

**Or HaOlam Messianic Congregation  
Safety, Security and Emergency Response Plan**

## **Part III — Emergency Response Procedures**

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### **Section 1 — Introduction**

#### **A. Purpose**

This plan sets forth the procedures for responding to serious emergencies that could impact the Congregation (hereinafter "OHO"). The plan also incorporates actions necessary to attain and maintain preparedness for effective emergency response. Some emergencies may require a building evacuation or for occupants to stay inside and shelter in place. We potentially could become the target of violence resulting from current events, local situations, political or media issues or other regional emergencies. Security is difficult in our building because of the multiple entrances.

#### **B. References**

The security standards and procedures set forth are based on generally accepted practices of Jewish institutions, of governmental guidelines, as well as recommendations by insurers of worship facilities. The following specific resources were consulted in preparation of these procedures.

*Church Safety and Security Guidebook*. Brotherhood Mutual Insurance Company, 2015.

Kevin Robertson, *Church Security: Providing a Safe Worship Environment*. Pastors.com, 2014.

*Congregational Risk Management*. Congregation Zion's Sake, Newport News, VA, 2017.

*18 Best Practices for Jewish Institutional Security*. Anti-Defamation League, 2016.

*Guide to Detecting Surveillance of Jewish Institutions*. Anti-Defamation League, 2009.

*Life Safety Ministry Procedures*. New Life Church, Colorado Springs, CO, 2008.

*Our Guide to Synagogue Security*. Orthodox Union, 2014.

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*Protecting Your Jewish Institution: Security Strategies for Today's Dangerous World.* Anti-Defamation League, 2005.

*Safety, Security, and Emergency Policies, Procedures, and Guidelines.* Bethel Lutheran Church, Northfield, MN, 2014.

*Security Manual.* Beth El Gibor Messianic Jewish Congregation, Bethlehem, PA, 2017.

Bryan Donihue, *What They Don't Tell You About Church Safety.* Sheepdog Development, 2014.

### **C. Types of Emergencies and Threats**

1. Medical Emergencies: incidents arising from personal health problems, accidents, pregnancy delivery, as well incidents arising from the other hazards and threats.
2. Criminal Threats: arson, active shooters, criminal acts, armed robbery, burglary, cyber attack, gang violence, vandalism, violence from domestic disputes, bomb threat, explosion, and terroristic acts.
3. Building emergencies: fire, power failure, gas leak, sewer backup, water failure, roof collapse and other emergencies involving the building.
4. Natural Hazards: severe thunderstorm, tornado, hail, lightning, flood, earthquake, severe wind, extreme temperature, and winter precipitation that pose danger to life and property.
5. Accident Events: hazardous materials releases from the highway, downed power lines, vehicle/aircraft crash.
6. Adversarial Events: altercations, civil unrest, picketers.

## **Section 2 — Fundamentals of Emergency Response**

### **A. Planning**

1. The Emergency Response Plan was created under the oversight of the Rabbi and elders who have the authority to approve future changes, revisions and updates.
2. The basics of the plan were derived from the plans of other faith based organizations, as well as resources available from FEMA and organizations specializing in security of faith-based organizations and emergency response.
3. A threat assessment was conducted utilizing historical records of the basic categories of hazards.
4. This plan does not attempt to provide response procedures for every type of emergency or threat that can possibly happen, but gives attention to the most common emergencies that have happened to congregations and faith-based organizations.

### **B. Communications**

1. Communications Methods. During emergency incidents the following methods will be used to communicate and/or alert others of an ongoing emergency

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- a. Immediate in person verbal communication, when feasible and depending on the specific emergency, is always the best and first choice to communicate what is going on. In addition, utilize other methods if necessary:
  - b. Cell phone calls. Key leaders should keep their cell phones on during services on vibrate mode. Call or text message in an emergency.
  - c. Paper signs held up or taped to windows, when appropriate.
  - d. Power Point slides displayed to the congregation, silently or with audio announcements depending on the nature of the incident.
  - f. Hand-held radios are a backup option, but they would need to be kept charged and made available each time services are held.
2. Media Relations. The Rabbi or his designee should handle all media contacts and interviews related to incidents that happen at OHO. See the Media Procedures section in the Introduction to the SSER Plan.

