



Safety & Emergency Manual

Revised August 2020

**Temple Shalom
4630 Pine Ridge Road
Naples, Florida, 34119
239-455-3030**

LETTER FROM THE EXECUTIVE DIRECTOR

Dear Colleagues,

At Temple Shalom, safeguarding the welfare of our employees, members, and visitors is our highest priority. These Emergency Procedures are designed to provide you with the information you need to prepare for and respond to an emergency. The ultimate success of Temple Shalom's Emergency Procedures Plan, however, rests with you.

Please take the time to study the guidance and learn what you can do to prepare for and, if need be, respond to an emergency. Also, please pay special attention to evacuation, shelter-in-place, lockdown, and active shooter procedures. All employees should be familiar with shelter-in-place locations, the evacuation assembly site, and potential areas in which to hide from an active shooter.

Finally, we would like to remind all personnel that Temple Shalom staff, including uniformed security guards and other emergency responders, work together to ensure everyone's safety during an emergency. It is imperative that you follow their instructions at all times.

Thank you in advance for your support and cooperation,

Deborah R. Fidel

Deborah Fidel

Executive Director, Temple Shalom

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EMERGENCY PLAN PURPOSE

The Emergency Plan for Temple Shalom is designed to help us raise our awareness, mitigate events, manage our resources, analyze information and make decisions in an emergency. This plan also sets forth duties and responsibilities for responses to natural or human related threats against persons or property at Temple Shalom. Our goal is to provide everyone at the synagogue with a safe and secure environment, along with policies and procedures on how to handle various situations that may arise. Procedures are directed toward prevention and how to react in a calm and efficient manner.

There is a balance between maintaining the open and welcoming environment that Temple Shalom is known for against the security realities of today. It is our hope that members and visitors will be safe on our campus and continue to experience Temple Shalom as a warm and caring community.

This plan includes response to human disruption (including violent or threatening behavior), property destruction, fire, explosions, severe storms, bomb threats, terrorist activities, power failures, gas leaks, etc. Response to a medical emergency is included.

POLICY

Temple Shalom is committed to providing a safe environment for its congregants, staff and guests by maintaining its property, maintaining the fire and security systems, abiding by applicable codes and ordinances of local authorities, establishing defensive actions, establishing lines of authority for emergencies, pre-planning responses to emergency situations, and coordinating safety and security needs with local law enforcement.

OBJECTIVES

The emergency action plan developed and implemented for Temple Shalom is to achieve the following objectives: (stated in order of priority)

A. To protect human life by early warning, evacuating or sheltering all persons not needed in disaster operations to places of safety and to assure that those persons who remain in threatened areas are as well protected as possible.

B. To prevent or minimize personal injury through training of staff and volunteer personnel to deal with emergency situations.

C. To reduce the exposure of physical assets and to optimize loss control for assets whose exposure cannot be reduced.

STAFF ROLES AND RESPONSIBILITIES

Should an emergency situation occur, our first focus should be on remaining calm, assessing the situation and determining what action(s) should be taken. Depending on the nature of the emergency, first aid may be required.

Each staff member's participation and cooperation in the emergency plan is crucial for assuring the safety of the children, staff members, congregants and visitors on the synagogue's premises.

In non-life-threatening emergency situations, each and every staff member on the premises at the time of the emergency is expected to remain at the synagogue until the person in charge and/or emergency services personnel has deemed that the emergency has reached non-emergency status, or unless otherwise excused. In the event of life-threatening situations, this plan will provide guidance in determining the appropriate course of action. For example, certain situations may require a lockdown of the building as in the case of a shooter in the facility. Other times, the situation may call for an orderly evacuation of the building such as in a fire. In all events, the Team Leader shall take directions from professional emergency personnel upon their arrival or contact with the Temple.

During each time period of the week, a staff member will be designated "Team Leader." This person will be required to alert another staff member as to his/her absence in the event of vacation or sick leave or other time away to appoint/arrange a substitute for that time period.

The Team Leader will generally be the synagogue's Executive Director during regular business hours or a member of the Clergy, at regularly scheduled activities outside of regular business hours. Such activities include, but are not limited to Religious School, Hebrew School, Sabbath and Holiday worship services. Time permitting, the Senior Rabbi, Executive Director and the President of the Congregation will be included in

decision-making and will always be informed of the nature of the emergency, actions already taken and possible additional steps.

The role of Team Leader will fall to the first available person on the list below in the following order based upon who is on-site. If a higher-level person arrives on-site, then that person will take over as Team Leader after being briefed.

1. Executive Director
2. Senior Rabbi
3. Rabbi Educator
4. Cantor
5. President

The Team Leader is responsible for:

1. Front-line management of the incident
2. Tactical planning and execution
3. Determining whether outside assistance is needed
4. Relaying information

The Team Leader must have the capability and authority to:

1. Assume command
2. Assess the situation
3. Implement the emergency management plan
4. Determine response strategies
5. Activate resources
6. Order an evacuation or a "stay in place"
7. Declare that the incident is over

Each person receiving this Safety & Emergency manual is asked to do the following:

- Read, study and know the policies and procedures outlined in this guide.
- Know your role and responsibilities on the Crisis Team.
- Know where to find emergency telephone numbers.
- Know where the AED devices (Automatic External Defibrillator) are located.
- Know where fire extinguishers, fire alarm boxes and first aid kits are located.
- Recognize and report an emergency.
- Warn other employees and/or congregants.

- Take security and safety measures.
- Assist others, as requested and needed.

KNOW THE TERMINOLOGY

Crisis Team: Temple Shalom staff and leadership who have been designated part of the Temple's Crisis Team or alternates.

Team Leader: Person in charge of emergency situation who begins the chain (staff or trained member of the Executive Committee).

First Responder: Fire Department, Police Department, Emergency Medics, or other County, State or Federal security or response personnel.

Evacuation Assembly : The onsite locations where people assemble following an evacuation

Shelter-in-place/ Lockdown: Emergency response procedures when it is unsafe to exit the building or when there might be imminent danger to occupants if they were to leave their location.

Hostile Intruder Protocol: The emergency response procedure for dealing with a dangerous person inside the building (primary response is evacuation, if not possible then shelter in safe spaces).

CALLING 911

When calling 911 from a landline, YOU MUST FIRST PRESS A BUTTON LABELLED LINE 1,2,3 OR 4 TO GET AN OUTSIDE LINE. THEN DIAL 911.

You will need to provide the following information:

- Our location: Temple Shalom, 4630 Pine Ridge Road, Naples, Florida, 34119
- The operator will ask you about the nature of the emergency in order to determine who should be sent to the scene.
 - If there is a fire, sparks, an explosion (gas): say- fire/ explosion with/without injuries
 - If someone needs urgent medical attention: say - medical emergency and then give details.

- If there is an intruder/ violence: say - there is a male/female (approximate age) who has a weapon/ unarmed; will not leave/ is aggressive or violent/ is scaring staff or children. If there are injuries, inform the operator.

If you are afraid to talk, simply hold the phone without hanging up. Alternatively, you may dial 911 several times in succession and then simply hold the phone. When the operators receive calls like that, they dispatch the police.

