

Minutes
Kona Beth Shalom (KBS)
Board of Trustees
December 1, 2024
Zoom (online) meeting

TRUSTEES LOGGED INTO MEETING

Alan Silverman, Nella Silverman, Elaine Dobinson, Barry Blum, Vic Greenspan, Heather Rivera, Joel Gimpel, Vivienne Aronowitz, Stuart Liroff and Mike Bernstone

TRUSTEES ABSENT

R. Shari Berman and Sarah Kramer

OTHERS PRESENT

Aviva Plaut

CALL TO ORDER

The board meeting began at 10:02 a.m.

OPENING PRAYER

Aviva read a parable that alone we are lost and only together will we find our way, and a prayer for peace.

MINUTES

Upon motion made by Barry and seconded, the minutes of the November 3, 2024, board meeting were approved.

WORDS FROM THE PRESIDENT

Heather suggested a new idea: to give a special mention at our Board meetings for those in our congregation who have done outstanding work for our congregation. Heather wanted to give a special thank you to Stuart Liroff for his excellent presentation of demographics to the Membership Committee.

TREASURER'S REPORT

The financial report was sent by email to the board prior to the meeting.

Mike said rental for November and December has been paid to New Thought Center of Hawaii (NTCH). There have been a couple of donations, including membership from David Jackson and his wife, Muriel, new residents in Hawaii who attended our November Shabbat service. Alan requested their contact information to include them on our mailing list.

Mike offered Elaine his letter that he usually sends out for members who have yet to renew their memberships.

Barry asked Mike to send out the financial report with Windows (.doc) as well as pdf, if possible.

Upon motion made by Alan and seconded, the financial report was approved.

COMMITTEE REPORTS

FACILITIES

Aviva and Alan met with Pasha McGregor, the manager of NTCH, and gave her the 2025 Shabbat dates as well as High Holiday (HH) dates. Aviva feels that she and Alan have forged a good relationship with Pasha.

Pasha created a rental agreement to lock in the dates of the Shabbat services; there will be separate agreements for the HH dates. Alan noted that rental from NTCH is more economical than it had been at Hawaii Queen Coffee Garden (HQCG). NTCH costs \$48/hour and at HQCG we paid \$53/hour. Also if we pay for at least 3 Shabbat dates at a time, KBS can save \$10/hour. We have been paying for 6 hours, which allows us to stay 8 hours without additional charges, but can stay no later than 6 p.m.

NTCH has asked for an insurance certificate that mentions "New Thought Center Hawaii" specifically. The security deposit of \$400 paid to HQCG has been returned. NTCH is having to increase their rental rates by \$5/hour due to rising insurance costs.

Alan moved that, in order to lock in all Shabbat service dates and High Holiday dates with NTCH, we accept their rental agreements. The motion was seconded and approved. KBS has the option to change dates of services, if available, but not to add additional dates under this contract. All additional times for a seder or other holidays will be under separate contracts.

NTCH has no 240v service so it will not be possible to put in a stove, but a countertop oven would be okay.

Internet is still an issue and last Shabbat Alan had to use his phone. The phone has issues of how much signal strength. Heather had suggested a "MiFi" portable hotspot. There is a good signal nearby from a cell tower at the hospital. Stuart suggested Star Link, but it would be much more expensive for the receiver and monthly service. NTCH is hopeful that Hawaiian Telcom fiberoptic connections will be coming soon, which will improve the signal. Alan will check to see what Spectrum has to offer. Pasha was not receptive in having KBS share expenses for this service.

ADULT LEARNING

Aviva has had 3 women reach out to her to enrich their Jewish lives through more study. In this regard Aviva will create budget to increase education resources, providing the ability to study any aspect of Hebrew. This will be a chance for these students to study individually with Aviva and study together occasionally, as well as outreach to the entire congregation on a particular book, movie or other interests that the adult learning class will be studying. This would be a way to bring us together as a community aside from services. Any events could be shared through our mailing list and the Jewish Community Services (JCS) calendar. Elaine had a future class suggestion: guidance so that more people know how to lead services.