### **C. Responsibilities**

1. Individuals. Each person attending Or HaOlam has some responsibility for his/her own safety and security.
  - a. Individuals should be knowledgeable of the nearest exit from wherever they happen to be in the building.
  - b. Individuals are expected to follow the direction of OHO leaders in responding to an emergency situation.
  - c. Individuals are expected to be prepared to help and assist others in the congregation in the time of an emergency.
  - d. Individuals are permitted to carry a concealed firearm for their own protection in accordance with Kansas law.
2. Leaders. In the event of an emergency, all OHO ministry and team leaders should be prepared to fulfill the following responsibilities, if needed:
  - a. Know how to correctly respond to and summon help for a medical emergency.
  - b. Know how to correctly report a fire or smoke emergency using the 911 emergency number.
  - c. Know the locations of the manual fire alarm pull stations in their area and locations of the fire extinguishers and how to use them.
  - d. Know how to correctly respond to a fire warning alarm.
  - e. Know the building lock-down/shelter in place procedure and evacuation plan.
  - f. Be familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
  - g. Close doors as areas are evacuated.
3. Hospitality Team.

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- a. Team members are expected to be knowledgeable of those in the congregation with medical expertise, and to summon medical assistance if necessary.
  - b. Greeters at their posts near the two main entrances maintain observance of the parking lot and walkways leading to the main entrances. In addition, a parking lot greeter assists in observation of cars entering the property.
  - c. Ushers on duty also maintain observance of parking lots and main entrances to watch for suspicious persons or activities. Ushers sitting in the sanctuary during the service are expected to respond to an emergency as the situation may require.
  - d. In the event of a serious emergency, threat or other dangerous situation the head usher or principal usher shall try to immediately alert the congregational leaders. If necessary, a PA system announcement will be made. A microphone should be kept available at the sound booth.
4. Emergency Response Team. The emergency response team coordinates response actions in particular emergency situations. This team includes the Rabbi, elders, ushers, and medical response personnel.

**D. Evacuation**

1. General procedures.
  - a. The Rabbi, an Elder in the absence of the Rabbi, the Head Usher, or an emergency agency official may initiate evacuation procedures from the building in the event of an emergency.
  - b. Primary exit doors should be used for evacuation, unless blocked by smoke or fire. The other exterior doors constitute alternate routes.
  - c. Persons evacuating the building must not congregate in the parking lot to avoid hindering emergency vehicles. The congregation will assemble in the field to the west of the parking lot.
  - d. Persons evacuating the building must NOT lock doors when leaving.
  - e. If the evacuation occurs during the Torah service children will be evacuated by the available exit/exterior doors in the west wing. Teachers will remain with children until they are safely returned to the building or are released to their parent(s) or another authorized adult.
  - f. If there is a fire, the worship team will take the Torah with them.
  - g. If there is a bomb threat, leave everything and go!
2. Actions of Ushers
  - a. In the event of a fire or other hazard that makes the building unsafe, all ushers in attendance will assist in evacuation of persons in an orderly manner. Ushers should immediately alert others in the building including youth and children's class rooms and adult classrooms who may need to evacuate.
  - b. Ushers should ensure that disabled persons and the elderly are assisted so they may be safely evacuated.

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- c. Ushers will check rest rooms and other remote areas of the building to alert individuals there.
  - d. In the event of an imminent severe thunder storm with hail or a tornado, the ushers will assist in moving persons to shelter in place.
3. Relocation
- a. The Rabbi, or an emergency agency official determines whether and when persons may be able to depart the campus.
  - b. If damage occurs to the building that would preclude usage the Rabbi and Elders will determine where interim worship may occur and inform the congregation by email.

**Section 3 — Medical Response**

**A. Kansas Good Samaritan Law**

Kansas law (K.S.A. 65-2891) provides that any health care provider who in good faith renders emergency care or assistance at the scene of an emergency or accident including treatment of a minor without first obtaining the consent of the parent or guardian of such minor shall not be liable for any civil damages for acts or omissions other than damages occasioned by gross negligence or by willful or wanton acts or omissions by such person in rendering such emergency care.

