



Beit Am

**Emergency Response
and
Disaster Mitigation
Plan**

GENERAL DOCUMENT

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INTRODUCTION

The Beit Am Emergency Response and Disaster Mitigation Plan is a guide to help identify potential threats to the life and safety of Beit Am members and guests as well as to the building and property. It recommends procedures to mitigate and respond to these threats. This is intended to be used as an educational and training tool for staff, volunteers, and members in leadership roles. Training in these procedures and general emergency response and disaster mitigation will be offered yearly, at a minimum, by the Beit Am Safety and Security Committee (BASS). It is our hope that this will increase awareness about potential threats and protect the safety and well-being of our members and their property. Throughout the plan the top consideration is people's safety.

LEADERSHIP & TRAINING

The key to successful implementation of this plan is trained leadership and practice.

Training and preparation for any threat can reduce member anxiety.

- The Rabbi, Beit Midrash principal, office staff, members of the Safety and Security Committee, Beit Am Board members and any other interested members should go through annual training as Emergency Leaders.
- Beit Midrash teachers and other community leaders are encouraged to attend Emergency Leader training.
- Emergency Leader Training should include reviewing all aspects of this plan and ensuring all attendees understand their potential roles.
- During an emergency, a Point Person will be chosen by the trained emergency leaders present to avoid conflicting commands.
- Evacuation drills should be held for Beit Midrash at the beginning of each school year and evacuation procedures reviewed regularly.
- Practice drills for different emergencies, such as intruders, should be held as can be appropriately scheduled.
- It is recommended that the Rabbi and Beit Midrash Principal, at a minimum, be certified in first aid.

TERMS, DESCRIPTIONS, AND LOCATIONS

First Aid Kits (8)

- Social Hall First Aid Kit
- Teachers Office First Aid Kit
- Emergency Supplies Cabinet First Aid Kit
- Outside Disaster First Aid Kit
- Severe trauma supplies
- Small First Aid Kits (2)
- Off-Site First Aid Kit

Evacuation Kits (2) — These kits contain supplies that might be necessary or handy to have right away if the building has to be evacuated. They should be grabbed on the way out during an evacuation.

Contents are listed in [Appendix C: Evacuation Kit Contents](#).

Outside Disaster Kit (1) — This kit contains supplies that might be necessary or handy if, after an evacuation, the building is not safe to enter and there is a need to stay on site (e.g., until students are picked up by parents from Beit Midrash). These supplies are targeted to provide emergency items for up to 24 hours. Contents are listed in [Appendix G: Outside Disaster Kit Contents](#).

Emergency Supplies Cabinet (1) — It contains all of the emergency supplies determined to be needed if we must stay in the building for up to 24 hours after a disaster, including advanced first aid supplies. This cabinet also has our greeter supplies and traffic control supplies.

Contents are listed in [Appendix H: Emergency Supply Cabinet](#).

Food and Water — The Outside Disaster Kit and Emergency Supplies Cabinet each include emergency food and water rations for at least 24 people for 24 hours. Additional food and water may be stored in the kitchen.

EVACUATION PROCEDURES

There are multiple circumstances when an evacuation of the building may be necessary. While certain standard routes and procedures will be defined, it is up to the leaders to evaluate the specific circumstances and make decisions about the best ways to proceed.

In advance, each potential leader should:

- Understand this evacuation plan.
- Know **ALL** ways out of the building from any location in the building.

At the sound of the fire alarm or if directed, evacuate the building:

- Identify which trained leaders are present in the building; establish communication and designate a point person for each area where people are present (sanctuary, school wing, etc.).
- Leader designates someone to call 911.
- Encourage people to leave as quickly as possible, in an orderly manner.
- When leaving, if safe, a designated person should check that all rooms are empty. Scared children may hide.
- Shut all doors when exiting the rooms and the building. Closed doors can slow the spread of fire and smoke.
- Leader will delegate helpers to assist those who need calm direction or assistance.
- If it can be done without compromising personal safety, close the ark doors, if open.
- If safe, the leader should retrieve the nearest Evacuation Kit when leaving the building.
Note: If power is lost and you do not already have the Evacuation Kit, you may not be able to get back into the building to get it.
- Following the evacuation routes, get away from the building quickly and convene at the designated location.
- Teachers should stay with and calm their students.
- It is the responsibility of the school principal to release students to the parent/guardian.

Do not disperse or return to the building until the designated leader gives such instruction.

See [Appendix B: Evacuation Instructions](#) and [Appendix C: Evacuation Kit Contents](#)

Shelter In Place

Extreme weather, environmental emergencies or violent/criminal activity in the area may require that whoever is present inside the building create a safe situation and stay put until the outside circumstances are clear. Leaders should be signed up with the Linn Benton-Alert (LB-Alert) system and the Corvallis Alert system to receive emergency notifications.

In all circumstances:

- Make sure all windows and exterior doors are closed.
- Keep everyone away from glass doors and windows.
- Monitor hand-cranked radio to keep informed of the situation.
- Warnings and updates may come to cell phones through the Linn-Benton Alert System or the Corvallis Alert System.

Extreme Weather:

(If too dangerous for anyone to leave the building)

- Encourage everyone to stay inside and away from windows and doors.
- Monitor the radio to determine when it is safe for people to leave.

Violent/Criminal Activity in Area (lockdown):

The police department may advise or order a lockdown if there is an imminent threat in the area. They may deliver this information in person, by phone, or by Corvallis Alert.

- Ensure that all exterior doors and windows are locked. Close shades/curtains/blinds, if applicable.
- If possible, get everyone into an area not visible from windows and lock the doors.
- Monitor radio and cell phones for updates. (Keep cell phones on silent so they do not ring and attract attention).
- Remain until the police advise that the issue is resolved in person, by phone, by radio or by Corvallis Alert System.