CEMETERY

Although there is no immediate need to buy new fencing for the mechitza, Heather would like to finalize and vote for the fence that has been proposed and information

sent to the Board to avoid an emergency vote in the future. Joel moved to approve funding of the mechitza fencing (see Addenda for details). The motion was seconded and passed.

WEBSITE

Alan, Heather and Elaine will begin plans to refresh the website in January. Heather has a contact familiar with web design and has constructive suggestions.

BIKUR CHOLIM

Nella asked that we include mi shebeirach during opening prayers.

Ray Jackson is in Hilo hospital and will be discharged into hospice care on Tuesday. Viv encouraged outreach to his wife, Joan.

Marilyn Anderson is living in northern California at her daughter's home awaiting hip surgery.

Linda Harris, wife of Lou Harris, is in hospice care.

Sarah Kramer is in our thoughts. She was not at Torah study this Shabbat.

Parents of David Gappell are moving to the Regency in Kona. Visits to his parents would be welcome. David and his wife Yael are members from Hawi. One idea: have a Chanukah visit at the Regency.

MEMBERSHIP COMMITTEE

Elaine has received the list of non-renewing members from Mike. Elaine will call another committee meeting soon.

SECURITY COMMITTEE

Heather sent 3 flyers to board members before the meeting concerning security. She felt it was negligent that we, as a board, do not address this issue. The discussion ranged from someone assigned at each event to be security coordinator to hiring off-duty police officers for on-site security. Alan has previously asked the police about security. If we let them know we are having a gathering and where, they will make patrol officers aware so they can swing by occasionally to check on the area. Off-duty police can also be hired for \$150/hr, if available.

Our new location is on the second floor and has one exit where congregants enter and/or exit. There is a narrow walkway on the outside of the building that leads to the back doorways of our kitchen and the next door tenant. These doorways are usually locked. It was requested that Aviva and Alan speak to Pasha about what the protocols are for fire safety and report back at the next Board meeting.

NTCH already has asked that we not put out signage at the main road when KBS is having a service. Signage outside our particular building is allowed to guide people to our room.

Alan noted that he uses new codes to access our various Zoom events to avoid them being hijacked.

The conclusion of this first discussion was that there should be someone assigned to be the safety officer at services. This person can greet people, keep a general overview about what's happening in our courtyard of buildings, and be responsible for calling 911, if necessary. The board doesn't feel threatened at NTCH and doesn't want anyone

carrying lethal weapons. Alan will let the area police know when we are having an in-person service or event. The board should read the flyers that Heather provided before the meeting. JCS is a source of information about what other neighbor island Jewish communities are doing for security. See addenda for copies of the flyers.

SHABBAT VAYISHLACH December 14, 2024 10:30 a.m.

Location: NTCH
Leaders: Aviva
Torah: TBD
Drash: TBD
Challah: Silvermans
Security: Vic
9 a.m. setup: Plauts, Silvermans, Vic

OLD BUSINESS

CHANUKAH PARTY

Beit Aloha Elohim (BAE) was a beautiful spot for our Simchat Torah service but the location requires too much shlepping of equipment and had little cooperation in promoting the event in advance. There was no support at this meeting for our previously proposed joint BAE/KBS Chanukah celebration on December 29. There was a new discussion of where, when and what kind of Chanukah celebration to have. January 1 is the last day of Chanukah and would be special as all 8 candles would be lit. Alan will check about the Old Airport location availability for a beach get together. It would be good to find out what and when Chanukah celebrations are planned by Chabad (See Jews News for BAE events). Discussions were tabled at the board meeting and any plans will have to be made by phone and/or email.

JEWS NEWS

BAE will have an erev Shabbat service on Dec 20th with Rabbi Sydney at 6pm. RSVP needed.

Dec 21st Havdallah, potluck and stargazing with Greg Doppmann at Hapuna Beach north pavilion at 5:30pm. No RSVP needed.

Dec 27th erev Shabbat and Chanukah with Rabbi Ryan Bauer. RSVP needed.

Dec 28th free Chanukah Lights, Latkes and Song at Mauna Kea Beach Hotel. No RSVP but come early as parking is limited.

JCS Big Island will be sponsoring a hike in March on the Kona side.