**B. First Aid**

- 1. Immediate actions. These actions may be taken by a member of the Medical Response Team, the Hospitality Team, or a member of the Security Team.
  - a. In cases were a person is experiencing trouble breathing, a lot of pain, loss of blood or unconscious, call 911.
  - b. Seek out any medical personnel in the building and have someone inform the Rabbi or an elder.
  - c. Initiate first aid if you are trained to do so.
  - d. If a person is unconscious, shake them lightly, calling their name or asking if they're ok.
  - e. If they do not respond, roll them onto their back.
- 2. Restore breathing.
  - a. Check the breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
  - b. Tilt their head back and lift their chin to open and check their airway.
  - c. Do the three: look, listen and feel.
  - d. Place your cheek just above the persons mouth and Look towards the chest to see if chest is rising and falling.
  - e. Listen for breathing and Feel for breaths on your cheek.

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- f. Normal breathing is quiet, regular and effortless. Irregular breathing is shallow or gasping breath may sounds like snoring.
  - g. Proceed as if the person is not breathing.
  - h. You may check for a carotid pulse (neck).
  - i. If the person is not breathing, quickly check for severe bleeding.
  - j. If there is no bleeding, start chest compressions. Press into the person's chest 2 to 3 inches deep.
  - k. Do one compression per second and check for breathing after 1 minute.
  - l. Continue the compressions until EMS arrives. (if tired, switch out)
3. Stop bleeding.
- a. Apply direct pressure on the wound or elevate the wound.
  - b. At the same time protect yourself from body fluids. Use gloves if available.

**C. Other Medical Responses**

- 1. If vomiting occurs:
  - a. Roll the person onto their side and clear the mouth.
  - b. Roll the person unto their back and do the three again: look, listen and feel.
  - c. If the person is breathing keep him/her flat and the airway open.
  - d. If the person is not breathing, proceed to compressions again.
- 2. Also check for any medical alert tag that the person may be wearing (necklace, anklet, or bracelet) for
  - a. Allergic reactions to medications.
  - b. Seizure condition.
  - c. Diabetic condition.
- 3. Cardiac failure or congestive heart disease:
  - a. Call 911 and make the person comfortable - in most cases Do Not lay the person down.
  - b. Ask if they have a heart condition?
  - c. What heart medication they are taking?
  - d. Give the person a baby aspirin. (first aid kit)
- 4. Anaphylactic reactions: (food allergies, bee stings, asthma, etc.)
  - a. Sit the person down in a place where you can observe him or her.
  - b. Call 911 if respiratory condition warrants.
  - c. For children, notify parents and call 911, if you believe the child is having difficulty breathing.

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5. External fluids - Do not come in contact with bodily fluids (blood, vomit, urine) without wearing rubber gloves, mask & eye protection. (first aid kit).
6. Follow-up actions.
  - a. Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
  - b. If possible, isolate the affected individual. Disperse onlookers and keep others from congregating in the area.
  - c. Comfort the victim(s) and offer reassurance that medical attention is on the way.
  - d. After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.
  - e. When the paramedics arrive for life threatening situations, the victim is to go to the hospital, unless they are coherent and do not wish further assistance.

**D. Non-life-threatening injury or illness**

For all non-life-threatening conditions, contact a member of the medical response team.

**Section 4 — Armed Intruder Response**

**A. Caveat**

1. No emergency response plan can be completely adequate for an armed intruder determined to kill people. This section is intended to raise the issue, providing some insight into the phenomenon, so that leaders can have a serious discussion of possible responses. It goes without saying that such responses will involve very hard choices made in a very compressed time period with serious repercussions.
2. While it is unlikely this situation will be encountered at OHO, if one does occur, response options are very limited. However, the only thing worse than dealing with an armed intruder is attempting to do so without having considered some response. The recommendations of the Department of Homeland Security are presented below. The response implemented will depend on where in the building persons are when the shooting starts.

**B. Shooter Profile**

1. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there may be no pattern or method to their selection of victims.
2. Based on a national study of deadly force incidents (DFI) at faith-based organizations from 1999-2016, the principal causes are:
  - a. 30% resulted from domestic spillover or personal conflict.
  - b. 25% resulted from attempted robbery.
  - c. 25% resulted from mental illness or other random causes.