MEDICAL EMERGENCIES

The need to administer first aid would most likely be due to physical injury, choking, suspected heart attack or stroke.

General

- Assess if the situation and area are safe. If not, get yourself to safety; get the injured/ill person to safety if it can be done without additional risk to yourself.
- Whenever possible, defer first aid and medical care to a trained medical professional.
- Assess if the problem is life-threatening or likely to require medical attention beyond first aid. If it is, or in doubt, designate someone to call 911.
- Designate someone to disperse bystanders.
- If a child is injured or ill, contact the parents or guardians as soon as possible.
- During a natural disaster, a plan for any necessary on-going treatment for injured or ill people needs to be considered. This includes monitoring a person's condition and changing bandages.

Treatments

These treatments are reminders of basic first aid. If you are not trained, try to find someone else who is or follow the steps below. You may be able to save a life!

Bleeding Injury

1. If the injury is severe or bleeding does not subside after administering first aid, designate someone to call 911.
2. Stop the bleeding by applying direct pressure to the wound with a gauze pad, pressure bandage or tourniquet, depending on severity.
3. Dress the wound
4. Provide reassurance

Sprain or Broken Bone

A sprain or broken bone is difficult to confirm on site. Consider any sprain, tenderness in joint, skin breakage above a bone with or without bleeding, as a break and as a severe injury.

1. Call or designate someone to call 911.
2. Immobilize the injured site with a splint. For an arm, also use a sling.
3. Apply ice or a cold pack to the injured area. Do not place an ice pack directly on the skin.
4. Take the injured party to the emergency room or immediate care center if transportation is available.
 - Call an ambulance if needed.

Choking (person is unable to speak, cough or breathe)

1. Administer the Heimlich maneuver (abdominal thrusts)
2. If the choking victim is unconscious, have someone call 911 and administer CPR if a trained person is available.

Suspected heart attack

Symptoms include confusion, chest pain, cold sweat, weakness, numbness and nausea, among others.

1. Have the person sit down, rest, and try to keep calm.
2. Designate someone to call 911
3. Loosen any tight clothing.
4. Ask if the person takes any chest pain medicine, such as nitroglycerin for a known heart condition, and help them take it.
 - If the pain does not go away promptly with rest or within 3 minutes of taking nitroglycerin, call for emergency medical help.
5. If the person is unconscious and unresponsive:
 - a. Send someone to retrieve the AED from the Social Hall
 - b. Assess consciousness, breathing and pulse and give that information to the 911 operator.
 - c. Follow any further instructions from the 911 operator.
 - d. If the patient is not breathing, begin CPR if trained and as directed by the 911 operator.
 - e. When the AED arrives, apply the AED pads and follow the verbal directions from the AED.

Suspected stroke

Symptoms most often include sudden change in mentation/confusion, one-sided weakness, facial droop, and/or slurred speech.

1. Designate a person to secure the scene.
2. Designate a person to call 911
3. While waiting for EMS to arrive, attempt to obtain medical history from the patient or from the patient's family, such as whether they have had a previous stroke or have other medical conditions. Try to ascertain exactly when the change in behavior and condition occurred; this is important information for EMS.
4. Observe for any changes and keep the patient calm while waiting for EMS arrival.

Seizure

You cannot stop a seizure once it starts. Help protect the person from harm during one. Some seizures are more dangerous than others, but most aren't an emergency. Focus on keeping the person safe.

1. Give them room. Keep other people back.
2. Clear hard or sharp objects, like glasses and furniture, away.
3. Cushion their head.
4. Loosen clothing around their neck, if you can safely.
5. Do not try to hold them down or stop their movements.
6. Keep your fingers away from their mouth.

Severe Trauma

Patients with severe trauma must be transported to an emergency room as soon as possible. Designate someone to call 911 right away. In some situations (such as natural disasters) professional emergency response may not be soon enough to help. Often, seconds can make the difference between losing a life and saving one. The tips below will not replace good, recent first aid training. However, these may be used by anyone with basic first aid knowledge to potentially save a life.

Severe Bleeding

In most cases, direct pressure will stop bleeding.

1. You, or someone you ask, should press hard on the dressing over the wound. The patient may be able to do this themselves.
2. Do not lift the dressing. Apply additional layers if needed.
3. An Emergency (aka "Israeli") Bandage from the first aid supplies can be used to apply increased pressure on the bandage.
4. If possible, elevate the wound above the heart.
5. Watch for signs of shock and treat as necessary.
(See [Shock](#) and [Treatment for Shock](#) below.)

If the bleed will not stop or is spurting blood, apply a tourniquet as follows:

1. Do not hesitate. This could save the patient's life.
2. Apply the tourniquet 2-4" above the wound edge; between the wound and the heart; not on a joint.
3. Tighten until the bleeding stops. If necessary, apply a second tourniquet.
4. If a commercial tourniquet is not available, use a belt or item of clothing, then tighten it with a windlass, stick or rod of some kind until the bleeding stops.
5. Leave the tourniquet in place until the patient is under professional care.
6. If you can, elevate the wounded limb.
7. Treat for shock.

Puncture wounds in the torso, such as from a knife or bullet, may require packing.

1. Using a roll of gauze, push the gauze end into the hole made by the wound.
2. Continue shoving the gauze into the wound as needed. Use the entire roll if necessary.
3. Cover the injury with gauze dressing.
4. Treat for shock.

Compound/Open Fractures

1. Stop any bleeding.
2. Apply gentle pressure to the wound with a sterile bandage, a clean cloth or a clean piece of clothing.
 - If necessary, apply a tourniquet above the injury.
3. Immobilize the injured area. Do not try to realign the bone or push a bone back in that is protruding.
4. If possible, elevate the wounded limb.
5. Apply cold packs to limit swelling and help relieve pain.
6. Treat for shock.