Vivienne has been asked to be JCS Big Island representative for next year. Congratulations, Vivienne!

Weinberg Foundation meeting December 4 in Oahu: Vivienne will be attending in person and Heather on Zoom.

NEW BUSINESS

Priscilla Kostiner will be here and will participate in January 25, 2025, service.

NEXT BOARD MEETING

The next Board meeting will be held January 5, 2025, at 10 a.m. on Zoom.

The meeting was adjourned at 11:33 a.m.

Respectfully submitted,
Nella Silverman,
Secretary

ADDENDA

MECHITZA OPTIONS

The current fence is rusted in many areas and has been zip-tied together by Homelani groundskeepers. I check the fence each time I visit the cemetery and am aware that it will need to be replaced at some time.

After reviewing many options and having discussions with Barry Blum, Eva Pierce, and Josh Stensrud (Homelani Manager), the committee decided on the fence shown below. I believe we need 100 feet of fencing (I will need to confirm this with Homelani).

I also think we should put the entrance to the private plot on the side instead of over the head of a plot and maybe we shouldn't plant vines this time as it seems to be pulling down corner of fence. See photos below of the cemetery.

This is what we considered when reviewing options. We narrowed down to four fence products and decided on the one shown below.

Considerations:

1 Availability

2 Cost

3 Ease to remove and replace for burials inside and outside the fenced area.

4 Durability

Eva Pierce's Suggestion was the one we decided on:

Amazon.com : FOREHOGAR Decorative Black Garden fencing 24in(H) X16ft(L) 8 panels Metal Wire Edging Patio Landscape Flower Border Garden Fence for dogs Animal Barrier for Outdoor : Patio, Lawn & Garden

Cost effective \$119 for 8 panels however this is metal wire like we have now, and it probably will rust. It is aesthetically pleasing compared to the other options we considered. There is also a gate option with this one. Cost around \$850 not including gate. (Gate with 7 panels is \$160)

DIMENSION: The garden fence border with each fence panel size 24" high x 24" wide, each stake's length is 33.5 inches height, total 8 panels+9 stakes for one set, linear length 16ft long, Black color.

Barry had suggested we have a container with pebbles/rocks for visitors to place on the markers.

I found these planters on Amazon with hooks to attach to fence. Comes with plugs for the drain holes. We only need one, but it comes with three for \$22.49.

Amazon.com: summer flower 3 Pack 9.84" Wall Hanging Planters, Railing Hanging Planters for Fence Balcony Garden Outdoor Decor, Plastic Flower Pot for Window Plant Holder (Terracotta Red) : Patio, Lawn & Garden



A mass gathering occurs when a large number of people come together in a particular location for a specific purpose. These locations, especially those associated with large crowds, could be an attractive target for terrorism and other crimes. If everyone plays their part, we can keep our neighborhoods, communities, and the nation safe against the threats we face.

Be Prepared

- Take notice of your surroundings and identify potential emergency exit routes.
- Establish locations to meet if separated from your group.
- Be aware of unusual behaviors, unattended objects, unexplained odors, or vehicles traveling at abnormal speeds or patterns.
- Report any suspicious items or activities to law enforcement and/or onsite security personnel.

Don't Hesitate – Take Action

- If an attack occurs, run to the nearest exit, making use of available concealment while moving away from the source of hazard.
- Cover your nose and mouth if you notice unusual odors or eye irritation.
- If no secure areas are available, protect yourself from harm by seeking cover behind any available natural or artificial objects that eliminate direct line of sight from the source of hazard.
- If you are unable to safely evacuate, hide in a secure area where access can be blocked or entryways can be locked.
- If necessary, be prepared to defend yourself by attempting to incapacitate the assailant with any means available.

Assist and React

- Call 9-1-1 and remain alert for potential secondary attacks.
- Render first aid when safe to do so.
- Maintain situational awareness while providing assistance to others.
- When help arrives, follow instructions given by law enforcement and first responders.