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- d. 9% resulted from gang activity.
- e. 6% resulted from religious bias.
- f. 3% were drug-related.

### **C. Immediate Response**

1. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
2. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.
3. Individual responsibility.
  - a. Be aware of your environment and any possible dangers.
  - b. Take note of the two nearest exits in the building.
4. Quickly determine the most reasonable way to protect your own life. Remember that people attending services are likely to follow ministry leaders during an active shooter situation.
5. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
6. Call 911 when it is safe to do so. When speaking with a police dispatcher, try to speak calmly and quietly, informing the dispatcher of the danger facing the institution. If shots are being fired, it is vitally important to inform the dispatcher that there is an “active shooter” and that immediate intervention is required. Information to provide to law enforcement or 911 operator:
  - a. Location of the active shooter.
  - b. Number of shooters, if more than one.
  - c. Physical description of shooter/s.
  - d. Number and type of weapons held by the shooter/s.
  - e. Number of potential victims at the location.
7. Every individual has three basic options: run, hide, or fight. In an emergency situation all three options may be employed at the same time by different individuals.

### **D. Personal Response Option: Run**

1. If there is an accessible escape path, then run to the nearest exit door.
  - a. Have an escape route and plan in mind.
  - b. Evacuate regardless of whether others agree to follow.
  - c. Leave your belongings behind.
  - d. Help others escape, if possible.

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2. Once outside do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others. (Yell, Scream, and create witnesses)
  - a. Prevent individuals from entering an area where the active shooter may be.
  - b. Keep your hands visible.
  - c. Follow the instructions of any police officers.
  - d. Do not attempt to move wounded people.

**E. Personal Response Option: Hide**

1. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - a. Be out of the active shooter's view.
  - b. Provide protection if shots are fired in your direction (i.e., a room with a closed and locked door).
  - c. Not trap you or restrict your options for movement.
2. If you are in a classroom or other interior room of the building, stay there and secure the door. If you are in a hallway, get into a room and secure the door.
3. To prevent an active shooter from entering your hiding place:
  - a. Lock the door.
  - b. Blockade the door with heavy furniture.
4. If the active shooter is nearby:
  - a. Lock the door.
  - b. Silence your cell phone and/or pager.
  - c. Turn off any source of noise (i.e., radios, televisions).
  - d. Hide behind large items (i.e., cabinets, desks).
  - e. Remain quiet.
5. If evacuation and hiding out are not possible:
  - a. Remain calm.
  - b. Dial 911, if possible, to alert police to the shooter's location.
  - c. If you cannot speak, leave the line open and allow the dispatcher to listen.
6. If you are unable to run or hide, you may choose to play dead if other victims are around you.

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**F. Personal Response Option: Fight**

1. When your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter: Some keys to success are Surprise, Speed, and Aggression. This response option is particularly applicable when the congregation is engaged in a public service in the sanctuary.
2. Act quickly and aggressively: speed and immediate action will not be expected by the intruder and catch them off guard, turning the advantage in your favor.
3. Speed will help you take momentum from the attacker and give you opportunity to overcome the attacker or safely escape the attack.
4. Aggression is the necessity to act with the intent to use the force needed to be effective in eliminating the attackers' ability to continue to pose a threat and provide the opportunity for you to overcome and subdue the attacker or escape the attack. The means of response depends on what the individuals has access.
  - a. If armed with a concealed handgun, then engage the shooter directly if there is a clear line of sight for firing. Fire at the shooter's chest area. The purpose of firing is to stop the shooter's attack. Hesitation in firing could give the shooter an advantage. In addition, exercise caution in firing if there are bystanders behind the shooter.
  - b. If armed with pepper spray and time permits fire the spray according to the instructions at the face of the shooter.
  - c. If unarmed try to use whatever objects maybe immediately available for defensive use like heavy or hard objects, furniture, anything that can distract, slow down, and possibly harm the attacker.
  - d. Throw items and improvise weapons.
  - e. Yell and scream at the intruder.
  - f. Commit to your actions.
5. If you are caught by the intruder and unable to fight back, follow their directions and don't look the intruder in the eyes.