Shock

Severe trauma will often cause or be accompanied by shock. Shock can be as dangerous or deadly as the physical injury. Signs of shock include:

- cool, clammy skin
- pale or ashen skin
- bluish tinge to lips or fingernails (or gray in the case of dark complexions)
- rapid pulse
- rapid breathing
- nausea or vomiting
- enlarged pupils
- weakness or fatigue
- dizziness or fainting
- changes in mental status or behavior, such as anxiousness, agitation or confusion

Treatment for Shock

1. Lay the person down and elevate the legs and feet slightly, without causing further injury.
2. Keep the person still and do not move him or her unless necessary.
3. Begin CPR if the person shows no signs of life, such as not breathing, coughing or moving.
4. Loosen tight clothing and, if needed, cover the person with a blanket or jacket to prevent chilling.
5. Do not let the person eat or drink anything.
6. If the person vomits or begins bleeding from the mouth, and no spinal injury is suspected, turn him or her onto a side to prevent choking.

See [Appendix D: On-Site First Aid Kit](#)

FIRE

Fire would most likely be caused by accidents with burning candles, an electrical fault, or from an accident in the kitchen.

Prevention

- Inspect fire extinguishers regularly to ensure they are fully charged.
- Ensure the automatic fire extinguishers over the stove are in place and not expired.
- Test smoke detectors twice a year.
- Have a fire extinguisher within reach when candles are lit.
- Place candles on a non-flammable surface and away from curtains when lighting.
- Extinguish candles before leaving the building.
- Limit running and active play of children near burning candles.
- Do not leave burning candles unattended.
- Unplug small appliances before leaving the building.

Response:

- Identify which trained leaders are present in the building and establish communication; designate a point person.
- Evacuate the building for ANY fire using the Evacuation Procedure and the posted evacuation routes.
- Stay low in order to minimize smoke inhalation.
- Leader will designate someone to get to safety and call 911 to report the fire and a person to pull a manual fire alarm if the automatic alarm has not triggered.
- If risk is low and success deemed high (fire is smaller than a wastebasket and has not spread) have someone (trained) try to put it out with a fire extinguisher.
- Designate someone to lock the Ark if there is time and doing so does not risk personal injury.
- The Designated Point Person or the Fire Department will issue an All Clear once the building is declared safe.

POWER FAILURE

A power failure at Beit Am by itself may only be inconvenient, or it may constitute an emergency. It may be associated with severe weather, fallen trees, an earthquake or utility failure. An outage is most problematic after sundown.

A short term outage (a day or less) will be inconvenient but not cause serious problems. A longer outage (more than a day) may cause food in the refrigerator to spoil and the building to be uncomfortably cold. If the outage occurs during freezing weather, water pipes may freeze.

Response

- Identify which trained leaders are present in the building and establish communication; designate a point person.
- Automatic emergency lights are in multiple locations throughout the building and should provide enough light to secure and exit the building. Other flashlights are in all of the emergency kits and supplies.
- Determine if the outage is limited to the Beit Am building or is more widespread by checking if lights are on in the neighboring homes, buildings and street lights.
- Determine if it is safe to stay in the building or if it is best to evacuate and to send everyone home.
- If the outage is limited to Beit Am only – try to determine the cause.
- Breaker boxes exist in multiple locations throughout the building. Contact an authorized/trained building operations person to check the breaker box. Beit Am and Pacific Power phone numbers are posted by the breaker box in the Mechanical Room.
- If the power outage is more widespread, contact <https://www.pacificpower.net/outages-safety.html> to report the outage and for updates. You may also receive a Corvallis-Alert.

If it is after dark and the decision is to remain in the building until power is restored, and there are more people than flashlights:

- Due to the risk of fire, candles are not recommended as a light source during a power outage. Light sticks or lanterns are recommended if there are a large number of people in the building. Light sticks and lanterns are located in the Emergency Supplies Cabinet. If it is necessary to use candles, use extreme caution and avoid carrying open flames.
- If the temperature is well below freezing, make sure water faucets are left dripping to avoid pipes freezing.
- If the power is not restored before leaving the building: turn off the light switches; unplug or turn off all electrical items, including the refrigerator; and extinguish all candles.
- Be mindful of people's safety - do not leave children unattended.
- Do not prevent any adult who wants to leave from leaving.

If the power outage is a result of a larger catastrophic event:

- Follow the steps appropriate for each specific event, prioritizing the safety of people.
- If appropriate, call Pacific Power (1-877-508-5088) or 911.
Tips and status can be found on www.pacificpower.net if internet access is available.

EARTHQUAKE

Oregon is susceptible to extreme subduction zone earthquakes with an average frequency of every 300 years. The last one was in 1700, so there is a high probability of it occurring anytime within the next 50 years. Additionally, there is a fault running diagonally through Corvallis from Lewisburg to Philomath with an unknown probability of risk. Generally, if one is prepared for a subduction zone earthquake, one is prepared for most other types of natural disasters. Loss of power, water and gas should be planned for, as well as regional disruption of transportation and commerce for as much as several months. Help from City or County emergency responders cannot be relied upon.

Supplies

- Adequate supplies to treat injuries, provide comfort, sustain and protect the members present during a major earthquake, including the Beit Midrash, for up to 24 hours will be maintained and stored in the Emergency Supplies Cabinet. See the following:

[Appendix C: Evacuation Kit Contents](#)

[Appendix F: Outside Disaster Kit](#)

[Appendix H: Emergency Supply Cabinet](#)

Response

If the shaking is mild enough that you can walk safely, evacuate through the nearest door to the collection point.

- Note the deck may not be the safest route. Use extra caution if you must exit that way.