SECURITY AND SAFETY AWARENESS

Everyone has a role in the security of Temple Shalom, its members and visitors. Direct responsibility for security is focused on designated staff and leadership. Security information will be shared with designated staff and lay leadership to increase security awareness. Meetings will be held to discuss areas of concern and develop ways to improve our systems.

- All employees will learn what procedures exist and whom to contact in various circumstances. They will become familiar with activation procedures for emergency and fire alarm systems.
- Staff will be designated to regularly check every room in the building. All rooms will be checked at the end of the day, and designated doors will be locked.
- Staff should be aware of any strangers loitering in or around the synagogue. Cars not normally parked in our lots or parked in unusual spots should be noted. The Executive Director (or other member of the Senior Staff in the event that the Executive Director is unavailable) should be notified immediately with a description of the car, license plate, and person sitting in the car noted.
- Staff should become familiar with congregants, frequent visitors, new employees and vendors. Attention should be paid to anyone seeking information about the congregation, the building and staff.
- Evacuation and drill procedures will be established for various occurrences. Drills will be conducted several times a year to familiarize participants with procedures to reduce panic. Everyone on the premises during a drill should participate. Procedures for each occurrence will be included in this manual.

GENERAL SAFETY

Temple Shalom staff and lay leaders are our primary resources for ensuring the safety and security of our children, our congregants, visitors and personnel. We are partners in the effort to maintain proper safety, and your complete cooperation is necessary for the success of our safety plans.

There is a building-wide alert system in the building as well as a phone intercom system that can be used for emergencies. Should an emergency occur, panic buttons should be pressed first. These buttons set off a distinct sound that can be heard throughout the entire building and will alert the police to a life-threatening emergency.

The panic buttons are located:

1. With the Executive Director
2. At the desk of the Senior Rabbi's Assistant
3. At the desk of the Office Receptionist
4. At the school office Administrator's desk
5. At the Preschool (south entrance) reception desk
6. On the bima of the Sanctuary, under the Rabbi's lectern
7. In the Chapel under the lectern
8. At the Membership desk
9. With the Facilities Manager
10. In the small office next to the door leading to the playground

Also, the Team Leader should call each department head and ask that all direct reports be notified of the emergency and instructions for action. If there is a fire, the alarm will automatically be activated or can be activated with pull switches located throughout the building.

- Each Preschool class will conduct emergency drills twice per year and one fire drill per month.
- Each Religious School class will conduct one emergency drill and one fire drill annually.
- All vendors, suppliers and contractors must be buzzed in upon arrival. The Facilities Manager or designee will be called to meet the person. No unescorted individual will be allowed to wander through the building.

- Temple Shalom will conduct periodic and additional checks of the building to assure all maintenance, HVAC areas, rest rooms and rooms not in use are secured.
- Visitors will also need to be checked in and escorted to the person they are scheduled to meet with or remain at the entrance until a member of the staff can walk them to their offices.
- Request credentials or nature of business from ALL unknown visitors and tradespeople, prior to taking them anywhere in the building.
- If the front desk staff notices that someone seems unusually agitated, they should alert the staff member whom the visitor is here to see prior to the staff member coming to meet the visitor. If you are concerned about your safety in the presence of a particular person, please take the following steps:
 1. Review the de-escalation techniques in this manual.
 2. Notify a member of the Senior Staff prior to the meeting (if possible), or make up a reason to leave the room and alert them to the situation.
 3. Sit close to the door in a large room / office.
 4. If appropriate and possible, have another person with you in the meeting.
 5. Explain that there is a time limit to the meeting (no more than 30 minutes).
 6. If you feel the situation is getting out of control, alert someone on Senior Staff (second person may leave the room and then return). Keep all exterior doors, except the main entry doors, locked at all times.
 7. There is an access control system in our building. Doors should remain locked throughout the day except during high traffic times.

General Safety and Security Procedures

- Staff should be familiar with all emergency procedures detailed in this manual.
- All open exterior doors must be actively monitored by a staff person, security personnel, or designated volunteer when open.
- Other than during Religious School drop off and pickup, Shabbat services and large programs, all exterior doors should be kept closed and locked.

ACCIDENTS AND MEDICAL EMERGENCIES

In the event of an accident or illness involving a Temple member, employee or guest at the Temple, the following steps should be taken:

- Call 911
- Seek immediate help from trained people in the immediate vicinity
- If appropriate, begin CPR
- Do not move the person if injuries seem serious, unless person is in greater danger by NOT moving them.
- Stay with the victim.
- Protect the privacy and dignity of the victim.
- Notify the victim's family with as many of the details as possible.
- If the victim is a youth, notify the parents.
- If the sick or injured person is to be transported to a hospital by ambulance, a family member or someone from the Temple should accompany them. No one should ever be transported to the hospital alone.
- After the event, document all details regarding the incident. Leave the document and victim's personal effects with the Executive Director.
- FIRST AID KIT LOCATIONS
 - Front Office Copy Room (on the table)
 - Maintenance Room (on top of refrigerator)
 - Preschool Office
 - Kitchen (on large kitchen shelf above counter along wall near the microwave)

CPR, AED

Staff and members who are trained in CPR are considered First Responders, and in an emergency would be relied upon to help provide first aid.

Defibrillators sold commercially are designed to work ONLY when they can help. You will not harm the individual by using the defibrillator even if the person does NOT need it.

Should an Automated External Defibrillator Be Used?

Using an automated external defibrillator (AED) on a person who is having sudden cardiac arrest (SCA) can save the person's life if done within minutes of the onset of SCA.

What Are the Signs of Sudden Cardiac Arrest?

If someone is having SCA, you may see him or her suddenly collapse and pass out. Or, you may find the person unconscious and unable to respond when you call or shake him or her.

The person may not be breathing, or he or she may have an abnormal breathing pattern. If you check, you usually can't find a pulse. The person's skin may become dark or blue from lack of oxygen. Also, the person may not move, or his or her movements may look like a seizure (spasms).

An AED can check the person's heart rhythm and determine whether an electric shock is needed to try to restore a normal rhythm.

INVENTORY AND LOCATION OF EMERGENCY EQUIPMENT & INFORMATION

AED's

- Main lobby (on the wall, to the right of the doors leading to the office hallway)
- Preschool hallway (on the wall, to the right of the doors leading to the main school hallway)

PROCEDURE FOR TAKING SOMEONE TO A HOSPITAL

- **For injuries not requiring an ambulance**, but requiring a hospital visit, go to Physicians Regional, 6101 Pine Ridge Road.
- Call the emergency contact and inform them of the situation.
- Directions: Turn left when leaving the Temple Shalom parking lot and proceed west on Pine Ridge Road approximately 3 miles.