Additional Resources

- Hometown Security Initiative: <https://www.dhs.gov/hometown-security>
- Active Shooter Preparedness Program: <https://www.dhs.gov/active-shooter-preparedness>
- "If You See Something, Say Something®": <https://www.dhs.gov/see-something-say-something>
- Nationwide Suspicious Activity Reporting Initiative: <https://nsi.ncirc.gov/>

Protective Security Advisors (PSAs) proactively engage with government partners and the private sector to protect critical infrastructure. For more information or to contact your local PSA, e-mail NICC@hq.dhs.gov.

SCN works with partners to address awareness, protection, preparedness and resiliency. For additional support or information, contact the SCN Duty Desk at 212.284.6940 or DutyDesk@securecommunitynetwork.org.

LOW-COST/NO-COST SECURITY MEASURES FOR JEWISH FACILITIES

The Jewish community faces unique security challenges and its facilities have been targets of anti-Semitic crimes.

In order to ensure that these facilities continue to remain places of peace and comfort to members of our community, each facility must own and take charge of its security. Increasing awareness and training of the people who work, visit or are present in your facility on a regular basis – whether staff, faculty, clergy, parents, students or members – is one of the single-most effective ways to enhance the safety and security of your institution. This guidance is intended to outline security measures that are little to no cost and can assist facilities in increasing their overall security.

Top 10 Low-Cost/No-Cost Security Measures

Secure the Property Alarm Systems
Control the Flow Staffing the Phones
Signage Medical Supplies
Secure the Facility Light Up the Night
Access Control Law Enforcement and First Responder Coordination

REPORT SUSPICIOUS ACTIVITY

Follow established protocols to report suspicious activity – to include contacting local law enforcement and/or the relevant suspicious activity reporting authority – and contact the SCN Duty Desk at DutyDesk@securecommunitynetwork.org or by calling 844-SCN-DESK.

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Secure the Property

Keeping those with ill intentions from gaining entry to the building and/or property is the first line of defense.

- Clearly define the property lines – Use signs, fencing, sidewalks (urban environments), and vegetation/landscaping (suburban/rural environments) can all be effective in defining property lines
- Eliminate hiding and climbing spots and ensure entrances and exits are accessible – Trim shrubbery and trees around the property and near windows, entrances and exits
- Shrubby should be no taller than 3 feet • Shrubby should be 3 feet away from the walls of the building • Tree branches 7 feet or lower from the ground should be removed – Relocate trash containers or other items that may obstruct entry or exit or can be used to scale the building – Relocate trash containers away from the building
- Regularly patrol facility grounds at opening and closing of the facility –

Look for and report any suspicious individuals –

Be on the lookout for any damage to the building or surrounding infrastructure and make immediate repairs

- Ensure access and visibility of fire hydrants
- Identify and coordinate with local authorities (if applicable), outside assembly areas (primary and secondary) to use in the event of a building evacuation

Control the Flow

A simple security measure is controlling the flow or movement of both human and vehicular traffic.

- Implement traffic control measures –

Prevent parking directly adjacent to entrances to facility

- Bollards, benches, fences, planters, and landscaping can all be used to prevent parking –

Set up orange cones to limit access to restricted areas and serve as an early alert system

- Limit Entrance Points -lock doors and windows, delivery bays and roof entrances

Signage

Proper signage can be an effective way to convey that the facility is still open to the community while deterring those who may carry out crimes. In addition, they will serve as early warnings to suspicious individuals when signage is not followed.

- Avoid identifying specific parking spots and parking in identifiable spots –

Avoid using people's titles for parking spaces, just say "Reserved"

- Clearly define visitor parking spaces or areas
- Clearly number internal/external doors and rooms
- Clearly identify the main entry and use signage to direct visitors from secondary entrances to the main entrance
- Ensure there is internal signage that identifies important emergency information, such as exit and evacuation routes –

Make sure exit signs are working and lit up

- Consider putting up signs that deter specific actions –

Signs that identify the firearm policy

- "Firearms are not allowed in the building." –

Signs indicating that there is a bag/package search policy

- "All persons/bags are subject to search upon request."
- If applicable, signs indicating that the facility is under surveillance. –
"This property is under 24/7 surveillance."

Secure the Facility

Securing the facility is vital to keeping threats out of the building and hindering attempts to damage the building and/or harm occupants.

