

Synagogue Emergency Action Plan

Sample

Staff Assignments

Warden: _____

Deputy Wardens: _____, _____, _____

Male Searchers: _____, _____

Female Searchers: _____, _____

Off-Site Assembly Areas

Primary: _____

Secondary: _____

***** Be aware you may be directed to an alternate area depending on the location of the incident *****

Fire Safety Procedures

Everyone:

- Listen and follow all directions—assist in any and all tasks of the warden team
- Be familiar with your floor layout and the location and use of the following
 - Exit stairs
 - Fire alarm boxes
 - Warden phones
 - Fire extinguishers

Scenario #1 – If fire or smoke is discovered on your floor

Searchers:

- Check all bathrooms, lounges, conference rooms for unaware occupants
- Assist in the gathering of occupants and the evacuation to at least 3 floors below our floor
- Use the stairs – do not use elevators

Deputy Wardens:

- Assist in gathering of information from Searchers and implementing the Warden's directions
- Lead the occupants in the evacuation via stairs at least 3 floors below our floor
- Use the stairs – do not use elevators
- If the Warden is not present, assume the duties of the Warden

Warden:

- Your position at the Warden phone is essential in the establishment of communications and receiving directions from the Fire Safety Director. Give directions to team and fellow co-workers from here.
- Ensure the fire alarms (pull station box) are activated (call 911) upon notification of a fire
- Establish contact with the Fire Safety Director via the warden's phone or if necessary the lobby phone ___-___-____
- Inform the Fire Safety of any and all particulars of the fire (location and status of occupants: accounted for, trapped, missing, needing assistance)
- Notify the Fire Safety Director of occupants needing assistance and follow instructions on where to stage them
- Direct the Deputy Warden to lead occupants down the stairs at least 3 floors below ours
- Upon completion and accountability of all our co-workers or other occupants, notify the Fire Safety Director via the wardens phone
- Re-establish contact with the Fire Safety Director via the warden phone on the lower floor

Scenario #2 – If alarm sounds on our floor with no sign of fire or smoke

Searchers:

- Assemble warden team - assume duties-recruit help if needed
- Canvas the floor for possible reasons for the alarm (pulled alarm box, activated/defective sprinkler system or smoke detector, or a possible undiscovered fire)
- If the Deputy Warden is not available, assist the Warden

Deputy Warden:

- Assist in the gathering of information and implementation of the Warden's directions

- Be prepared to lead the occupants in the evacuation upon the warden's direction if necessary
- If the Warden is not available, assume the duties of the Warden

Warden:

- Your position at the Warden phone is essential in the establishment of communications and receiving directions from the Fire Safety Director. Give directions to team and fellow co-workers from here.
- Direct the Deputy Warden, Searchers and other co-workers and occupants to canvas the floor for possible reasons for the alarm (pulled alarm box, activated/defective sprinkler system or smoke detector, or possible undiscovered fire)
- Establish contact with the Fire Safety Director via the warden phone or via the Fire Safety System Phone ___-___-____
- If reason for the alarm has not been determined or communication with the Fire Safety Director has not been established in a timely fashion, the Warden may decide to evacuate the floor and re-establish contact with the Fire Safety Director on a lower floor.
- Use the stairs – do not use elevators
- Assign co-workers to assist fellow co-workers with special needs either to a staircase or down the stairs depending on the amount of assistance needed

Operating a Fire Extinguisher (PASS)

- Pull the pin
- Aim the hose or nozzle
- Squeeze the lever
- Sweep the agent in the extinguisher

*All fire agencies agree that the decision to use a fire extinguisher should only be limited to fires that are small and easily able to be put out. As noted by most agencies, it's better to get your fellow co-workers and yourself out of an emergency than to try and stay behind to put out a fire.

We have three fire extinguishers in our office. They are located as follows:

- A _____
- B _____
- C _____

For All Non-Fire Emergencies Such As:

Natural: Earthquakes, Hurricanes, Tornadoes, Snowstorms, Floods, Extensive Heat-Cold Conditions

Man-made: Blackouts, Work Place Incidents, Civil Unrest/ Riots, Nuclear-Chemical-Biological-Radiological. *Concerns: Is it accidental or intentional (possible terrorist attack)?*

Basic difference between a Fire Incident and a Non-Fire Incident:

Fire: Fire alarm sounds - generally evacuate to a lower floor

None-Fire: No alarm—possible tone---public address (PA) announcement. Depending on what the threat is and where it is, the possible safest option is to stay in the building.