If the shaking is too severe to allow walking safely:

Drop, Cover & Hold

- DROP to the ground immediately where you are before the earthquake drops you. Shaking may be so violent that you cannot walk or even crawl.
- Take COVER by getting under a sturdy desk, table or chair as soon as possible. If nothing else, cover your face and head with your hands and arms. You are much more likely to be injured by flying objects (glass, books, furniture, etc.) than by a collapsing building.
- HOLD ON to something sturdy and stay where you are until the shaking stops. The floor could jerk strongly from side to side or up and down.

When the Shaking Stops

- *Move carefully!* There may be strong aftershocks and falling debris.
- Evaluate the situation.
 - Where are you?
 - Who else is there?
 - Is anyone injured?
 - What is the best way out of the building?
 - Are there any hazards between you and the door?
- Organize those around you. Who can help others who may be injured or need assistance (elderly, people in wheelchairs, toddlers, etc.) get to safety? Who can remove debris from the path to the door? At this time, you may need to leave anyone unconscious behind.
- Following the best evacuation route, carefully lead everyone outside to the northwest corner of the LDS parking lot. Again, DROP if an aftershock occurs. Stay away from any wires or trees.
- Grab an Evacuation Kit.
- At the evacuation gathering point, select a single point person from among the trained leaders.

Evaluate Building Safety

- Is there any sign of fire in the building? If so, the building is not safe.
- The building is not safe if it appears to have shifted off its foundation, the windows or doors are not square or appear to be askew, or the roof has collapsed.
- Reevaluate after each aftershock.

Rescue

- Take attendance. Was anyone left behind?
- Evaluate if the building is safe to reenter. Reevaluate after each aftershock.
- Send in two fit individuals to look for survivors only if the building appears safe to enter. Equip them with hard hats, safety goggles, gloves, fire extinguishers, flashlights and a First Aid Kit. You may need to get supplies from the Outside Disaster Kit in addition to those in the Evacuation Kit.
- Extract as many survivors as possible, as rapidly as possible, to minimize risk to rescuers.
- Administer first aid as needed.

Aftermath

Minor Earthquake

- Wait at least half an hour to confirm the absence of aftershocks.
- If the building is evaluated as being safe, the Point Person may give an all-clear to return inside the building.
- Phone Beit Midrash parents to pick up their children.

Major Earthquake

- It is possible that the building will not be safe to reenter.
- There will almost certainly be significant aftershocks.
- It is likely that both land and cell phone service will be unavailable.
- The designated point person should send someone to *safely* retrieve the Outside Disaster Kit, if they have not already done so.
- Tarps from the Outside Disaster Kit can be used to construct shelters from the elements by attaching the tarps to the wall at the north side of the building.
- If weather conditions are severe, the Point Person may try to identify nearby locations that appear to be intact and move everyone there with the owner's permission.
- If moving from the Beit Am site, leave a note in a prominent location for others to identify where people are.

See: [Appendix B: Evacuation Instructions](#)

SECURITY FOR SERVICES/EVENTS

Beit Am is an open, welcoming place. Any security measures must not limit or discourage honest visitors, whether they are devout, friends, family, or just curious. However, we must acknowledge that we live in a world where dangerous individuals may wish us harm while we are gathering. With these things in mind, Beit Am has implemented the following security procedures for worship services and events.

General

- Entry to the building shall only be through the front doors.
- All exterior doors should remain closed and locked unless a greeter or attendant is available to monitor entry and to close the door in the event of trouble.
- When alone in the building, make sure all exterior doors and ground level windows are closed and locked.
- Notify the Office Administrator, a Board Member or the Rabbi as soon as possible whenever you find exterior doors unlocked or ajar, or non-members walking unescorted through the property, or believe that an object is missing or suspiciously out of place. Phone numbers are listed on the office door or are available in the Beit Am directory.

Greeters

Greeters are volunteers or designees who are present to welcome attendees and to close the exterior doors in the event of suspicious acting persons approaching the building.

- Greeter emphasis is on making arrivals feel welcome at Beit Am.
- Greeters should be familiar with the [Intruder](#) section of this document and be prepared to appropriately implement those procedures. Additional training may be required.
- Beit Am will maintain a list of volunteer Greeters who may be contacted and asked to volunteer for a service or event.
- Private event hosts are expected to request the services of Greeters, or arrange for training of a person to serve in that role. Greeter contact info can be provided when making the reservations for the event.
- Event hosts who plan to have non-Beit Am members as Greeters must notify the Beit Am Board for approval in advance.
- The Leader, Greeter or designee should not hesitate to call 911 immediately if a situation at or near the door appears to be escalating into a potentially violent problem.
- Greeters are not to have any visible weapons or uniforms.
- Greeters will be a point of contact with any hired security.

Private Security

For certain services and events, private uniformed security may be present.

- Private security is recommended for any service or event that is likely to draw more than 50 attendees
- Private security's role should be primarily to provide a deterrent and security for areas outside of the building.
 - Exterior private security should be in uniform and armed.
 - A marked patrol vehicle adds extra visual deterrence.
 - If interior private security is hired, they may be in plain clothes.
- Private security staff should remain in contact with Greeters in case of problems inside the building.

Service/Event Setup

During event or service setup, it is unlikely that adequate attention can be paid to who is entering the door or that a Greeter will be available. Therefore, although possibly inconvenient:

- Maintain the locked door policy.
- If others are likely to arrive early, inform them in advance to phone you or use the intercom to be let in.
- Do not prop or keep the door(s) open, unless a Greeter can be designated to monitor the door area.

