

## Synagogue Life and Safety Self Basic Assessment Tool

The following self-assessment is intended to provide synagogue leaders with a high level overview of the completeness of their emergency plans. It does not replace a comprehensive vulnerability assessment and planning process. For each item indicate "Yes"; "No"; or, "Partial". Less than 25 "yes" responses suggests urgent attention is needed.

QUESTION	Y / N / P
<b>Processes</b>	
1. Is there an updated emergency response plan?	
a. Are all staff familiar with it?	
b. Was it reviewed within the past 12 months?	
c. Was it tested (drill, exercise, etc.) within the past 12 months?	
2. Does the plan include the following:	
a. Unique alerts to let people know when to evacuate, shelter in place, or lockdown?	
b. Means of communication between ALL staff during a crisis (and away from desk phones)	
c. Means of notifying the community about the crisis in real time?	
d. A system for tracking and accounting for all individuals who might be in the building during a crisis?	
3. Are evacuation maps posted in offices, classrooms and other places where people might be gathered?	
4. Have safe places for lockdown been identified within the building?	
a. Are those places marked and/or known?	
b. Are those places large enough to contain all the people?	
5. Have assembly areas been identified and marked?	
a. Have offsite assembly areas been identified?	
6. Have the fire department and police department been invited for a walkthrough?	
7. Do staff and other occupants comply with the policies and procedures of the facility? (E.g. keeping doors closed, signing in/out, etc.).	
8. Is there a policy on the use of fire extinguishers?	
9. Are emergency plans for specific programs (e.g. preschool, religious school, etc.) integrated into the synagogue's primary plan and known to the members of the crisis team?	
10. Do people using the facility (e.g. for life cycle or cultural events) receive instructions on emergency response procedures?	
<b>People</b>	
1. Is there a designated crisis response team?	
2. Are there lists of regular occupants of the building (staff, students) with emergency contact information available offsite?	
3. Does the plan account for individuals with mobility, sensory, and/or other disabilities in the event of an evacuation or lockdown?	
4. Do all staff know what their role is in the event of an evacuation, shelter in place or lockdown?	
5. Do staff know how to use the emergency communication equipment?	
6. Are staff trained in CPR / AED use and first aid?	
7. Are all staff familiar with the entire facility?	
8. Are all staff familiar with ALL evacuation routes (primary and secondary)?	
9. Have staff been trained in de-escalation techniques?	
10. Do people answering phones have instructions on how to deal with threats?	
11. Is there anyone aside from the person responsible for the facility that knows how to shut down the HVAC and other major systems?	
<b>Places</b>	
1. Does the facility have access control?	
2. Is there an integrated security system?	
a. Is there more than one individual who knows how to operate the security system?	
3. Does the facility have a gas stove or any other equipment with a pilot light?	
4. Are updated floor plans readily available to first responders (fire, police)?	
5. Are all flammable, toxic and heat producing materials (including paint, solvent, cleaning agents, ice melt, detergents, oil, gasoline, etc.) stored in fire cabinets?	
6. In the evacuation routes, are there any points of possible congestion or blockage?	
7. Are ground floor windows covered (from the inside) with reflective materials designed to reduce visibility from the outside?	
8. Are exterior locks checked periodically and maintained appropriately?	
9. Are exterior doors numbered (both inside and out)?	