EAP (Emergency Action Plan) Goals:

- Keep co-workers safe
- Keep the building secure
- Reoccupy the building and your workspace and restart business

In the event of a Non-Fire Emergency, your Emergency Action Plan (EAP) Director will inform you of the following information: (4W's)

- What has occurred
- Where it has occurred
- Which action you are directed to take
- Why it is necessary to take this action

You will be instructed to take the following four actions:

- Shelter in place- remain at your location. Do not go outside of the building
- In building relocation- move to another more secure part of the building
- Partial evacuation- eected floors will be directed to evacuate to an assembly area

- Full evacuation- the entire building will be directed to evacuate to an assembly area

Everyone:

- It is important to listen to all announcements and to follow all directions as the event unfolds
- Assist in any and all tasks of the Warden team
- Be familiar with your floor layout and the location and use of the following
 - Exit stairs
 - Fire alarm boxes
 - Warden phones
 - Fire extinguishers

Searchers:

- Ensure other warden team members are present—recruit help if needed
- Check all bathrooms and conference rooms for unaware occupants
- Assist in the gathering of occupants (if necessary) to a staging area near the warden
- In the event of an evacuation, assist those needing help via stairs or possibly the elevator if deemed ok to use
- If no deputy warden, assist the warden in implementing the EAP

Deputy Wardens:

- Assist in gathering of information and implementing the warden's directions
- If necessary, lead the occupants in the evacuation or In-building relocation area via stairs or possibly the elevator if deemed OK
- If no warden, assume duties

Warden:

- On the FSD phone to establish communication and give directions
- Established contact with the FSD via the warden phone and or the fire command station (lobby)phone: if necessary
- Notify EAP Director of occupants needing assistance and follow instructions on where to stage them (staircase, *elevator—freight-under FDNY control*)
- Assign occupants (searchers, co-workers) to assist occupants with special needs either to a staging area (staircase, elevator—if deemed OK) or down the stairs depending on the amount of assistance needed

Personal Get Home Bag from Your Workplace

Do you have a personal “GO” or “Get home bag” in the office in case of an emergency?

The Department of Homeland Security has noted that this Get Home Bag is vitally important to have available in case an emergency exists that will require you to transit yourself with no electricity or mass transit. This bag should put the necessary tools you may need during an emergency at your fingertips. When planning your kit and its contents, keep in mind that it should be lightweight, but the contents should help you make it on your own for at least 24 hours.

Your Get Home Bag should be plain in appearance and color (no bright colors or descriptive labeling).

Essential contents of your Get Home Bag:

- Change of comfortable clothing and sturdy shoes/sneakers (laced and tied: suitable for walking long distances) Have a change of clothing for seasonal changes (shorts, t-shirts, caps, sun glasses for warm weather / jeans, jackets, wool caps and gloves for cold weather)
- Maps (including street, train, subway and buses) As a suggestion tourist maps have a great deal of information for travelling around the metropolitan area.
- Protective equipment (work gloves, medical gloves, dust masks, safety goggles and glasses especially for those that wear contact lenses)
- Rain gear (poncho)
- Flashlight: LED TYPE IS PREFERRED
- Portable radio: AM/FM emergency weather (hand recharger/ phone charging capabilities)
- Multi-tool and folding knife
- Water (plastic bottles)
- Snacks (non-perishable energy bars)
- Cash (roll of quarters for vending machines & \$50.00 in one and five dollar bills)
- Mini first aid kit
- Duct tape (for securing items first-aid, and posting messages. It can be bright, reflective colors)
- Markers (thick, permanent markers for writing messages)
- List of phone numbers (family, friends and neighbors) remember in an emergency you cannot count on your cell phones to work. Do you know everyone's phone number that you need to know in case of an emergency?

- Medicine(s) taken daily- 3 day supply recommended including a list of the names/dosage/frequency
- Wet wipes or toilet paper
- Emergency blanket
- Garbage bags (heavy duty)
- Glow sticks

Your Get Home Bag should be stored in the area at work where you spend the majority of your time.

Plan for alternative options if you cannot make it home (hotel, motel, nearby family or friends home).

There may be a time when it is safer to shelter in place such as during severe weather. Most building managements would prefer that their Emergency Management Team is notified if tenants are going to remain in the buildings that you work in. They may have a plan in place for tenants to consolidate in specific areas rather than be scattered about the building. Additionally information can be communicated easier when people are consolidated in specific locations.

Additionally, emergencies may cause civil unrest. If you choose to leave a secure environment, please try to travel in groups with others heading in a similar direction. Keep a low profile and remain aware of your environment.

Should you choose to leave a secure location give clear thought to the very real possibility that you may not have the access or ability to return to the location you left.

Spending a little time in preparing now for if or when an emergency occurs, will give you the confidence and ability to make the best decision to address the situation.

In the Event of an Active Shooter:

The United States Department of Homeland Security recommends the following procedures in case of an active shooter incident.

Definition:

An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. Active shooter situations are unpredictable and evolve quickly. Active shooters often look for soft targets like malls, work

environments, churches or schools due to their low security posture and high access to potential victims.