CRISIS TEAM

During Office/Preschool Hours

Role	Responsibility	Name	Contact info
Team Leader/ Alternate Team Leader	<ul style="list-style-type: none"> • Emergency declaration/cancellation • Communication with first responders • Verification of emergency response compliance • Communication with Temple leadership • Coordination of response 	Deborah Fidel	239-287-4261
Facilities Team	<ul style="list-style-type: none"> • Ensure the appropriate operation of the mechanical equipment • Secure exits or openings when necessary • Provide Team Leader with status updates and operational needs. 	Victor Lucas Pedro Cruz	239-246-6495 215-410-6620
Assistant Team Leader	<ul style="list-style-type: none"> • Communicate with parents/ guardians of children in Preschool • Ensure complete evacuation / shelter in place procedures • Ensure staff compliance with plans 	Rabbi Ariel Boxman	239-241-8753

During Religious/Hebrew School Hours

Team Leader/Alternates	<ul style="list-style-type: none"> • Emergency declaration/cancellation • Communication with first responders • Verification of emergency response compliance • Communication with Temple leadership 	Rabbi Boxman Rabbi Miller Cantor Azu	239-241-8573 239-273-0237 239-273-0215
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Facilities	<ul style="list-style-type: none"> • Ensure the appropriate operation of the mechanical equipment • Secure exits or openings when necessary • Provide Team with status updates and operational needs 	Victor Lucas Pedro Cruz	239-246-6495 215-410-6620
Assistant Team Leaders	<ul style="list-style-type: none"> • Ensure complete evacuation/ shelter procedures • Ensure staff compliance with plans • Communicate with parents/ guardians of children in school 	Rabbi Miller Cantor Azu	239-273-0237 239-273-0215

During Worship Services, Evening and Weekend Programs

Team Leader/ Alternates	<ul style="list-style-type: none"> • Emergency declaration/cancellation • Communication with first responders • Verification of emergency response compliance • Communication with Temple leadership 	Rabbi Miller Cantor Azu Deborah Fidel Rabbi Boxman	239-273-0237 239-273-0215 239-287-4261 239-241-8573
Facilities	<ul style="list-style-type: none"> • Ensure the appropriate operation of the mechanical equipment • Secure exits or openings when necessary • Provide Team Leader with status updates and operational needs 	Victor Lucas Pedro Cruz	239-246-6495 215-410-6620
Alternate Team Leader	<ul style="list-style-type: none"> • Communicate with offsite community members 	Rabbi Miller	239-273-0237 239-273-0215 239-287-4261

	<ul style="list-style-type: none"> • Ensure complete evacuation / shelter in place procedures • Ensure staff compliance with plans 	Cantor Azu Deborah Fidel Rabbi Boxman	239-241-8573
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PRESCHOOL SAFETY PROCEDURES

General Safety and Security Procedures:

- The Preschool entrance must remain locked at all times. During drop-off and pick-up, the security officer may stand at the opened door to allow easier access.
- Visitors must check in with the Preschool Administrative Assistant.
- The Preschool Administrative Assistant and Temple Facilities Manager have walkie-talkies and panic buttons.
- There is an internal intercom system.
- There are cameras with screens in the offices of the Rabbi Educator and the Preschool Administrative Assistant.
- There is a panic button in the office of the Preschool Administrative Assistant, the Religious School office and the small office next to the playground.

Drop off Procedures: (N/A during COVID-19 pandemic)

- The drop-off period is defined as 8:30 am – 9:00 am.
- All children MUST be escorted to their rooms via the Preschool entrance to the building.

Pick up Procedures: (N/A during COVID-19 pandemic)

- The pick-up periods are defined as (12:00 pm -12:15 pm and 2:00 pm – 4:00 pm)
- Children are released individually and only to people approved by the custodial parents or legal guardians.
- Children are released to an adult from their classrooms and exit through the school exit only.

Our children's safety and security depend on YOUR commitment to our safety and security procedures!

TEMPLE SHALOM SAFETY PROCEDURES (INCLUDING ALL PROGRAMS)

EMERGENCY RESPONSE OPTIONS

ALWAYS CALL 911 AS SOON AS YOU CAN!

EMERGENCY EVACUATION PROCEDURES

General

Once notified of the need to evacuate by page or emergency siren:

- Take only limited personal possessions with you (e.g., your identification, coat, purse, prescription medication, and personal emergency kit).
- Immediately evacuate using the nearest exit.
- If a **FIRE** is the cause of the evacuation, make sure to feel all doors with the back of your hand before opening. If the door feels warm, do not attempt to open it. Find another exit. If you get caught in smoke, get down and crawl. If possible, cover your nose and mouth with cloth. Stay low and get out of the building.
- If you cannot evacuate, let others know that you need help evacuating. If possible, dial 911 and give your location and the nature of assistance you require.
- Upon exiting the building, tell a public safety official (such as firefighters, paramedics, or police officers) if you know of anyone trapped inside the building.
- Immediately relocate to the Evacuation Assembly Site.
- Do not re-enter the building until the Local Fire & EMS gives the all-clear. The all-clear announcement may be communicated verbally by an on-scene official.

Determine which evacuation route is safest to use. **REMEMBER:** the goal is to get to the Evacuation Assembly Site as quickly as possible!

The Evacuation Assembly Site is the northwest corner of the parking lot.

Office Staff Procedures

- Instruct all people to evacuate the building immediately to the Evacuation Assembly Site. Explain to those delaying exiting that you will not be leaving until they leave, and that people who do not leave are placing their lives and yours in danger.
- Remind all people to turn on their cell phones.
- Make sure you know approximately how many people are around prior to evacuating so you can be sure all have evacuated.
- The Executive Director, Team Leader or designee, with assistance of a member of the Facilities Staff or their designee, checks all restrooms (men and women), and evacuates to the evacuation assembly site.
- The first staff member who is able to, pulls the fire alarm in the event of a fire.
- Everyone awaits further instructions from the Executive Director, Team Leader or designee.
- There should be no departures from the parking lot PRIOR to arrival of First Responders.

Preschool Procedures

- Children may be evacuated through the Preschool entrance, the side door by the Multi-Purpose Room, via the playground, or any one of the Temple doors.
- Line children up at doorway holding each other's hands.
- The Rabbi Educator will check bathrooms and classrooms.
- All teachers will:
 - Line children up at doorway.
 - Teachers take the First Aid Bag, attendance records and emergency contact lists with them.
 - Proceed with students to assigned Evacuation Assembly Site away from building.
 - Ensure that cell phones are on and accessible.
 - Take attendance as soon as possible upon arriving at Evacuation Assembly Site.

- Report missing child(ren) to the Rabbi Educator by cell phone.
- KEEP EVERYONE AWAY FROM EMERGENCY VEHICLES.
- Await further instructions from the Rabbi Educator or Team Leader in charge.
- Make sure you know which evacuation route to use: classes evacuate through different exits based on their location.

Religious and Hebrew School Procedures

The Rabbi Educator, Team Leader or designee will check bathrooms and nearby classrooms.

All teachers will:

- Proceed with students to assigned Evacuation Assembly Site away from building.
- Ensure that cell phones are on and accessible.
- Take attendance as soon as possible upon arriving at Evacuation Assembly Site.
- Report missing child(ren) to the Rabbi Educator by cellphone.
- KEEP EVERYONE AWAY FROM EMERGENCY VEHICLES.
- Await further instructions from the Rabbi Educator or Team Leader in charge.

In the event that a security officer is not available during worship services, or during the hours that Preschool, Religious or Hebrew School are in session, a member of the Facilities Staff shall be present in the most appropriate entrance in order to monitor the door and entrants during drop-off and pick-up times. The Facilities Manager shall call the Collier County Sheriff’s Office and Florida Highway Patrol to request that officers on duty and in the vicinity of Temple Shalom drive through the Temple parking lot during school and service times.

