



Are you prepared for the *most likely* emergencies?

We're all well aware of alert level colors, screening at airports and surveillance cameras. We wonder about the need for security guards on the High Holidays or Shabbat services; we debate the safety of putting the synagogue address and service schedule number on the web. When most of us think "emergency planning," it is to prepare for high profile events we are most unlikely to have to deal with. This page will help us focus on planning for *more likely* emergencies.

Fire:

- Do you meet regularly with fire department and insurance consultants?
- Are fire extinguishers in appropriate locations and tested regularly?
- Is there a fire evacuation plan for office, schools and other areas – including areas to gather after evacuation?
- Are fire drills held regularly?
- Are there adequate fire, smoke and CO sensors?
- Are alarm systems tested regularly?
- Do they systems call in automatically or is another system in place?
- Is / are the ark(s) fire resistant?
- In case of fire, what is the plan to take the Torah scrolls to safety?

Wind Storm / Severe Thunder Storm / Tornado:

- Is there an area to take cover in a storm for office, schools and other areas?
- Have there been regularly scheduled storm drills?
- Has the roof been checked for ability to withstand serious winds?
- Is / are the ark(s) wind resistant?
- In case of storm, what is the plan to take the Torah scrolls to safety?

Flooding:

- Is the synagogue building in a flood-prone area? Are there dams, floodgates or levies nearby?
- Do you have flood insurance?
- Are people aware of area streets likely to flash flood? Are most-likely "open routes" known?
- Are Torah scrolls kept in areas unlikely to have water seepage or damage?

Computer Systems:

- Have provisions been made for data back-up and off-site (on-line or removable media) storage?
- Is computer data backed up regularly?
- Are computers kept off the floor in areas unlikely to have water seepage or damage?

Kitchen / food:

- Are procedures in place to preserve food in case of prolonged power outage?
- Is there a plan for protecting power sensitive equipment?
- Have systems been established to provide food to congregants who might be without power for prolonged periods of time?

Other planning steps:

Have you established team(s) of people who know procedures, phone numbers to manage emergency procedures?
Is a plan in place to allow for moving offices, services and school to offsite locations, if necessary?
Are emergency numbers (including those for Family service) posted by each phone?

Some web sites to check for further information:

www.adl.org/security/; www.scnus.org, www.ready.gov