Service/Event Arrivals

- Entry shall only be through the front door.
- The service or event Leader should ensure that at least one Greeter is ready to welcome guests prior to the start of the service or event.
- During event start times, at least one Greeter should be present at the front door to let participants in and to respond to potential unauthorized entry or security incidents by closing the door and raising an alarm.
- If a Greeter is not otherwise present or ready, the Leader should designate someone to act as Greeter.
- During very busy arrival times, the front door may be held open by pulling to catch at the full open position. It can then be easily pulled to the closed and locked position in response to a possible threat.
 - The Greeter must maintain extra awareness of who is approaching the entry if the door is propped open.
 - Do not use the kick-down openers. They do not allow the doors to be closed quickly
- Greeters are the primary point of contact for any paid security.

During Service/Event

Ideally, a Greeter will monitor the door until the service or event has concluded and the majority of attendees have left.

- If the service or event is small and a Greeter is not available, the organizers of the specific services or event are to decide how to meet the entry and security goals.
- Alternative late entry procedures may be implemented, such as the use of cell phones on vibrate or other quiet methods to contact attendees.
- If the arrival rate is low and can be done without interrupting services, Greeters may monitor the front doors from the Gallery or from the Library.

Beit Midrash

During Beit Midrash hours, parents may be coming and going with no other activities happening in the building. So, the following special entry procedures may be necessary.

- During Beit Midrash main arrival times, the principal or designee shall ensure that a teacher or parent is at the front door to welcome students and parents.
 - It is strongly recommended the designated greeter be a member of the Beit Am Greeters or have had appropriate Greeter training.
- After the start of classes, someone must be designated to watch for late comers or listen for the intercom buzzer.
 - It would be helpful if that person was stationed in the large classroom to see who is arriving at the front door

INTRUDER

While Beit Am is normally a safe environment, we must be prepared for the possibility of hostile intruders. Intruder behaviors can include being disruptive or threatening, and physical attacks by armed or unarmed assailants. While no safety policy can cover all eventualities, the following guidelines are appropriate ways to react in various situations.

General Guidelines

- Beit Am members, visitors and guests are a diverse population. Decisions on whether someone is suspicious should be based on behaviors, not appearances.
- Property can be replaced. Human lives cannot. Life-safety and self-safety come before property concerns.
- It would be appropriate to ask someone to leave if they will not stop disruptive behavior.
- Intruders should be dealt with in a manner to avoid trouble if possible, and to minimize harm if trouble does occur.
 - Whenever there is any sign of impending violence, signal or designate someone to call 911. Better to call 911 and be wrong than not to call when you should.
- Should a situation begin to escalate, warn others in the building if possible.
- Try to evacuate everyone in the vicinity of a dangerous person or object.

Preparing For Emergencies

- Familiarize yourself with Beit Am's building layout. Know where doors are located, what rooms are safe and can be locked or blocked, and if windows can be opened and used to escape.
- Know the location of all first aid supplies within the building.

Building Security

The first line of defense for Beit Am is simple security precautions, some of which are similar to ones you would use in your own homes:

- Be aware of circumstances in the building, such as, does someone or something seem out of place?
- Exterior doors should be locked at all times, except for occasions specified in this document.
 - If doors are unlocked or ajar when they shouldn't be, notify staff or call 911.

If you suspect a burglary or vandalism has occurred, or witness these acts in progress:

- Leave the building immediately if you suspect an intruder might still be on-site.
 - Do not try to stop the suspects.
- Call 911.
- Notify staff. Phone numbers are listed on the office door or are available in the Beit Am directory.
- Provide a description of the suspects and/or circumstances you witnessed.
- After the police have declared the building safe, document damage to property; photograph with cell phone if possible. This information is important for insurance.

Suspicious Persons

A suspicious person may have something about their appearance or behavior that arouses suspicion, such as appearing unreasonably nervous, fingering their backpack or keeping it close by them at all times, or wearing a heavy coat on a hot day. It should not be assumed that someone with these behaviors is a danger, but the possibility must be considered and appropriate precautions should be taken. This may be a sensitive issue and should be handled carefully in order to not create offense or risk escalating a situation. However, at times, it may be necessary to risk offending someone to ensure the safety of others.

If someone appears suspicious, the goal is to avoid escalation of their problem. Therefore:

- Be relaxed and aware of the surroundings.
 - Avoid panic by acknowledging in advance something like this can happen.
 - Only focus on behaviors, not appearance or other factors unrelated to behavior.
 - Plan to distract the suspicious person as long as they are not indicating a physical threat.
- Keep a distance greater than two arm's lengths between you and the other person.
 - If possible, keep a physical barrier between you and the suspicious or threatening person, such as the door.
- Welcome them to Beit Am.
- Engage them in conversation to find out why they are there and what they want. Offer to help.
- If a pack or coat appears suspicious, offer to take their coat or pack to hang up or put in a closet for them.
- If they appear agitated, listen to their "reasons".
- Maintain eye contact; be courteous and patient.
- Speak in a soothing yet authoritative manner.

- Attempt to de-escalate with active listening.
 - Offer to help find a solution; ask for their help.
 - Present options whenever possible.
 - Help the person to save face.
- Watch for signs of impending violence.
- Have a plan for what you will do if the situation escalates.
- If they continue with the suspicious behavior, be honest and tell them it makes you or someone else uncomfortable. Present options and ask them to help suggest other solutions. “What do you think we should do?” or “I know someone who can help you.”
- If they persist in the suspicious behavior, signal someone to call 911.

Disorderly Intruder

A disorderly intruder is an intruder who disrupts the normal activities with shouting, inappropriate singing, threats, slurs, motions, or other disruptive behaviors.

- Ask the person to stop the disruptive behavior. Try to encourage them to leave the room or the building, getting them away from other people.
- If they do not stop, ask again, telling them that if they do not, police will be called.
- If they persist, call or designate someone to call 911.