- Secure external doors and windows
- During times of operations, limit the number of open doors to what is necessary –
Ideally, a building will have one entrance point and multiple exit points
- Ensure ingress and egress to the building –

Make sure external exits cannot be opened from the outside of the building –

Ensure that all emergency exits are not blocked and properly alarmed

- Ensure all windows and doors are free of damage and repaired when necessary
- Where possible, install internal locks to segment/secure your building internally
- Ensure that any tenants in your facility are aware of, and adhering to, security procedures
- Be cautious of suspicious mail and follow suspicious package handling protocol.

Characteristics of suspicious mail include: –

No return address –

Excessive tape –

Misspelled words or incorrect titles –

Excessive postage –

Stains or strange odors –

Odd shaped

- Limit the amount of information you share online regarding the facility

Access Control

Openness is a pillar of the Jewish community. Access control does not seek to eliminate the openness of the community but to restrict the access of those who have ill intentions.

- Ensure doors and windows are locked –

When necessary, grant access to authorized individuals

- Establish visitor check-in procedures –

Ideally a visitor management system, but even sign-in/sign-out sheets for visitors can be effective –

If applicable, have someone at the entrances, such as a greeter, trained in suspicious behavior detection

- Restrict access to certain parts of the facility

Alarm Systems

In addition to alerting the appropriate individuals that an unauthorized individual or individuals have gained access, they may deter the individual(s) completely.

- If your facility has alarm systems, ensure they provide adequate coverage for access points and areas where valuable items are stored

- Ensure windows and doors, where possible, are alarmed –

Alarm systems for windows and doors come at various price points, but inexpensive options can be found at your local hardware store or online.

- Wireless Alarm Systems

- Ensure procedures are established and documented that dictate the steps to be taken to ensure that an alarm event is assessed and response initiated within an appropriate timeframe

- Install duress/panic devices –

Consider installing fixed audible panic alarms at your facility's reception desk, bimah, rabbi's office, etc. –

Obtain wireless remote panic buttons that can be carried and utilized throughout the building –

Establish a Response Protocol to a panic event to help ensure that the receptionist and the designated emergency contact individuals have guidance and are knowledgeable of their own roles as well as the roles of local law enforcement

- Implement an internal low-cost alarm system by triggering a response with additional voice or sound –
Airhorns, bullhorns, etc. are inexpensive ways to elicit responses. –
Develop a procedure that identifies what each phrase or sound means and put them on a laminated card

Staffing the Phones

Threats to the facility may be received over the phone. Having procedures to address threats received via the telephone and training staff on the procedures is a key preventative measure.

- Have caller ID set-up
- Inform people about the types of information that should not be given out over the phone to ensure that safety and security information is not leaked
- Provide training for all staff on how to handle difficult calls.
- Have an incident (threat, bomb, etc.) check list by every phone

Medical Supplies

In the event of a medical emergency, proper medical supplies can save lives.

- Host a Stop the Bleed (STB) training for staff and community members and install STB kits at the facility
- Host AED training for staff and community members and ensure you have the appropriate number of AEDs
- Ensure the facility has general first aid supplies including personal protective equipment (PPE) such as masks and gloves
- Make sure staff know where all medical supplies including defibrillators are located and how to access them

Light up the Night

Criminals do not like to be seen when they are committing crimes. By lighting up the facility and its grounds, it increases visibility and serves as a deterrent for criminals who do not wish to be detected.

- Ensure the property, including the building and grounds are well lit and there are no dark spots for people to hide
- Inspect existing lighting for damage and repair immediately
- Consider low cost lighting options –
Motion detector lights
Pathway lights

Law Enforcement and First Responder Coordination

Working with your local law enforcement and first responder agencies is key in ensuring not only increased facility safety, but also efficient and effective incident response should one occur

- Form a security committee to liaise with local law enforcement and first responders
- Invite local response agencies such as police and fire to tour your facility and give safety/security suggestions
- Offer facilities as training locations

- Provide snacks and bathroom facilities for law enforcement to increase their presence during patrols
- Coordinate with law enforcement to seek patrol during low-traffic, high crime times
- Offer free and/or reduced cost memberships to responders
- Develop plans for incident response and include local first responders as part of the planning committee
- Inform law enforcement before high profile or high traffic events, and request extra patrols or attention during the event
- When possible train and exercise with local first responders