During Worship Services or other Programs in the Sanctuary, Chapel, Social Hall or other common areas

If the leader of a worship service, meeting, or other gathering hears a fire alarm, or is told there is an emergency in the building, he/she should immediately say (or paraphrase closely) the following:

- You are hearing the fire alarm (if applicable). We have been informed that we need to leave the building. Please move to the nearest exit and move away from the building, taking your personal belongings with you. (If applicable), Parents, your children are being taken out of the building right now by our children's workers and staff. Do not go to their rooms to get them.) Please walk calmly out of the building. Please gather in the northwest side of the parking lot.
- Remind all people to turn on their cell phones.
- Congregants exit through doors to evacuation meeting area.
- People on the "bima" will assess the situation, and if possible, each take a Torah scroll with them as they exit the building.
- Team Leader, Facilities Staff, and their designees check all classrooms, offices, and bathrooms, kitchens and all gathering areas.
- Senior Staff members and their designees should inquire with congregants whether all the people (including children) they came with are accounted for.
- Everyone awaits further instructions from the Team Leader.
- There should be no departures from the parking lot PRIOR to arrival of First

Responders.

FIRE PROCEDURES

1. Upon discovery of a fire, remain calm.
2. Remove anyone in immediate danger.
3. Confine the fire by closing doors.
4. Pull the nearest fire alarm
5. Call 911. Relay the following information:
 - a) The exact location of the fire, including where it is in the building
 - b) What is burning, i.e., electrical, liquids, paper or wood, etc.
 - c) Your name, telephone number and location
 - d) Notify those around you.

e) Evacuate the area and go to the Evacuation Assembly Site.

Note:

All employees should familiarize themselves with the location of the nearest fire extinguisher to their desk before an emergency occurs. There are four basic steps for using modern portable fire extinguishers – remember **PASS**

- **PULL PIN:** Pull pin at the top of the extinguisher, breaking the seal. When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test that the extinguisher works and shows the operator how far the stream travels.
- **AIM:** Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire.
- **SQUEEZE:** Squeeze the handles together to discharge the extinguisher agent inside. To stop the discharge, release the handles.
- **SWEEP:** Sweep the nozzle from side to side as you approach the fire, directing the extinguisher agent at the base of the flames.

Note:

- Always test the extinguisher before proceeding to the fire.
- Remember that you only have seconds to extinguish the fire, not minutes, but only do so if it is safe and you are trained.
- The rule of thumb is if you cannot put a fire out with one extinguisher then the fire is too big to fight.

SHELTER IN PLACE

When the Team Leader determines that it is safer to be inside the building than outside, he or she will issue a "Shelter-in-Place" order by using the intercom system. A "Shelter-in-Place" order means that no one can enter or exit the building under any circumstance until the order is lifted. Once the order to shelter in place has been communicated throughout the building, staff members will access to a panic button may press the panic button to alert law enforcement to a life-threatening emergency.

General

The reasons for initiating a "shelter in place" order are varied and in general indicate that being indoors is safer than being outside the building. Examples of these types of situations include:

- An environmental hazard (chemical, toxic spill in the vicinity), fire in an adjacent property
- A human threat: A hostile demonstration or gathering; a suspicious or threatening individual

Office and Facilities Staff Procedures

- Team Leader or designee will alert the occupants of the building by the PAGE ALL feature on the intercom.
- All staff will close and lock interior and exterior doors and windows.
- Team Leader or designee alerts emergency services to the lockdown status (unless s/he verified that they are already aware of the situation).
- Team Leader or designee alerts the Temple President to the lockdown status (unless s/he verified that they are already aware of the situation).
- If there is an environmental hazard outside (e.g. A chemical spill), the Facility Manager or designee turns off the HVAC system, or ensures that it only uses re-circulated air (NO outside air).

Preschool Procedures

- The Rabbi Educator will alert the occupants of the building by the PAGE ALL feature on the intercom.
- The Rabbi Educator will verify that all children and staff are accounted for and are indoors.
- If a child is unaccounted for, the Rabbi Educator or designee will locate the student and bring them back to the classroom.

- The Rabbi Educator will assign staff to ensure that all exterior doors and windows are closed. In the event that the situation might involve hostile elements (either inside or outside) the Rabbi Educator will order the teachers and students to enter the secure spaces and lock themselves in.
- In the event the Rabbi Educator orders teachers and students into the secure space s/he will inform the Executive Director or designee that the staff and children are in the safe space. If possible, this should be done via text message (SMS). If no confirmation is received from the Executive Director, the Rabbi Educator will inform the Temple President and contact 911 to let them know where staff and students are sheltering.
- The Rabbi Educator will notify parents of the lockdown situation and explain that they will be notified as soon as they can come and pick up their children.
- Teachers and staff should be instructed to engage the children in learning and/or cooperative games.
- Once the situation has been defused, the Rabbi Educator will personally order all staff and students out of the safe spaces and make sure all are accounted for by using the class and staff lists.
- Parents and caregivers should be notified that debriefing and education sessions with parents will be scheduled for 24 hours and one-week post event, with individual meetings as necessary.

Religious School Procedures

- The Rabbi Educator will alert the occupants of the building by the PAGE ALL feature on the intercom.
- The Rabbi Educator will verify that all children and staff are accounted for and are indoors.
- The Rabbi Educator will assign staff to ensure that all exterior doors and windows are closed. In the event that the situation might involve hostile elements (either inside or outside) the Rabbi Educator will order the teachers and students to enter the secure spaces and lock themselves in.

- In the event the Rabbi Educator orders teachers and students into the secure space s/he will inform the Executive Director or designee that the staff and children are in the safe space. If possible, this should be done via text message (SMS). If no confirmation is received from the Executive Director, the Rabbi Educator will inform the Temple President and contact 911 to let them know where staff and students are sheltering.
- The Rabbi Educator will notify parents of the lockdown situation and explain that they will be notified as soon as they can come and pick up their children.
- Teachers and staff should be instructed to engage the children in learning and/or cooperative games.
- Once the situation has been defused, the Rabbi Educator will personally order all staff and students out of the safe spaces and make sure all are accounted for by using the class and staff lists.
- Parents and caregivers should be notified that debriefing and education sessions with parents will be scheduled for 24 hours and one-week post event, with individual meetings as necessary.

Procedures during Worship Services and Other Programs

There is a lockdown system in the Sanctuary, Social Hall and Chapel and Lobby. When the Team Leader determines that a hostile intruder/active shooter has entered the building, the Team Leader will press the nearest Lockdown button to prevent that person from entering the Sanctuary, Social Hall, Chapel and Office Hallway. Pressing a lockdown button will lock the Sanctuary, Chapel and Social Hall doors until a Release button is pushed. The Release button will unlock all the aforementioned doors simultaneously.

The Lockdown buttons are located:

- In the Sanctuary, under the Rabbi's lectern
- In the entry to the Sanctuary, near the Tree of Life plaques
- In the Chapel, under the Rabbi's lectern
- In the Social Hall by the door to the Lobby

HOSTILE INTRUDER/ACTIVE SHOOTER PROTOCOL

The Hostile Intruder/Active Shooter Protocol is initiated when there is a threat to the safety of individuals (staff, students, community members) or the integrity of the facility from an individual (or group of individuals) in the Temple regardless of the type of threat (disgruntled employee, hostile stranger, angry/ belligerent community member, etc.). A hostile intruder protocol will be initiated when any staff member pushes a panic button, or when the Executive Director or Team Leader determines there is an individual in the building who is out of control or posing a threat.



