



JEWISH AMERICAN DEFENSE COALITION

2019 High Holiday Security Preparation Checklist

Please review the following security recommendations for the upcoming 2019 High Holiday season.

Local Law Enforcement

- Advise local law enforcement of High Holiday Schedules and special events
- Ensure that ushers and other volunteers and employees are briefed on how to report suspicious activities
- Perform practice drills with ushers, employees and staff for reporting suspicious activities as well as how to respond
- If your institution has hired a police officer or security guard, have them participate in practice drills along with staff.
- Re-identify primary security contact persons.

Facility Access Procedures:

- Review facility access procedures for the high holiday events
 - Are all points of entry controlled?
 - Is there an employee or usher or security personnel to be located at all points of entry
- Ensure no one can enter the facility or secure areas without being greeted or observed by personnel

Equipment Review

- Ensure that all monitoring equipment (cameras, sensors, alarm contacts) are functioning and cover all areas of the event
- Confirm video systems are recording and can playback
- Check all radios for interoperability and functionality
- Use all equipment during practice drills

Mail and Package Screening:

- Ensure that all mail and packages are placed in a separated and secure screening area
 - Mail that seems abnormal or does not appear normal should be selected for specialized screen
- Proceed with care when inspecting abnormal mail or contact law enforcement immediately
- Package delivery and mail employees should follow the same screening procedures as anyone visiting the facility
- Have all packages delivered outside of secured and sensitive areas

Physical Security

- Are buildings kept locked when unoccupied?
- Are all secure area doors autolocking? Testing should be performed during drills.
- Are personnel assigned to check windows and exit doors for security before leaving the building at the end of the day as well as throughout the day?
- Have you made arrangements for regular police patrols or a security force drive-by at night?