting quickly is key to staying safe and minimizing impacts.

# Weather

### Stay Weather Ready

Continue to listen to local news and NOAA Weather Radio to stay updated about severe weather alerts.

- + **At Your House of Worship:** Stay away from windows if your facility is experiencing hazardous weather (e.g. damaging wind or large hail). Do not go to large open rooms such as cafeterias, gymnasiums, or auditoriums.)
- + **Outside:** Go inside a sturdy building immediately if hazardous weather is approaching or occurring. Sheds and storage facilities are not safe. Taking shelter under a tree can be deadly. The tree may fall on you. Standing under a tree also puts you at a greater risk of getting struck by lightning.
- + **In a Vehicle:** Being in a vehicle during hazardous weather is safer than being outside; however, drive to the closest secure shelter if there is sufficient time.

## Types of Weather Alerts

The National Weather Service issues Outlooks, Watches, and Warnings to communicate local hazardous weather risks. It is important to understand the difference between each type of alert, and the appropriate actions to take.



### What does it mean?

Warning	Watch	Advisory	Outlook
Weather hazard is occurring, imminent or likely	Risk of weather hazard in the near future	Weather hazard is occurring, imminent or likely	Risk of weather hazard in the next 7 days
Poses a threat to life/property	Could pose a threat to life/property	Could cause significant inconvenience	Could pose a threat to life/property
<b>Take Protective Action</b>	<b>Have a Plan of Action</b>	<b>Use Caution</b>	<b>Prepare a Plan of Action</b>

**Note: Warnings issued for severe thunderstorms, tornadoes, and flash flooding typically have shorter lead times than other natural hazards.**

## How to Receive Alerts

- + National Oceanic and Atmospheric Administration (NOAA) Weather Radio:  
<https://www.weather.gov/nwr/>

- + Commercial radio and television

If you have a cell phone or smart phone, you have lots of options for receiving up to date information about emergencies. Be sure you have a phone charger to keep your phone charged if the power goes out:

- + NIXLE – Subscribe to the [NJ State Police \(NJSP\) on Nixle Connect](#)

Nixle Connect allows the NJ State Police and the NJOEM to send messages to the public by text/SMS, e-mail, and Internet posts. Register to receive messages by sending a text message with your zip code to 888777 (data rates may apply depending on your plan). You can also register on-line at [www.nixle.com](http://www.nixle.com).

- + Local National Weather Service Forecast Offices have several resources, including current and future hazardous weather outlooks. The Philadelphia/Mt. Holly Forecast Office can be accessed here: <https://www.weather.gov/phi/>

- + The National Weather Service can now send free weather warnings directly to your phone if a hazard is imminent in New Jersey. Check with your wireless carrier to see if your wireless phone is Wireless Emergency Alert (WEA) enabled to receive these messages.

- + County weather information through Office of Emergency Management (OEM)

- + Contact your local OEM to determine if the community subscribes to a particular emergency notification system and get direction to install the necessary application to receive emergency notifications.

# WHAT TO DO WHEN CALLING 9-1-1

Many 9-1-1 call centers follow protocols that guide callers through a sequence of questions to quickly obtain information necessary for dispatching the right responders to the right location.

Call-takers may also provide instructions about what to do until help arrives.

Even though protocols are designed to help call-takers reassure callers and take charge of the situation, the experience can be stressful for a 9-1-1 caller who is not accustomed to dealing with emergencies.

When you call 9-1-1, be prepared to answer the call-taker's questions, which may include:

- The location of the emergency, including the street address, and room, if you're in a large building.
- The phone number you are calling from.
- The nature of the emergency.
- Details about the emergency, such as a physical description of a person who may have committed a crime, a description of any fire that may be burning, or a description of injuries or symptoms being experienced by a person having a medical emergency.

Remember, the call-taker's questions are important to get the right kind of help to you as quickly as possible.

Be prepared to follow any instructions the call-taker gives you. Many 9-1-1 centers can tell you exactly what to do until help arrives, such as providing step-by-step instructions to aid someone who is choking or needs first aid or CPR.

**DO NOT HANG UP** until the call-taker instructs you to do so.