Violent Unarmed Intruder

If an unarmed intruder threatens or begins violence, or if any of the above situations escalates to violence, the intruder should be considered a violent intruder.

- The objective is to minimize the chances of anyone being injured.
- Try to talk to the intruder and calm them down using the de-escalation steps described above.
- Do not worry about property damage.
- Get people out of the intruder’s path.
- Alert others in the building to evacuate.
- Call or designate someone to call 911.

If escape is not possible, and the intruder is injuring people, physical defense may be the only option. Find anything to use as a weapon, such as a heavy book, fire extinguisher or chair, and with others, try to disable the intruder. If nothing else, kick, elbow or punch the assailant.

Armed Attackers

An attacker may be armed with a variety of weapons, including firearms, knives or blunt objects. If you are at the door(s) and see what appears to be an attacker heading toward the entrance:

- Close the door to the locked position.
- Pull the fire alarm and/or blow the whistle to alert others in the building.
- Call 911. Identify yourself, tell them what is occurring and that you are at Beit Am, 4318 NW Circle Blvd.
- Exit the building from the closest door to your current location (other than the door which the intruder is approaching). Assist others with evacuation if you can.
- Move away from the building as far as you can and seek shelter if available.
- When police arrive, keep your hands in sight and comply with their instructions. Answer any questions as completely as possible; do not give information unless you know it to be correct.

Evading an Attacker Inside the Building

If you cannot exit the building during an armed attack:

- Find a place to hide in a room without windows and with a door that can be locked and/or blocked.
- Turn off the lights in the room.
- Silence your cell phone. A shooter will hear the phone and may target it.
- Stay hidden until an identified first responder, known Beit Am staff, or a Beit Am member declares it is safe for you to come out.
 - Confirm, if you can, that the person is not being forced by the intruder.
 - Police will likely slip identification under the door to you.
- If you cannot find a safe space, grab whatever is available that can be used as a weapon and defend yourself.
 - If possible, organize a group response.

Telephone Threat

1. Keep the caller talking: be polite, show interest, take notes.
2. Use the Telephone Threat Worksheet to gather more information
Promptly write down as many details as you can remember.
(See [Appendix I: Telephone Threat Worksheet](#)).
3. Dial 911 as soon as the caller hangs up.
4. Follow instructions given by police. If evacuation is ordered, proceed to the designated evacuation area.

Suspicious Package

A suspicious package can include written threats, unmarked packages, parcels tied with string, or suspicious objects anywhere on the premises.

1. Prevent anyone from approaching or handling the package.
2. Evacuate the building.
3. Dial 911.
4. Write down everything you can remember about receiving the object.



See [Appendix I: Telephone Threat Worksheet](#)

Introduction

An infectious disease outbreak or epidemic is unlikely to cause an acute emergency at Beit Am. Like any gathering space, Beit Am can be a source of transmission of communicable diseases, and measures can be taken to mitigate transmission of emerging and endemic illnesses. Response to infectious disease outbreaks should follow directions from federal, state, and local health authorities. The specific response measures will likely vary with the nature of the disease (e.g., respiratory illnesses, norovirus, food-borne pathogens).

General prevention of infectious diseases

Staff, volunteers, members and visitors to Beit Am are encouraged to practice everyday health behaviors, including:

- Staying home if they are sick or have been in close contact with anyone having symptoms of a contagious illness.
- Practicing hand hygiene, particularly when preparing or serving food or when they will be in close contact with others.
- Covering their mouth and nose when coughing or sneezing, or sneezing into their upper sleeve or a tissue.

In addition to routine cleaning of the building, frequently touched surfaces should be cleaned regularly. [CDC guidelines](#) for cleaning and disinfecting, including safety precautions for cleaning materials, should be followed.

Emerging infectious diseases and outbreaks

The specific measures necessary during an infectious disease outbreak will vary based on a variety of factors, including the mode of transmission and scope of the outbreak. In these scenarios, the available information about the disease may change significantly as the situation progresses. Beit Am should follow the guidance given by federal, state, and local health authorities. It may also be prudent to take additional measures for the safety of people attending Beit Am events. Response to an infectious disease outbreak will necessitate coordination among Beit Am committees and leadership. Board action may be required to institute policy changes.

Beit Am should be prepared to take measures including:

- Canceling in-person events
 - In-person youth activities should be canceled if local schools are closed or restricting operations due to infectious diseases
- Limiting building capacity and promoting physical distancing during services or events
- Requesting the use of masks or face coverings inside the building
- Eliminating eating or food service during events
- Enhanced cleaning or disinfection of the building
- Maintaining a log of event attendees and visitors to facilitate contact tracing by health authorities

Depending on the nature of the outbreak, these measures may be short-term or prolonged. Beit Am can prepare for longer-term mitigation measures by maintaining a supply of cleaning and hygiene supplies and developing mechanisms for remote services and program delivery.

Appendix B: EVACUATION INSTRUCTIONS

THIS PROCEDURE ASSUMES YOU HAVE ALREADY EVACUATED TO A SAFE LOCATION, HAVE THE EVACUATION KIT, AND ARE A DESIGNATED LEADER.

The time and day, cause of the evacuation, and other conditions will determine next actions to take.