If you see a hostile intruder. do not take a life-threatening risk!

When a hostile intruder or active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life:

RUN:

- Have an escape route in mind, leave your belongings behind, and keep your hands visible.

HIDE:

- Hide in an area out of the shooter's view, block entry to your hiding place and lock the doors, and silence your cell phone.

FIGHT:

- As a last resort, and only if your life is in imminent danger, attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the shooter.

CALL 911 WHEN IT IS SAFE TO DO SO

If known, include location of the intruder/shooter, number of shooters, description, number and types of weapons, and number of potential victims at the location.

Office staff Procedures

- Activate the nearest panic button.

Preschool & Religious School Procedures

- If teachers hear shots fired or are informed of an active shooter, each

teacher will have to make a decision for his/her students about whether to attempt to run or to hide.

- To hide, lock and block the classroom door with furniture or equipment. Cover the door window to block the shooter's view into the classroom. Move the children into a locking closet and call 911 as soon as possible. Staff members should ensure they have their cell phones with them, turn them on to "vibrate mode" and ensure the volume is silenced.
- Once all staff and children are in the safe spaces or the Evacuation Assembly Site, the Rabbi Educator will inform the Executive Director or designee that the staff and children are secured. If possible, this should be done by text. If no confirmation is received from the Executive Director, the Rabbi Educator will inform the Temple President and contact 911 to let them know where staff and students are sheltering.
- If possible, the Rabbi Educator, Executive Director or the Temple President will notify the parents of the children and the emergency contacts of the staff of the situation and explain that they should refrain from coming to the Temple until more is known and the situation is controlled by First Responders.
- Once the situation has been defused, the Rabbi Educator will personally order all staff and students out of the secured locations (onsite or offsite) and make sure all are accounted for by using the class and staff lists.
- Parents and caregivers should be notified that debriefing and education sessions with parents will be scheduled for 24 hours and one-week post event, with individual meetings as necessary.

During Worship Services

- Call 911 (or activate panic button)
- In the event of an armed intruder during prayer services, Clergy should direct worshippers to side exits, social hall, kitchen and main entrance doors.

UTILITY EMERGENCIES

GAS LINE LEAK/BREAK

- Notify the Facilities Manager via text, walkie talkie, phone or in person. If unavailable, contact another member of the Facilities Staff.
- Evacuate the building, following the same procedure as for a fire.
- Using a cell phone or a neighbor's phone outside of the building, notify the Fire Department by calling 911.
- Using a cell phone or a neighbor's phone outside of the building, notify Bal Gas by calling 239-261-0843.
- The Gas Company will determine if/when the building is safe for re-entry.

ELECTRIC POWER

- Notify the Facilities Manager via text, walkie talkie, phone or in person. If unavailable contact another member of the Facilities Staff.
- Notify FPL at 1-800-468-8243
- Remember: there are emergency lights throughout the building and flashlights in the kitchen, Temple office and office to aid in evacuation of the building.
- If power cannot be restored within a reasonable period of time, the building should be evacuated.

WATER MAIN BREAK

- Notify the Facilities Manager via text, walkie talkie, phone or in person. If unavailable contact another member of the Facilities Staff.
- If inside the building, evacuate the area of the water main break.
- Facilities Manager or designee will shut off water valve.
- Monday-Friday between 7:30am and 3:00pm, call Aztec Plumbing at 239-494-3578
After hours, between 3:00pm and 7:30am or on weekends, call 239-288-2795.

MANAGING SUSPICIOUS PERSONS

A suspicious person is either one who is exhibiting suspicious behavior, or who is in an area in which he/she does not belong, or who is doing something that is not normal (such as supposedly changing the oil in a car in the parking lot).

Suspicious behavior is sometimes difficult to define, but is best described as something most people "know when they see it". They include actions that are out of place, not quite right, or about which you just "feel uncomfortable."

The following is a partial list of behavior or circumstances that may be suspicious:

- Wearing heavy clothing in warm weather (e.g., a trench coat when it is 85 degrees outside)
- Asking questions that are not common about the location of something, security measures, or availability of chemicals or other items
- Attempts to conceal the face by turning away when someone approaches (e.g., rapidly turning and pretending to read something on a bulletin board)
- Hiding in shadows or behind objects in an apparent attempt to keep from being clearly seen
- Being evasive when asked a direct question, attempting to change the subject
- Appears to be gathering information, taking photos, video, notes
- Concealing something
- Appears nervous or uncomfortable
- Giving too many details that are unrelated to the conversation (e.g., when asked about what their presence in a restricted area, the individual talks about what they did when they got up in the morning, where they parked, everyone else they have visited in the area, etc.)
- Carrying items that do not fit in with the situation (e.g., a non-tradesperson carrying a toolbox into the Temple)

While, again, no one factor is a certain indicator of a problem, once a problem is identified, you have three options:

- Speak to other staff to help you assess the situation
- Investigate and then decide whether to call 911 for immediate assistance
- Immediately call 911 or (press the panic button).

SUSPICIOUS VEHICLES

Suspicious indicators include:

- Appears out of place or seems to be intentionally hidden
- No owner can be located or no justification for the vehicle being there
- Parked illegally or unusually close to our building or groups of people, or located in a sensitive area (near an entrance/exit, place of gathering etc.)
- Registration of vehicle appears fraudulent, no registration plates, or front and back plates do not match
- Leakage of fuel or oil
- Unusual smells
- Bulges or protruding or exposed wires
- Power sources (batteries etc.)
- Pieces of metal or glass (shrapnel)
- Appears weighed down

Suspicious Person Notification Procedure:

If you see someone or something that is suspicious, mentally note or write down the following information:

- What they are wearing
- What they look like (height, build, hair color, skin complexion, etc.)
- Where they are
- The direction they are heading (if they are moving)
- Any vehicles that are involved (include type, color, and license plate, if possible)
- What they are doing

Take action immediately by notifying one of the following in the order listed:

Executive Director: Deborah Fidel	Mobile: 239-287-4261
Senior Rabbi: Adam Miller	Mobile: 239-273-0237
Rabbi Educator: Ariel Boxman	Mobile: 239-241-8573
Cantor: Donna Azu	Mobile: 239-273-0215
Facilities Manager: Victor Lucas	Mobile: 239-246-6495

Facilities Staff: Rick Holsbeke

Mobile: 239-404-0093

Facilities Staff: Pedro Cruz

Mobile: 215-410-6620

The person you contact will call the Police Department immediately and request that an officer be sent to check on the person or circumstances.

If none of these people are immediately available, DO NOT WAIT, but instead call 911 yourself and attempt to move people from the vicinity.

VANDALISM/BURGLARY

If you see evidence of vandalism or burglary, immediately notify the Facilities Manager **and** Executive Director. Do not touch anything at the site. No matter how minor the incident, the police should be notified.

Make an accurate inventory of any stolen or missing articles.

If there is physical damage (defacing, spray painting, etc.) Take photographs. Please use your mobile phone camera and email to the Executive Director. Once police have viewed the damage, Temple Shalom will have the damage repaired.