Low-Cost/No-Cost Security Measures Checklist

This checklist is intended to guide you in completing a self-assessment of the security of your facility. It is a supplement to the Low-cost/No-cost Security Measures for Jewish Facilities guidance document. Take this document with as you walk through your facility and check “yes” for security measures that are currently in place and “no” if they do not exist. For items that do not exist, coordinate with your local law enforcement agency, Community Security Director, or contact Secure Community Network (SCN), for guidance on how to implement those measures at your facility.

Secure the Property Yes No

Are your property lines clearly defined?

Are there any spots where someone could hide such as overgrown shrubbery or dumpsters near the building?

Is shrubbery trimmed to be no higher than 3 ft and at least 3 ft from the building?

Is the lowest branch on all trees higher than 7 ft?

Is there anything near the building that could be climbed to gain access to the roof or an upper story window?

Are all entrances and exits clear and unobstructed?

Is the property regularly monitored for suspicious people and/or damage?

Are fire hydrants easily seen and accessible?

Have outside assembly areas (primary and secondary) been identified (and coordinated with local authorities if applicable) to use in the event of a building evacuation?

Control the Flow Yes No

Is the building easily accessible by vehicular traffic?

Can cars park near the building?

Are there any traffic control measures in place?

Can existing things such as benches, planters, etc. be moved to control traffic?

Do you limit entrance points to the building?

Signage Yes No

Are your visitor parking lots clearly marked?

Is your main entry clearly identified?

Are there signs that direct visitors away from other entrances to the main entrance?

Are internal and external doors clearly numbered or identified?

Do you have any “detering” signs such as firearm carry, search policy, property surveillance?

Secure the Facility Yes No

Can external doors and windows be easily secured?

Do you limit the number of open doors during operations?

Are doors and windows damage free?

Are entrance and exit points clear?

Can emergency exits only be opened from inside?

Are there internal locks installed so that the building can segmented/secured internally?

If you are in a shared building, do you ensure tenants are aware of and follow security procedures?

Access Control Yes No

Do you have a visitor check-in procedure?

Do you have reception staff or usher/greeters?

Are they trained on suspicious behavior indicators and what to do?

Can you restrict access to certain parts of the building?

Alarm Systems Yes No

Does your facility have an alarm system?

Does your facility have adequate coverage by the alarm system?

Are windows and doors alarmed?

Has the alarm system been recently tested to ensure it works?

Does your facility have panic alarms?

Do you have procedures that identify sound or voice signals (ex: one horn means active intruder) that would trigger a response?

Is your alarm system code changed on a regular basis?

Staffing the Phones Yes No

Do you have caller ID set up on facility phones?

Are staff trained on how to handle threats received via phone?

Do you have a threat checklist by each phone?

Are there guidelines for staff as to what information should not be shared over the phone?

Medical Supplies Yes No

Do you have a first aid kit?

Do you have any personal protective equipment (PPE) such as masks and gloves?

Have your staff and members been trained on Stop the Bleed (STB)?

Do you have STB kits including tourniquets?

Have your staff and members received AED training?

Do you have the required number of AEDs per local regulations?

Light up the Night Yes No

Are your parking areas well lit?

Are paths and/or walkways well lit?

Do any of the lighting structures need repair?

Is there lighting on the exterior of the building?

Does the facility have motion detector lights?

Are there any dark, unlit areas that could provide hiding spots?

Law Enforcement and First Responder Coordination Yes No

Do you coordinate with law enforcement and local response agencies regularly?

Has your facility been toured by local first responders such as police and fire?

Do you offer to host trainings at your facility for first responders?

Do you participate in any training or exercises with local first responders?

Is there a discount or membership waiver for first responders?

Have you developed any incident response plans?

If you have incident response plans, were local responders invited to give input?

Additional Comments

SECURITY OUTDOOR EVENTS UPDATED 2020

Outdoor Services & Events

Community leaders always need to be paying attention to matters of safety and security, even more so when worship or programming is taking place out of the relatively safe confines of their main facility.