- **IF THERE IS CELL SERVICE, CALL 911**
- **DESIGNATE AN INCIDENT LEADER** from among the trained leaders present.
- **HAS EVERYONE BEEN EVACUATED?**
 - To be certain of who is out of the building, record the names of all evacuees in the notebook provided in the Evacuation Kit. This may be critical to tracking anyone who fails to later make it home or to a hospital.
 - If evacuation occurs during Beit Midrash, use the student list provided to help check who is present.
 - If you are not sure everyone is out, evaluate if the building appears safe enough to reenter temporarily under the current conditions.
 - If it is determined to be safe, send TWO adults into the building to check for and aid with the evacuation of any survivors.
 - Equip these adults with hard hats, safety goggles and leather work gloves.
- **ARE THERE ANY INJURIES?**
 - For minor injuries, treat the injured using the first aid kit provided in the Evacuation Kit.
 - For more extensive injuries, retrieve the Outside Disaster Kit. A more extensive First Aid Kit is in the Outside Disaster Kit.
- **EMERGENCY RESPONDERS**
 - Designate someone to interface with emergency responders and inform them of the situation and injuries.
 - Keep everyone else out of the path of fire trucks and response vehicles.
- **ALL CLEAR**
 - Only the Designated Leader may authorize reentry to the building.
 - The Designated Leader should only issue an All Clear after being advised by the emergency responders that the building is safe or, if there are no responders, only after carefully evaluating the safety of the situation.
 - If it is determined safe to reenter the building, direct everyone to return in an orderly manner.

- **ADULT WELFARE**

- The Leader should direct adults to stay clear of the building until it can be determined it is safe to reenter.
- Everyone should stay clear of potential paths for responder vehicles.
- After informing the Leader they are leaving, and if it can be done safely, adults and adults with children should be encouraged to leave the site.

- **CHILD WELFARE**

- During Beit Midrash hours, the Beit Midrash teachers and/or principal are responsible for monitoring the students.
- If cell service is available, use the phone list to call parents to come and get their children.
- As each child is picked up, record in the notebook each child's name, the parent's name, and the time of pick-up.
- If an adult offers to take away a child who is not their own, make extra certain you know the person or have specific authorization from the parents, and record the names, time of pick-up and location the child will be taken to.
- If emergency responders cannot be contacted and there is no phone service to contact parents, make a plan to take care of the children for a longer period of time.
- If you have not already done so, have someone retrieve the Outside Disaster Kit.
- Provide as much physical and psychological comfort to the children as possible under the circumstances. Food, water, shelter, lights and first aid are in the Outside Disaster Kit.

Appendix C: EVACUATION KIT CONTENTS

- Small sports bag
- List of parent's contact numbers
- Crank radio/flashlight
- Keys to the shed and Outside Disaster Kit
- Small First Aid Kit
- Emergency Plan instructions
- Paper and pen(s)
- Work gloves
- Nitrile gloves
- Scissors/Shears
- Hard hats - 2
- Goggles - 2 pairs
- Hand sanitizer

Appendix D: ON-SITE FIRST AID KIT

These kits are intended to meet the daily minor first aid needs of the Beit Am members and students attending Beit Am activities at the Circle Boulevard building.

Qty p/n *

Top Shelf

50	G-121	1"x3" fabric bandages, 50/bx
40	G-124	Knuckle fabric bandages, 40/bx
250	H-107	1"x3" adhesive plastic bandages, 250/bx
40	G-126	Fingertip fabric bandages, 40/bx
50	G-229	3" x 4" non-stick pads, 50/bx

Second Shelf

50	G-310	Povidone-iodine infection control wipes, 50/bx
18	B-304	Antiseptic cleansing wipes (sting free), 18/bx
1	B-518	36" triangular sling/bandage, w/2 safety pins, 1/bx
2	B-503	4"x5" instant cold compresses, 1/bx
1	B-717	2-sterile eye pads, 1 oz. eye wash, 1/2"x5 yd. first aid tape roll, 1/bx
2	A-500	Exam quality vinyl gloves, 2 pr/bx
1	B-504	CPR Pack: 1 CPR one-way valve face shield, 2 vinyl gloves, 3 antiseptic wipes

Third Shelf

48	I-228	24 - 2"x2", 24 - 3"x3" Gauze dressing pads, 48/bx
1	AN-205	2 sq. in. absorbent gauze compress, 1/bx
1	AN-5071	40" triangular sling/bandage, w/2 safety pins, 1/bx
1	BK-009	40 pg. first aid guide
10	H-245	2" conforming gauze roll bandages, 10/bx
100	H-305	Alcohol cleansing pads, 100/bx
25	G-460	Triple antibiotic ointment packs, 25/bx

Bottom Shelf

125	I-411	Aspirin tablets, (5 grain) 2-pks
1	M-584	4" tweezers, plastic
1	M-582	4-1/2" scissors, nickel plated
100	H-452	Cherry cough drops, 100/bx
1	M-528	Antiseptic spray, 3 oz.
1	M-531	Burn spray, 3 oz.
1	M-660	2"x 5 yd. triple-cut first aid tape
1	J612-LF	3"x 5 yd. cohesive elastic bandage wrap, latex free
1	M-270	Super Stop gauze bandage
1	M-701-F	Eye wash, 4 oz.
	OTC	Antihistamine tablets (Benadryl)
	OTC	Acetaminophen

* "p/n" - reorder number (part number) found on the order card inside the First Aid Kit cabinet

Appendix E: OFF-SITE FIRST AID KIT

This kit is intended to be brought to all off-site Beit Am activities to be used to meet the minor first aid needs of attendees while at these activities.

- Sports bag
- Roll of paper towels
- Hand sanitizer
- Box of gloves
- Saline wound wash
- Antiseptic first aid liquid
- Disinfectant/Hand sanitizer
- Package of non-sterile gauze sponges
- Sterile cotton-tipped applicators (long Q-tips)
- Alcohol wipes
- Scissors
- Skin prep
- Steri-Strips
- Absorbent dressings, assorted sizes
- Foam dressings, assorted sizes
- Transparent dressings, assorted sizes
- Assorted Band-Aids, waterproof, adhesive pads, etc.
- Box of rolled gauze (5)
- Paper tape (2")
- Coban 1"roll, 3"roll
- ACE wraps 2", 3", 4"
- Tube gauze
- Finger covers
- Finger splints
- Acetaminophen 500mg
- Wash-up cloths

The Outside Disaster Kit contains supplies that might be necessary in the event of a major disaster, such as if the building is not safe to occupy or roads are not safely passable, especially if students must be kept safe until their parents or rescue workers arrive. If it is determined that people can shelter inside the building, bring necessary supplies into the building. A second set of disaster supplies are in the Emergency Supplies Cabinet.