Tell the police about anything out of the ordinary regarding conditions of the premises, no matter how insignificant.

HANDLING OF SUSPICIOUS MAIL OR PACKAGE

It is important to be alert for suspicious parcels, but keep in mind that a mail bomb is an extremely rare occurrence. However, mail bombs and biological or chemical packages have been used against both individuals and institutions for purposes of revenge, extortion, terrorism and the expression of racial or religious hatred. The physical appearance of these packages is limited only by the imagination of the sender.

Suspicious mail can include letters, books and parcels of various sizes and shapes. Even a small package or object can be dangerous; treat with caution.

In the majority of instances, suspicious mail has some of these unique characteristics:

- Name and title of addressee are not accurate.

- No return address or the sender is not known to the staff.
- Excessive postage.
- Postmark may show different location than return address.
- Handwriting appears distorted or address label uses cut-and-paste lettering.
- Package is unprofessionally wrapped, appears uneven, bulky or lop-sided, and contains bulges or soft spots.
- Poorly wrapped package is marked "Fragile, Handle with Care," "Rush, Do Not Delay," or has unusual restrictions, such as "Personal" or "Private".
- Protruding wires or aluminum foil or oil stain.
- Package makes a buzzing or ticking noise, a sloshing sound, or emits a peculiar odor.

Take all possible precautions when a suspicious mailing arrives, by doing the following:

- Contact the Facilities Manager or Executive Director immediately.
- Dial 9-1-1 and tell the Sheriff to contact a bomb/biological weapons squad.
- DO NOT OPEN THE ARTICLE. Do not put it in water or in a confined space, such as a drawer or cabinet.
- Isolate the article and secure the immediate area, closing nearby doors. If possible, open windows in the immediate area to help in venting potentially harmful gases.
- Evacuate the building if necessary.
- Remain calm.

Note: The Executive Director, Senior Rabbi or the President should prepare a statement for the media and for parents if there is an actual bomb or chemical delivery.

TELEPHONE BOMB THREAT

Instructions to person answering phone:

- Be calm, courteous
- Listen

- Do not interrupt the caller.
- Keep the caller on the phone as long as possible and get as much information as possible.
- Ask him/her to repeat the message.
- Record every word spoken by the caller.
- A calm response to the bomb threat caller could result in obtaining additional information, particularly if the caller wishes to avoid actual injuries or death. If the caller is told that the building is occupied and cannot be evacuated in time, s/he may be willing to give more specific details on the bomb's location or components.
- Law enforcement agencies are most interested in facts about the bomb.

Alert the appropriate people and call 911.

SEVERE WEATHER

While severe weather rarely affects our operations, weather conditions may deteriorate while you are at Temple Shalom.

- There is an emergency weather radio located in the main office copy room.
- In the event of a tornado or hurricane, be prepared to shelter in the school or office hallways, away from the windows until weather conditions permit safe transit home or to an alternate, suitable location.
- Have several alternate routes home.
- Keep a fully stocked personal emergency kit at your desk (visit www.ready.gov for additional information on what to include in your kit).
- Sign up for National Weather Service alerts to be ready if severe weather strikes.
- If a storm occurs at or near the time of school dismissal, the Rabbi Educator will determine whether or not to dismiss students.

HURRICANE PREPARATIONS (Facilities Staff)

- Cover prayer books with tarps/plastic
- Secure or move all loose items outdoors
- Shut off gas line at the tank and at the building.

- Move all valuable items off the floor and cover with plastic. (computers, files, books, anything susceptible to water damage).
- Turn off and unplug electrical devices and appliances
- Shut off breakers to A/C units except Sanctuary, one social hall, one MPR.
- Wrap and secure Torahs or remove them from the building to a safe location
- Secure roof hatches from the inside
- Cover windows with plywood where possible
- Take updated pictures of inside and outside
- Emergency numbers for repairs, debris, etc. Posted.
- Close and lock all interior doors
- Place emergency contact sign on front door
- Secure all entry and exterior doors

FAMILY COMMUNICATION PROCEDURES

Clear and consistent communication is essential during any emergency situation. As decisions are made by the Team Leader, in conjunction with the President and Senior Rabbi, appropriate communications must be developed and distributed immediately to all key audiences: students, faculty, staff, parents, and the general public.

Temple Shalom distribution channels include the temple e-mail system, the temple website, (www.naplestemple.org), voicemail, and social media (e.g. Facebook page). Information is also communicated via the news media (television, radio, newspapers, websites, etc.) As dictated by our guidelines.

Internal and external communications are the joint responsibility of the Temple President, Executive Director, and Senior Rabbi. All external communications during an emergency shall follow the instructions under the Communicating with the Media section.

DE-ESCALATION TECHNIQUES

De-escalation consists of verbal and non-verbal techniques for defusing potentially dangerous behavior. The goal is to build rapid rapport and a sense of connection with

an agitated person. These skills are useful in dealing with people who are highly agitated, frustrated, angry, fearful or intoxicated.

Two important concepts to keep in mind:

- Reasoning with a very angry person is not possible.
- De-escalation is aimed at reducing the level of arousal so that discussion becomes possible.

De-escalation techniques are not our normal responses. We are driven to engage in "fight or flight" when scared. In de-escalation we can do neither but must appear centered and calm even when we are anything but calm. Therefore, these techniques must be practiced so we can use them when needed.

Physical Aspects of De-escalation Techniques:

- Never turn your back.
- Try to position yourself in a room where you have easy access to the door, but definitely make sure the angry person cannot block your exit, should the need arise. If you will be meeting with someone who you think might get hostile, arrange to meet in a larger space, e.g. The library.
- Encourage the individual to sit, but if he/she stands, you stand also so you maintain the same eye level.
- Expand the usual distance between you and the angry person. There should be about 4 times the normal distance between you or at least two arms' lengths. Anger and agitation take up a lot of room!
- Avoid constant eye contact that can be perceived as staring. Allow the individual to look away.
- Keep a neutral facial expression. A calm, attentive expression reduces hostility.
- Do not point or shake your finger.
- Do not touch the other person.
- Keep your hands in front of your body in an open and relaxed position. This makes you seem non-threatening: and allows you to defend yourself if

needed by using your hands for blocking. Avoid crossed arms, hands in your pockets, or arms behind the back.

- If possible, casually position yourself behind a barrier, such as a sofa, desk, large chair, table, etc.
- Minimize body movements such as excessive gesturing, pacing, fidgeting or weight shifting as these are indicators of nervousness and tend to increase the other person's agitation.
- Make sure that you are not directly in front of the other person, but rather slightly to the side. If they turn to face you, turn slightly creating a 30-45 degree angle between you and them.

Emotional Aspects:

- Appear calm, centered and self-assured.
- Breathe normally and deeply to help you control your own emotions.
- Speak clearly and slowly, in a moderate tone of voice.
- Be very respectful even when firmly setting limits or calling for help. The agitated person is very sensitive to feeling shamed and not respected. Treat him/her with dignity and respect.
- Be aware of the resources available for back-up spaces. Do not meet with an individual alone if you anticipate he/she is likely to become angry or aggressive.
- Pause to drink water when possible.