Security Considerations for Outdoor Services and Events

1. Conduct pre-event security planning
2. Coordinate with law enforcement
3. Utilize safety and security staff
4. Ensure appropriate communication and outreach with the community is conducted
5. Secure the perimeter of your outdoor event space
6. Practice good access control

Pre-Event Planning

Convene your safety and security committee to ensure organizational security protocols are being followed for your outdoor program.

Assign a security coordinator with overall responsibility for the plan/event

Complete a special event threat assessment to identify risks and mitigation measures for the event

Develop and implement an Emergency Operations Plan specific to the event to include:

•Medical incidents•Civil protest/disturbance•Active threat•Fire•Evacuation procedures
Establish a communication plan for coordinating all safety and security activities during the event

Ensure medical equipment is placed properly(outdoors/indoors/strategically placed)

Coordination with Law Enforcement

Provide law enforcement with all the details surrounding your event such as:

•Time•Date•Location•Number of guests•Controls•Emergency Operations Plan

Have law enforcement walk through your outdoor event space prior to the event.

For larger events, ask law enforcement for assistance in developing a traffic control plan

Confirm contact numbers for law enforcement

Coordinate with local law enforcement and intelligence centers (e.g. fusion centers) to understand the current risk/threat environment. The SCN Duty Desk can assist with this step, as well.

Request a threat/risk briefing from your local/federal law enforcement

Hire off-duty police officers, as needed, to provide an additional layer of security for the event. Carefully lay out what the expectations are for conduct, response, assistance, and intervention (post orders)

Safety & Security Staff

Provide and/or hire security personnel. Adjust staffing needs according to the size of the event

Utilize volunteer staff as part of the Usher/Greeter Program to assist congregants during emergency situations

Ensure everyone assigned a safety/security role understands the Emergency Operations Plan, especially law enforcement

For larger events, consider having medical personnel on site (e.g. EMT, trained professionals)

Communications & Outreach

Consider how your organization's promotional materials and advertising could affect the safety and security of the event

- Understand the visibility of your event

- How are you promoting the event? (e.g. social media, members only)

- How high profile is your event?

- Communicate early and often with those invited.

Information to share includes requirements for:

- Tickets

- Identification

- Name tags

- Have a communications plan internally and externally

- Ensure your guests know what the safety and security procedures and policies are and communicate these before the event, at the start of the event, and during the event

- Ensure clear communications between all safety and security personnel (e.g. radios, cell phones). Avoid using jargon in communications

Perimeter Control – Establishing Your Boundaries

Have an assigned and clearly marked perimeter for the event

Have assigned access control points

Have safety/security/law enforcement patrol and monitor the perimeter to ensure no unauthorized access

Access Control

Keep access points staffed with safety and security personnel as well as event staff, and require visitors to enter the event space through a controlled entrance(s)

Provide sufficient staffing at entrances and exits to facilitate the orderly entry and exit of attendees. Ensure emergency exits allow for the free flow of attendees

Screen visitors/attendees as they enter the event to prevent visitors from bringing in unwanted items. Entry screening can range from visual inspection and bag searches to searches with metal detectors and handheld wands. Be advised hired law enforcement generally cannot conduct searches

Be prepared to deny entry to those who do not adhere to your policy and identify who has the authority to make this decision

Provide secure parking areas and enforce parking arrangements to facilitate entry and exit of guests as well as access for emergency personnel and vehicles

Health and Well-Being Considerations

Ensure you are following local and state regulations for your event, such as:

- Number of guests
- Social distancing
- Mask requirements

Ensure that event entrance and any health screening procedures adhere to national standards and best practice.

Do not use off-duty police or contract security guards for any health screening responsibilities.

If using screening, have clear signage on site and communicate policies and procedures early and often to your guests

Post-Event Actions

An After-Action Report (AAR) should be completed in a timely manner and shared with the rest of the security team. The AAR focuses on both the positive and negative aspects of the event and identifies how mistakes and incidents can be prevented during future events

If an incident occurs during the event, the planning team should prepare and maintain a summary sheet to show how personnel responded to the incident for liability purposes