**C. When Law Enforcement Arrives**

1. Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
  - a. Officers usually arrive in teams of four (4) and may be armed with rifles, shotguns, handguns.
  - b. Officers may shout commands, and may push individuals to the ground for their safety.
2. How to react when law enforcement arrives:
  - a. Remain calm, and follow officers' instructions.
  - b. Put down any items in your hands (i.e., bags, jackets).
  - c. Immediately raise hands and spread fingers. Keep hands visible at all times.
  - d. Avoid making quick movements toward officers such as holding on to them for safety.

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- e. Avoid pointing, screaming and/or yelling.
  - f. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
4. The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
  5. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **Section 5 — Other Criminal Threats**

### **A. Bomb Threat**

Note: Jewish community centers have been the object of bomb threats. However, OHO has no telephone line that rings at the synagogue. The published telephone number is for the Rabbi. A bomb threat could be received at that number.

1. General: All bomb threats must be taken seriously. It is the responsibility of local authorities to assess bomb threats to determine credibility.
  - a. By phone call
    - Complete the Telephone Threat Checklist (below)
  - b. By written note
    - Preserve the evidence.
    - Place the note in plastic bag, if available.
    - Photograph words written on walls.
2. Procedures
  - a. Notify Rabbi, elder or a lead volunteer.
  - b. Notify law enforcement.
  - c. Caution: Overreacting may encourage additional threats.
  - d. Do not use a cell phone or walkie-talkies during a bomb-related emergency as any instrument using radio waves may cause a device to detonate.
3. Scanning process considerations:
  - a. Once law enforcement arrives, staff and other leaders may be asked to assist in scanning the building. Keep in mind that a bomb could be placed anywhere on the property — inside or outside.
  - b. Any suspicious devices, packages, etc., should be pointed out to emergency responders. Do not touch.

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- c. Once a device is located, emergency responders take responsibility for it.
4. Evacuation considerations:
  - a. If a decision is made to evacuate, notify all occupants of the building. Do not use cell phones, radios, or fire alarm system because of risk of activating a device. Instead verbally notify all occupants.
  - b. While notification is being made, other staff and volunteer leaders should survey the grounds to clear exits and areas where members, visitors, and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
  - c. When evacuating, leave everything as-is. Leave room doors unlocked. Staff and volunteer leaders take class roster or attendance sheet when available. Bomb squads typically will not search a building unless a suspicious package has been located.

**5. TELEPHONE THREAT CHECKLIST**

Whoever receives a bomb threat by telephone should endeavor to record the following information.

- a. Date and time of the call and time the call ended.
- b. The exact words of the threat.
- c. Ask the caller
  - Where is the bomb located?
  - When will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - What will make it explode?
  - Did you place the bomb? Why?
  - What is your name?
- d. Record information about the caller from your own impressions:
  - Estimated age:
  - Is voice familiar? If so, who does it sound like?
  - Was the message read? taped?
- e. Record information about the caller's voice (pitch, tone, diction, accent, speed, etc.)
- f. Record information about background sounds, e.g., animal noises, house or kitchen noises, street noises, conversation, music, motor, office machinery, factory machinery, etc.

**B. Suspicious Package/Device Located**

1. If a suspicious package or device is located, do not touch or move item!!
  - a. Make a good mental note of what the device or item looks like: the size, shape, container materials and exact location.
  - b. Continue to move forward quickly while looking for a second device.

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- c. Report the to the Rabbi or other person in charge on what you found.
  - d. Start the evacuation procedures for a bomb threat.
2. There is a natural temptation to explain away suspicious finds. Resist that temptation, and feel comfortable in approaching law enforcement on why you are suspicious. Even if you think you might be wrong. It is the job of the police/fire dept to determine that.

**C. Suspicious Mail/Written Threats**

1. Be cautious of any mail that is found to have:
  - a. No return address and without postal processing -open carefully.
  - b. Simply looks suspicious - open carefully.
2. If you open a letter and establish that you have a threat, do NOT handle the document any more. This will allow the item to be processed for latent finger prints, once the police take custody of the item.
3. For mail that has weight or strange odor, or some sort of substance inside, do not open. Place item in a room on a table and stand guard on the outside of the doors. Do not allow anyone inside until police arrive.
4. If a letter is received that is bizarre in nature but contains no threats, turn it into the Rabbi.