The De-escalation Discussion:

- The goal of de-escalation is to try and bring the level of arousal down.
- Do not raise your voice to be heard over a screaming person. Wait until he/she takes a breath, and then calmly talk in a soft, modulated tone. Allow time for the person to tire out. Listen actively and acknowledge the person's anger, e.g. "I understand you are upset."
- Respond selectively: answer only informational questions no matter how rudely asked, e.g. "Why do I have to fill out these*** forms?" DO NOT answer abusive

questions, e.g. "Why are you such an a**?" The latter type questions should get no response.

- Explain limits in an authoritative, firm, but always respectful tone. Find choices, where possible, in which both alternatives are safe ones, e.g. "Would you like to continue our meeting calmly or would you prefer to stop now and come back tomorrow when things can be more relaxed?"
- Empathize with feelings but not with the behavior, e.g. "I understand that you have every right to feel angry, but it is not okay for you to threaten me or other staff."
- Do **not** ask how the person is feeling or attempt to interpret their feelings.
- Do not interrupt, argue or try to convince. Allow a full expression of needs and grievances when appropriate.
- Wherever possible, tap into the person's **thinking** (as opposed to feeling) mode: DO NOT ask "Tell me how you feel" but rather "Help me to understand what you are saying to me."
- Suggest alternative behaviors where appropriate, e.g. "Would you like to take a break and have some water?"
- Give the consequences of inappropriate behavior without threats or anger, e.g. "Please stop. If you continue to threaten and yell at me, this conversation is over and I will be forced to ask you to leave when I really want to try to help."
- Represent external controls as institutional rather than personal, e.g. "The Temple's policy is ..."

Trust your instincts. If you assess or feel that de-escalation is not working, STOP! Tell the person to leave, escort him/her to the door, call for help or leave and call 911.

This is not a magical process. You are transferring your sense of calm, respectful, clear limit setting to the agitated person in the hope that he/she actually wishes to respond positively to your respectful attention.

DEMONSTRATIONS AND PROTESTS

If you observe a demonstration or a civil disturbance forming in or around Temple

Shalom, **IMMEDIATELY CALL 911** and report what you see. Do not assume that the police department knows about the demonstration or that others will call first.

- Stay inside and away from the lobbies.
- Do not go to the scene of a civil disturbance or demonstration.
- Do not confront or antagonize demonstrators. Avoid interaction with the individuals perpetrating the disturbance.

COMMUNICATING WITH THE MEDIA

All requests from the media for information or interviews are to be referred directly to the individuals in the following order: Senior Rabbi, Executive Director, President, First Vice President. These are the only individuals authorized to talk to the media.

Inquiries by the press concerning promotional information, news-oriented information or building emergencies shall be handled in the same manner, irrespective of whether the inquiry may seem to be of a trivial manner.

Under no circumstances is anyone to agree to interviews with the press other than the Senior Rabbi, Executive Director or President.

INCIDENT REPORT FORM

This form should be used **to report any safety or security issue**, including suspicious behavior. The information gathered will be forwarded to the appropriate law enforcement agency. The purpose of this report is to provide accurate and timely information.

Temple Shalom
4630 Pine Ridge Road • Naples, FL 34119
Phone: 239-455-3030 • Fax: 239-455-4361
EXECUTIVE DIRECTOR: dfidel@naplestemple.org

This report is not a substitute for following proper emergency procedures. Please fill out as completely as possible and give to the Executive Director.

Date of Incident:

Time of Incident:

Name of Person Reporting:

Incident Narrative: (include who, what, where, why and how)

Where did the incident occur?

Vehicle Information:

Color _____

License _____

State _____

Make _____ Model _____

Has any agency/organization been informed? Yes _____ No _____

If so, provide name/phone number of agency & contact person:

Name: _____

Daytime phone number: _____

EMERGENCY AND IMPORTANT TELEPHONE NUMBERS

When calling from a Temple phone line, first press Line 1, 2, 3 or 4.

- **Police** (non-emergency): 252-9300
- **Water Company:** 239-252-2380
 - **Provider:** Collier County Public Utilities
 - **Account #:** 04819187600
 - **Plumber:** Aztec Plumbing 239-494-3578
- **Gas Company:** 239-261-0843
 - **Provider:** Bal Gas
 - **Account #:** 200002459
- **Electric Company:** 1-800-468-8243
 - **Provider:** FPL
 - **Account #:**
 - Outside electric bill: 69648-32023
 - Indoor electric bill: 50017-33236
 - **Electrician:** Connors Electric 239-948-6755
- **Alarm Company:** 239-597-9077
 - **Provider:** Executive Electronics
 - **Account#:** AN96-723
 - **Customer ID:** Temple Shalom Inc.
- **Animal Control:** 239-252-7387
- **Hospital:** Physicians Regional - 239-348-4000
- **Executive Director:** Deborah Fidel - Mobile: 239-287-4261
- **Facilities Manager:** Victor Lucas - Mobile: 239-246-6495
- **Temple President:** Daryl Sissman - Mobile: 305-610-0780
- **Senior Rabbi:** Adam Rabbi Miller Mobile: 239-273-0237
- **Rabbi Educator:** Rabbi Ariel Boxman. Mobile: 239-241-8573
- **Cantor:** Donna Azu - Mobile: 239-273-0215
- **Facilities Staff:** Pedro Cruz: 215-410-6620
- **Cleaning Company:** **Ada Rossell:** 239-777-4211