Passive Alarms:

We have four silent passive alarms in our office the locations are as follows:

- As you enter the working portion of our office. The first desk that you see, under the desk on the left hand side
- By the C-Suite area. The left desk of the two that face the inner wall under the desk on the right side
- In the small conference under the table on the far side of the room on the left side of the table as you face the door
- Under the receptions desk on the right hand side

When the button is pushed in (receptionists alarm is activated by using a button) or when the ring is pulled to you (the other three alarms), notification goes directly to the local police and they respond as an emergency. The activation of these alarms cannot be cancelled.

The call to 911:

Call 911 and give them the following information as calmly as possible:

- Your name
- Location of the incident (provide as many specific details as possible)
- Your exact location
- Number of shooters, the location at which they were last seen, and the direction in which they traveled
- Physical description of the shooter (sex, race, clothing, type of weapons)
- Articulate the number and locations of victims and provide a brief description of injuries
- If you have heard explosions in addition to gunshots
- If you observed any suspicious devices (improvised explosive devices), provide a description and the location at which it is seen.

Know Your ABCs:

Here are some commonly suggested safety tips:

Avoid:

- Evacuate the building (floor) immediately if it can be done in a safe manner. Remember that our office has 3 locations to exit from 1) the front door 2) The exit to the main hallway through our mailroom 3) the exit door at the rear of the office near the Nassau St. copier.
- Do NOT carry any personal belongings with you and avoid elevators if possible
- As we are located in a high rise building and we are aware that the shooter is on a lower floor, ascend as many floors as possible. Once a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.
- When evacuating in the stairwell, stay pressed to the wall to allow responding officers room to ascend quickly and safely

Barricade:

- If it is possible to do safely, move to a central and secure area of the floor. The heating and air-conditioning room is the most secure. Please remember as we discussed, the door is opened with the key that is in the door. Once the key is removed and the door is closed, it limits the ability to open the door
- Locate an area with ballistic cover, not just visual concealment. Cover stops/slows bullets, concealment does not. Think Big—copy machines, under your desks, behind desks
- Block the door with large heavy objects if possible (desks, tables, file cabinets)
- If the only means available to barricade the door is with your body, attempt to stay lower than average waist level to avoid any shot fired through the door by the shooter

Confront:

- There is no single procedure that can be recommended in this situation
- If hiding or flight is impossible, remain quiet or “play dead” to avoid detection
- Last resort options if you come face to face with the assailant are twofold:
- Attempt to quickly overpower the individual with force in the most violent manner possible
- If you are with other people you should work as a collective group to overcome the shooter
- Remember, the attacker will continue to shoot victims unless he is stopped

Bomb Threats:

Overview:

Bombing and the threat of bombing are harsh realities in today's world. The public is becoming more aware of those incidents of violence that are perpetrated by vicious, nefarious segments of our society through the illegal use of explosives. Law enforcement agencies are charged with providing protection for life and property, but law enforcement alone cannot be held responsible. Every citizen must do his or her part to ensure a safe environment.

Bombs:

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode. Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

Bomb Threats:

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

Two logical explanations for reporting a bomb threat are:

- The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be a person who placed the device or someone who has become aware of such information
- The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed

How to Prepare:

A bomb incident plan provides detailed procedures to be implemented when a bombing attack is executed or threatened. In planning for the bomb incident, a definite chain of command or line of authority must be established. Only by using an

established organization and procedures can the bomb incident be handled with the least risk to all concerned. A clearly defined line of authority will instill confidence and avoid panic. In case of a bomb incident or threat the line of command will revert to the same staff members involved in a fire emergency with the Warden and Deputies along with searchers all being used to develop a group to instill a sense of security so as to avoid panic, design a plan to evacuate and call for police assistance as well as notifying the buildings management of the emergency.

Call Procedures:

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. Do not hang up, even if the caller does
- Try to signal a co-worker, write a note to call the authorities and contact the emergency team in your office
- Listen carefully. Be polite and show interest
- Try to keep the caller talking to learn more information
- If your phone has a display, copy the number and/or letters on the window display
- Immediately upon termination of the call, do not hang up the phone. Go to a different phone in the office and contact the **Federal Protective Services (FPS) Police at 1-877-4-FPS-411 (1-877-437-7411)**

If a bomb threat is received by handwritten note:

- Call Warden immediately. If Warden is out of the office or not available, call Deputy Warden
- Handle the note as minimally as possible

If a bomb threat is received by email, follow the same instructions as above. Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains

- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Do Not:

- Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.
- Evacuate the office until police arrive and evaluate the threat.
- Activate the fire alarm
- Touch or move a suspicious package

Post incident best practices:

It is of paramount importance that all inquiries from the news media be directed to one individual appointed as spokesperson. All other persons should not discuss the situation with outsiders, especially the news media.

The purpose of this provision is to furnish the news media with accurate information and to see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources. Additionally as an active investigation may now be ongoing no interference should be made by providing information that may disrupt the process of the investigation.

Once we have safely returned to our office, leadership and emergency teams should discuss making a joint announcement with the staff.