**D. Trespasser Incident**

1. Criminal trespass is entering and remaining on the OHO property without consent for an unlawful purpose. Consent is implied for those who come to OHO to attend services. A homeless person who may have wandered on the property and asks for money will not be treated as a trespasser. If the person is inside, ushers should politely greet the person and identify yourselves. Ask "Can I help you?" Scan the person's appearance for any suspicious characteristics.
2. A trespasser may loiter around the parking lot looking into cars or enter the building to seek a confrontation with someone. If the person's purpose is not legitimate tell them to leave. If the person refuses to leave, call 911 giving full description of the person. Explain that they are refusing to leave.
3. If inside do not allow the suspect to enter any further into building. Be in a ready stance. Keep yourselves between suspect and congregation and watch the suspect's hands at all times. Important- be aware of the person's actions: if you feel or see the suspect is carrying a weapon, suspicious package or object, or feel he/she is a threat, let the 911 dispatcher know and have ushers evacuate Immediately.
4. If there is no indication of a major threat and the incident occurs near the foyer, ushers will keep the area clear until the situation has been resolved. If people are still arriving, the parking lot greeter will tell arrivals to remain in their vehicles until the police leaves with the suspect.

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5. If the person is hanging around outside, the principal usher or other volunteer leader will call the police and state that there is a suspicious person outside the synagogue. Give a description and where that person is located on the property.

### **E. Other offenses**

If a crime occurs when the synagogue building is closed, such as burglary or vandalism, then call 911 upon discovery and give a report to the police. Be sure to obtain a copy of the report file number for filing any insurance claim.

## **Section 6 — Building Emergencies & Accidents**

### **A. Fire Emergency**

1. Decision-making. In the event of a fire, smoke from a fire, or detection of a gas odor:
  - a. Immediate Decision. The nearest responsible leader or usher will make the decision to engage the fire with a fire extinguisher or evacuate building and call the fire department. If the fire is small and can be extinguished easily, then do so.
  - b. Notify the Rabbi, an Elder, or a lead volunteer, who will make a PA announcement if the building is to be evacuated.
2. Fire Alarm Activates (Please remain calm)
  - a. Our Emergency Response Team is investigating to determine whether or not we have an actual concern.
  - b. Please do not try to get your children from their classrooms. Just to be safe, they are being evacuated to the field west of the parking lot.
  - c. Each class will be kept together.

#### No Concern (accidental activation)

- a. It appears as though there is no concern.
- b. We can resume the service while your children remain in their rooms.
- c. You may pick up your children after service in the usual manner.

#### Confirmed Concern (Fire is verified)

- a. It appears we need to evacuate the building.
  - b. Please make your way out the side doors, moving away from the building to the area west of the parking lot.
  - c. If you have children, go the field area where your children are waiting for you.
  - d. Those without children may make your way to your vehicles and leave the property.
  - e. Please walk slowly. If we all proceed out of our rows in an orderly manner, we will be able to exit quickly and safely.
3. If an evacuation is necessary, follow these procedures.
    - a. Evacuate all persons to the grassy area west of the parking lot.

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- b. Ushers will clear all classrooms and restrooms, closing all doors behind them and head out of the building.
  - c. Be aware of the arrival of emergency responders. Keep people a safe distance from emergency responders and equipment.
  - d. Follow primary building evacuation routes whenever possible. Follow an alternate route if the primary route is blocked or dangerous. Leaders and teachers should endeavor as much as possible to identify whether anyone is missing and report the missing persons to the Rabbi or emergency responder immediately.
4. Utility shut-offs
- a. In the event of smoke, fire or electrocution, the air conditioning and electrical system should be turned off as soon as it is safe to do so to prevent the spread of toxic smoke and fumes throughout the premises.
  - b. To turn off the gas, use the wrench provided to turn the valve perpendicular to the direction of the pipe. Call the Gas Company to turn the gas back on as the pilot light will need to be re-lit and the valve re-opened by turning parallel to the direction of the pipe.
5. Post-Evacuation Actions
- a. Do not reenter the building until fire or law enforcement personnel declare the building safe.
  - b. The Rabbi, an elder, or a lead volunteer, notifies persons that the emergency has been terminated and it is safe to reenter the building.