ABBREVIATED STAFF ROLES AND RESPONSIBILITIES

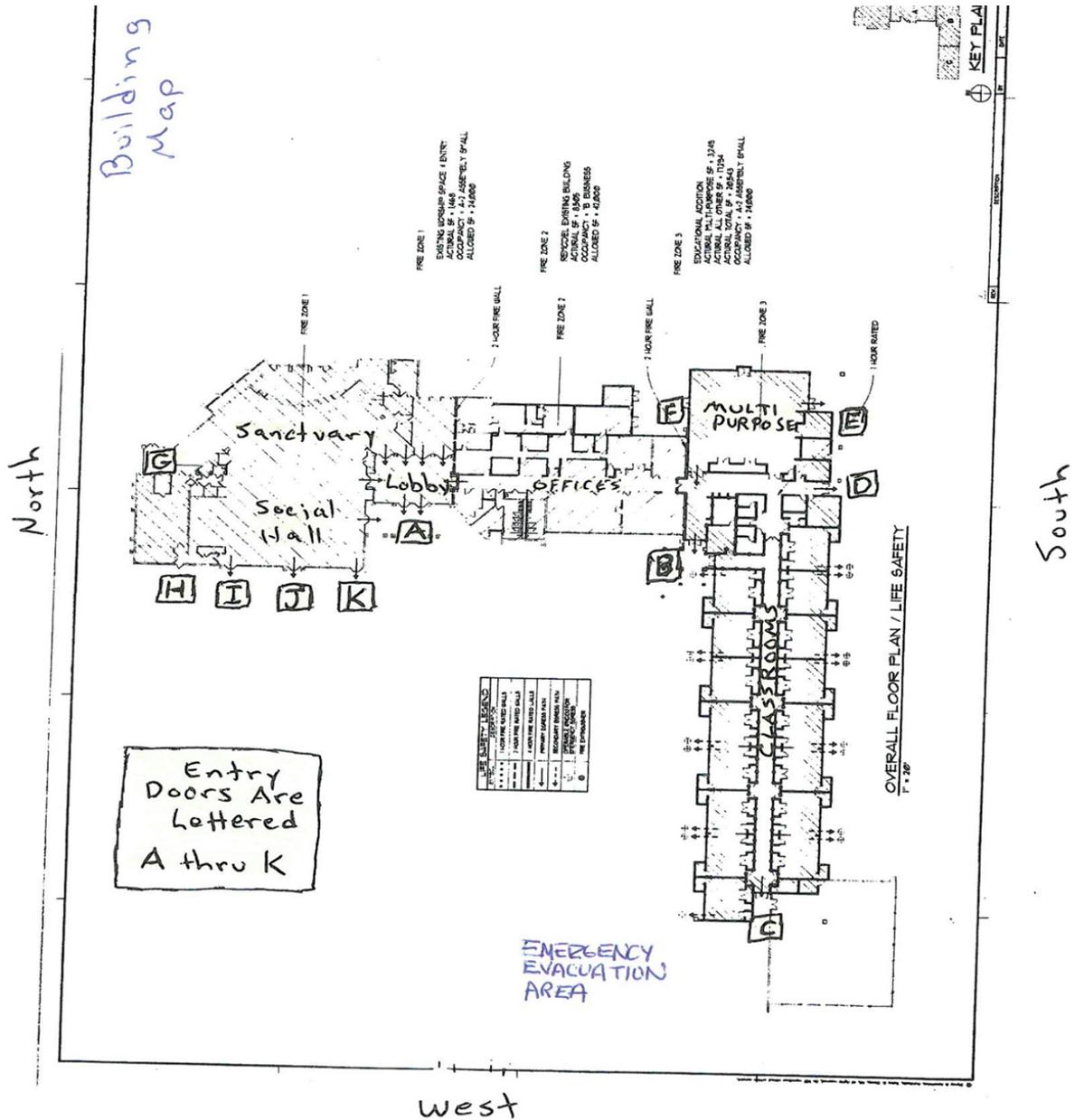
Personnel	Responsibilities
Team Leader	<ol style="list-style-type: none"> 1. Direct and coordinate all disaster operations. 2. Account for attendance. 3. Collect emergency report forms and maintain updates. 4. Report any missing classes/students to the first responders. 5. Communicate with personnel, parents, congregants, etc.
Rabbi Educator	<ol style="list-style-type: none"> 1. Confirm with teachers that all students are accounted for. 2. Report any missing children/classes to the Team Leader
Teachers	<ol style="list-style-type: none"> 1. Direct and monitor all emergency procedures for staff and children. 2. Close classroom door when cleared.
Assistant Teachers/Madrachim (or volunteers)	<ol style="list-style-type: none"> 1. Monitor children
Maintenance Supervisor (and crew)	<ol style="list-style-type: none"> 1. Shut off utilities. 2. Report to Team Leader the type and extent of any damage to facilities. 3. Search and Rescue. 4. Maintain emergency sanitation facilities. 5. Repair and keep facilities serviceable.

ABBREVIATED EMERGENCY PREPAREDNESS PLAN

OCCUPANT EMERGENCY PLAN		Date: August, 2020
ORGANIZATION: Temple Shalom ADDRESS: 4630 Pine Ridge Road, Naples, FL 34119		
FIRE Emergency: 911 Non-Emergency (8am – 4pm)	POLICE Emergency: 911 Non- emergency: 239-252-9300	MEDICAL ASSISTANCE Emergency: 911
Senior Rabbi: Rabbi Adam Miller 239-273-0237	Executive Director: Deborah Fidel 239-287-4261	President: Daryl Sissman Mobile: 305-610-0780
Main Phone: 239-455-3030	Religious School: 239-455-2233	Preschool: 239-455-3227
FIRE OR SMOKE	BOMB THREAT	
<ol style="list-style-type: none"> 1. Pull the fire alarm 2. Call 911 3. Remove anyone in immediate danger 4. Exit the building calmly by closest exit. 5. Place hand on closed door to verify it is not hot. 6. If hot, find another exit and keep door closed. 7. Stay low. 8. Confine the fire by closing doors 9. Meet at the designated assembly area: northwest corner of the parking lot 10. Take attendance and report any missing persons 	<ol style="list-style-type: none"> 1. Attempt to notify someone without letting the caller know. 2. DO NOT HANG UP 3. Record/write down as much information as possible while on the phone 4. Call 911 and Executive Director or any other Senior Staff member 5. Search immediate area for anything out of place <ol style="list-style-type: none"> a. DO NOT TOUCH AND DO NOT USE CELL PHONES b. Relocate to another area of the building. <p>Evacuation of the building will be decided after consultation with the authorities.</p>	

Do not re-enter building until all clear given by fire department.	
BUILDING EVACUATION	ACCIDENTS AND MEDICAL EMERGENCY
<ol style="list-style-type: none"> 1. Take essential items with you, i.e. Keys, wallet, purses. 2. Exit the building calmly by walking to nearest building exit. 3. After checking room that no one is remaining; close door after last one leaves and turn off lights. 4. Calmly exit the building and meet at northwest side of parking lot for further instructions. 5. Take attendance and report any missing persons. 6. Do not reenter the building until the all-clear is given. 	<ol style="list-style-type: none"> 1. Call 911 2. Seek immediate help from trained people in vicinity 3. Begin CPR if appropriate 4. Do not move person unless person will be in greater danger from not being moved. 5. Stay with the victim <p>Notify victim's family with as many details as soon as possible.</p>
SEVERE WEATHER	SUSPICIOUS DEVICES OR PACKAGES
<ol style="list-style-type: none"> 1. Move to interior classrooms without windows. 2. If interior classrooms are full, move to interior hallways. 3. Close all doors to the classrooms and hallways. <p>Return or evacuate as instructed by authorities or Senior Staff.</p>	<ol style="list-style-type: none"> 1. DO NOT MOVE OR TOUCH 2. DO NOT USE CELL PHONES 3. Move people away from immediate area. 4. Notify Team Leader who will call 911 using a landline. 5. Wait for instructions by authorities or Team Leader. <p>Evacuation of the building will be decided after consultation with authorities.</p>

Evacuation Map



After evacuating the building by way of the nearest exit, you should walk to the designated Evacuation Assembly Site. All employees are required to check in with Temple Shalom's Executive Director or Facilities Manager at the Evacuation Assembly Site following evacuation. The Executive Director or Facilities Manager will report any missing persons via cellphone to 911.

BUILDING IDENTIFICATION MAP (i.e., gas meter, water meter, etc.)

Located within the Temple Shalom facility are three utilities with shutoffs and three additional life safety features. The gas meter is located outside main door. The electric boxes are in the three electric rooms. These rooms are only accessible by authorized personnel and utility service professionals. The water meter and shut off are located in the utility room in the hallway to the kitchen. This area is also only accessible by authorized personnel and utility service professionals.

In addition to the utility meters and shut-offs, Temple Shalom has a fire alarm system operated by a panel located off the Sanctuary, a fire suppression system located in the kitchen, and sprinklers located throughout the building.

None of the utilities nor other operating systems

E – Electrical

W – Water valve
shutoff

G – Gas line valve

D – Defibrillator

F – Fire control panel

P – Phone room