Anything removed from the Outside Disaster Kit must be returned as soon as possible.

Use the Outside Disaster Kit only under the direction of a designated leader and only if:

- The building is not safe to occupy.
- City responders cannot respond or cannot be reached.
- There are injured and/or multiple survivors to care for.

SHELTER

- Personal vehicles
- If there is no apparent danger from further collapse, attach the large tarp to the outside of the back of the building to form a tent-like shelter. Use whatever weights can be found to anchor the bottom edge.

LIGHT

- Flashlight from Evacuation Kit
- Flashlights in top tray in the Outside Disaster Kit
- Lantern in red bucket

FIRST AID

- Treat more than minor injuries to the best of your knowledge and training.
- Additional supplies may be retrieved from the wall-mounted First Aid Kits; only if the building is safe enough for quick entry excursions.

FOOD & WATER

- Water
 - Ration the 24 12-ounce cans of water in this kit.
 - Priority is for first aid, hydration, and then hygiene.
- Food
 - 12 apple/cinnamon flavored food bars that are two (200 calorie) portions each.

HYGIENE

- Use water very sparingly for hygiene.
- Use hand sanitizer.
- Toilet
 - The red bucket can be used as an emergency toilet if inside toilets are unusable over time (if there is no water for flushing), as follows:
 1. Line the bucket with one of the biohazard bags, overlapping the top edge of the bucket
 2. Attach the toilet seat
 3. Empty the contents of one Bio-blue packet into the bag in the bucket.
 4. After multiple uses, the gloves can be worn to remove and tie off the bag for later disposal.
 5. For privacy, one of the tarps can be draped around the user.

WARMTH

- Reflective tarps
- Huddle close to each other and drape the larger tarp (if not set up as a shelter).

This kit contains supplies that may be necessary in the event of a major disaster where the building is not safe to occupy and roads are not safely passable, especially if there are students who must be kept safe until their parents or rescue workers can arrive.

Appendix G: OUTSIDE DISASTER KIT CONTENTS

- Large, wheeled storage container
- 2 tarps
- 10 ft. x 10 ft. shelter
- 100 ft. nylon cord
- Water for 20-30 for 24 hrs. (60 bottles)
- Food for 20-30 for 24 hrs. (60 snack bars)
- Emergency toilet w/bags
- First Aid Kit for 20-30, including serious trauma
- Disinfectant/Hand sanitizer
- EMT shears
- Work gloves
- Nitrile gloves
- Normal saline
- Crank radio/flashlight
- LED flashlight
- LED lantern
- Spare Batteries (Lithium)
- Games for kids and adults
- Marking pen
- Waterproof paper
- Strong duct tape
- 2 ea Trauma Kits (tourniquet, SAM Splint, QuikClot, Emergency Bandage, etc.)
- 3 ea tourniquets
- 4 ea 36" SAM Splints
- 8 ea elastic bandage wrap
- 12 ea triangle bandages
- 25 ea abdominal pads
- Emergency key
- Emergency Plan instructions

Appendix H: EMERGENCY SUPPLY CABINET

- 100 ft. nylon cord
- Water for 20-30 for 24 hrs. (60 bottles)
- Food for 20-30 for 24 hrs. (60 snack bars)
- First Aid Kit for 20-30 including serious trauma
- Disinfectant/Hand sanitizer
- EMT shears
- Work gloves
- Nitrile gloves
- Normal saline
- Crank radio/Flashlight
- LED flashlight
- LED lantern
- Spare batteries (lithium)
- Strong duct tape
- 2 ea Trauma Kits (tourniquet, SAM Splint, QuikClot, Emergency Bandage, etc.)
- 3 ea tourniquets
- 4 ea 36" SAM Splints
- 8 ea elastic bandage wrap
- 12 ea triangle bandages
- 25 ea abdominal pads
- 20 ea Bio waste bags
- Emergency Plan instructions



Phone Threat Checklist

- **Keep the caller talking: be polite, show interest, take notes.**
- **Dial 911 as soon as caller hangs up.**

Date & Time Reported: _____ How Reported: _____

Originating Phone #: _____ Receiving Phone #: _____

Name & Location of Person Receiving Call: _____

Type of Threat: Bombing Shooting Physical Assault Arson Radiation

Exact Wording of Threat: (Use back sheet if needed.) _____

Questions to Ask:

When will the event happen? _____

Where, specifically, will the event happen? _____

If a bomb, where is it right now? _____

when will it explode? _____

what kind is it? _____

what does it look like? _____

If a shooting, what kind of gun used? _____

Why is this event happening? _____

If a phone threat, where calling from? _____

Description Tools

Caller's Voice (Circle all that apply)

Male Female Young Middle-Aged Old Accent _____
 Calm Laughing Angry Nervous Crying Hysterical Distinct
 Soft Loud Deep Nasal Raspy Slurred Lisp
 Does the voice sound familiar? Yes No Like whom? _____

Background sounds (Circle all that apply)

Background Noise: Yes No Noise: Loud Soft Static
 Street sounds PA system Waiting area Muffled (in a booth or room)
 Restaurant Music Office machine(s) Other voices Airport
 Ship sounds (horns, buoy bells, etc.) Train sounds Mechanical sounds

Any other observations/ comments? (Use back of sheet if needed.) _____