**B. Aircraft/Vehicle Crash**

1. Call 911 and provide the exact location on the property, nature of emergency and number of known victims.
2. Check for injuries and provide appropriate first aid.
3. If the crash results in a fire organize fire suppression activities until the Fire Department arrives.
4. If building evacuation is initiated, use prescribed or safe routes to the Assembly Area. The Incident Leader will take attendance at the Assembly Area.
5. Secure the crash area to prevent unauthorized access.
6. Determine the number of persons injured or missing and extent of injuries.
7. Assign volunteers to keep parking areas clear and direct emergency vehicles to the emergency site.
8. Any affected areas will not be reopened until the appropriate agency provides clearance.

**C. Downed Power Lines**

1. Call “911” and provide the exact location (e.g., building, room, area) of the downed lines and any known injuries.

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2. Do not touch power lines.
3. If water and power lines made contact, isolate the area and do not enter or touch the areas or victims in contact with water.
4. If gas, water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and only if it is safe to do so, notify the Rabbi immediately.
5. Upon notice of loss of utilities, the Rabbi will initiate appropriate immediate protective actions, which may include shelter-in-place, or evacuation of the building.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, initiate immediate evacuation.

#### **D. Hazardous Chemical Release**

There is a potential threat from an accident on the highway involving a tractor trailer carrying a hazardous chemical. Hazardous chemicals usually will give signs of exposure within minutes (most have an odd odor or color).

1. Pre-attack warning include:
  - a. The presence of cloud vapors
  - b. The presence of dead birds, fish animals and people lying around you.
  - c. You see people rushing into a building wearing gas masks or breathing apparatus.
  - d. Trucks or vans pass your area spraying mist or low flying crop dusting planes over cities or crowds of people.
  - e. People in and around you begin convulsing, vomiting and evidencing signs of difficulty breathing (an indication an attack has already began and your in the hot or kill zone).
2. How to protect yourself:
  - a. Resist the temptation to gasp or take deep breaths.
  - b. Cover your mouth and nose if you can using your shirt or handkerchief.
  - c. Try to minimize exposure of skin by covering arms and legs. Use bags or newspaper if necessary!
  - d. Tuck your pants into your socks, button your shirt up and pull up your shirt collars.
  - e. When evacuating the danger zone move upwind if possible.
  - f. Again move in a direction away from the smoke or vapor. As you move through the building or rooms turn off air condition units via the thermostats and close the vents.
3. Above all don't panic, keep your wits about you, evacuate the area and seek out medical assistance or decontamination as soon as possible.

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**Section 7 — Adversarial Events**

**A. Hostile Persons**

1. If a person becomes aggressive or agitated, follow these basic steps:
  - a. Stay calm and try to keep the interaction moving forward.
  - b. Talk in a slow, steady, low tone of voice to show concern and composure.
  - c. Unless the situation is escalating, focus on the person's problem rather than the behavior.
2. If the situation seems to be escalating:
  - a. Get help from a volunteer leader or usher.
  - b. Explain the individual's options and direct the person to another staff member if appropriate.
3. If the person remains hostile or becomes more aggressive:
  - a. State in a calm, firm and slow manner that the person will need to leave the campus until he/she calms down, at which time he/she may return so someone can attempt to resolve the problem.
  - b. If the person refuses to leave, call the police, 911.
4. If the person is uncontrollable, threatens violence to any person in the area or appears to be under the influence of alcohol or drugs, call 911:
  - a. Stay on the line, give your name and location.
  - b. Advise the police of the situation, giving as much detail as possible.
  - c. Involved personnel should prepare written statements for the elders, describing the incident.

**B. Altercation**

Note: In the event of a disturbance in the foyer or near a main entrance to the building the ushers will handle in accordance with the following standards. While there is no procedure that will cover every contingency, the following standards will address most events.

1. If a physical altercation breaks out between known congregants:
  - a. Ushers will take control of the scene and demand that the combatant(s) stop.
  - b. Separate the parties by moving each to a neutral location away from the onlookers and the sanctuary, such as a classroom or outside.
  - c. Administer first aid if needed using nearest first aid box. (plastic gloves are required when blood is observed).
  - d. Notify Rabbi of the incident and follow his directions in how he wishes to proceed.
  - e. Document the incident and give the written information to the Rabbi. This information could be important to a later police investigation or insurance claim.
2. If a physical altercation occurs between an unknown person and a congregant:

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- a. As in the previous scenario ushers will attempt to take physical control of the situation, and, if necessary, call 911.
  - b. Keep everyone away from area.
  - c. If possible restrain the persons, keeping them on the ground until police arrive. Check the persons for weapons. If a weapon is found, put it in a secure place until the police arrive.
  - d. Once police arrive advise them of the actions taken and whether a weapon was found.
  - e. Administer first aid if needed.
  - f. If a written police report is prepared, find out the case number for future reference.
3. Other considerations
- a. If there is an eminent threat to the congregation the ushers will lock the main entrance doors to restrict access until the police arrive.
  - b. On duty ushers will direct the members of the congregation into the sanctuary and close the interior vestibule doors providing a visual barrier to the congregation helping to de-escalate the disturbance.

**C. Demonstration Or Disturbance**

1. Notify police.
2. Ensure the safety of all persons at the synagogue.
3. Warn Rabbi / staff and congregants.
4. Keep all doors locked.
5. Keep people calm.
6. Do not allow members outside the building until police have removed the threat.

**Section 8 — Natural Hazards**

**A. Weather Conditions**

1. The Weather Service provides alerts by various categories:
  - a. Dense Fog Advisory
  - b. Flash Flood Watch ● Flood Warning ● Flood Watch
  - c. High Wind Warning ● High Wind Watch ● Wind Advisory
  - d. Freezing Rain Advisory ● Freeze Watch ● Freeze Warning
  - e. Winter Storm Warning ● Winter Storm Watch ● Blizzard Warning
  - f. Wind Chill Advisory ● Wind Chill Warning
  - g. Tornado Watch ● Tornado Warning
  - h. Heat Advisory ● Excessive Heat Warning

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2. OHO Rabbi and elders monitor weather conditions and weather alerts and will determine whether a service or activity should be canceled because of weather conditions.

**B. Severe Cold and Heat**

1. Light snow or ice will not necessarily cause cancellation of a service. For services in cold weather the precautions prescribed in the Safety Procedures will be followed. Services will be canceled for a winter storm warning.
2. Outdoor physical activities will be suspended in the event the National Weather Service issues an Excessive Heat Warning for the area.

**C. Thunderstorm, Hail and Tornado**

1. History. From 1952 to 2015 there have been 42 tornadoes. In the past 30 years there have been 15 tornadoes in Johnson County, generally in the southern or northern parts of the County. No tornadoes have been experienced during that period in the OHO zip code.
2. Thunderstorms, sometimes accompanied by hail, are common to the area.
3. Tornado
  - a. The normal response to a tornado is to move to a designated tornado shelter, but if that is not possible move to an interior room away from windows, a hallway or a rest room.
  - b. OHO has no tornado accessible and there is no room in the building without windows.
  - c. Therefore, if there should be a tornado watch affecting the OHO zip code on a Friday evening or Saturday morning preceding the Shabbat service time the service will be canceled.

**D. Earthquake**

1. During and immediately following an earthquake, take cover under desks, tables, workbenches, etc. Stay clear of glass windows, suspended objects, tall filing cabinets, etc.
2. Remain at your location until the quake subsides. Do not rush to exits, as the hazard of being injured by falling debris or broken utility systems is great.
3. When safe to do so, and if necessary, exit the building and/or campus by the closest safe exit and await instructions.
4. Report injuries, broken utility lines, fires and other hazards to the emergency personnel. If the phones are available, report injuries, broken lines, fires or other hazards to 911.

**Section 9 — Drills and Training**

1. Drills and training should be conducted seasonally, bi-annually, and when there are special events, or otherwise as needed to ensure the best preparation possible to respond to emergencies.
2. Not every drill and rehearsal needs to involve the whole of the attending body, or congregation, however at least one drill is appropriate during the seasons should be conducted

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to help the collective better understand how to respond and exercise their roles in an emergency.

3. `It is also recommended the drills and rehearsals be scheduled and the collective body be notified prior to the conduct of the drills so as not to cause any undue stress, injuries, and false emergency service response that could result in a fine or fee.