

## **SCN EVENT SECURITY Checklist**

### **Security Planning Resources**

The SCN website contains a [Homeland Security and Preparedness Training Center](#) section that features an archive of best practices from SCN, the Department of Homeland Security, and others to provide you with the resource support for your security planning and to complement the Event Planning Checklist. We also strongly recommend and encourage you to remain in close contact with local law enforcement authorities over the course of the holiday period and to include them in your security planning.

### **Event Security Planning Checklist**

It is important to remain cognizant of the current security environment and remain vigilant, particularly when there is a need for a balanced approach to securing our institutions, agencies and organizations over the coming holidays.

The following checklist, which has been revised and updated, is designed to provide security directors and administrators tasked with security responsibilities with a checklist of tasks, recommendations, and action items to consider while planning for events.

#### ***Event Security***

- Notify law enforcement and other public safety partners about any events that your facility is hosting; revisit with them a few days in advance. This will allow for tracking of possible threats as well as the allocation and assignment of law enforcement personnel. Request increased police presence and/or patrols- take into account walking routes as well.
- Consider the use of private security officers or off-duty police as deemed necessary for the scope, size and location of the event.
- Appoint trained staff or volunteers as observers to watch for suspicious activity and for any signs of possible disruption/violence; individuals should be instructed not to confront but observe and report; observers should be armed with cameras/recorders and phones and/or radios and have a direct line to event security and law enforcement.
- Conduct internet and social media searches on your event to see who is talking about it, to include possible threats of violence or other discussions calling unwanted attention toward your facility.
- Access Control and Screening of participants may be limited due to the size and setting of events. Be aware of those around you and report suspicious persons and/or activity to law enforcement or security personnel.
- When arriving at a facility or community event, observe the layout of the area, ingress and egress routes, potential choke points, items or areas that can be protective barriers if necessary, and crowd behavior. Also take notice of security personnel and law enforcement personnel (if any) locations.
- Be prepared for the unexpected. In the event of an emergency try to avoid panic,

listen for announcements/ directives from event officials; know the locations of the nearest exits or routes to safety.

- Prior to events, review emergency response procedures (lockdowns and evacuations) with your staff and employees to ensure they understand what to do in the event of an incident.

### ***Possible Indicators of Suspicious or Terrorist Activities***

- Unusual or extended interest in public utilities, large public gatherings, transportation centers, government buildings and other possible terrorist targets
- Unusual requests for information, particularly about security or procedures for at-risk buildings
- Individuals may try to have a “cover story” or appear "normal" in their behavior such as portraying a student or tourist
- Multiple sightings of the same suspicious person, vehicle, or activity in or around your facility or other local Jewish institutions
- Individuals sitting in a parked car for an extended period of time
- Individuals who don't fit into the surrounding environment because they are wearing improper attire for the location or season
- Individuals drawing pictures or taking notes of an area not normally of interest to tourists or showing interest in or photographing security cameras, guard locations, or watching security procedures
- Loitering around potential target with no apparent or valid reason
- Terrorists may conduct training, surveillance and "dry runs" prior to an act
- Terrorists may conduct surveillance to determine a target's suitability for attack by assessing the capabilities of existing security and discerning weaknesses in the facility

### ***Security Committee***

- Appoint a security leader to oversee and coordinate security planning; each Federation, synagogue, JCC and other facility should appoint a security leader or coordinator responsible for organizational security
- Assemble Security Committee- Coordinate security planning with High Holy Days planning committee
- Conduct Security Awareness, Emergency Response and Suspicious Activity Awareness Training for ushers, greeters and other staff; for online security awareness training, please access the [SCN Homeland Security & Preparedness Online Training Center](#)
- Establish Emergency Communications Coordination-Announcements, radios, evacuation & lockdown
- Ensure all physical security equipment is in good and working order (i.e. locks, CCTV, etc.)

### ***Security Plan***

- Review and update your security plan
- Establish/Review Visitors & Guests Authentication Procedures-review registrants;

- Focus on procedures for interacting with strangers/unfamiliar persons
- Review Access Control- Identify all facility ingress and egress including driveways, curbside areas, parking
- Establish Layered Perimeter Security- Devise parking strategies to set up a physical barrier from roadways, where applicable
- Plan & Practice Scenario Based Responses (i.e. Tabletop Exercises)- Suspicious behavior, threatening situations, evacuations/lockdowns
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### ***Law Enforcement***

- Initiate Contact with Local Law Enforcement
- Engage Law Enforcement in your security planning process
- Notify Law Enforcement of High Holy Days Schedule of Events; Revisit with them a few days in advance
- Request increased police presence and/or patrols-Take into account walking routes as well
- Consider hiring off-duty police as part of your security program

### ***Security Action Items***

- Conduct Security Survey of your facility and neighboring area
- Conduct Threat Assessment-Discuss with local law enforcement; monitor SCN notices
- Review and discuss survey & assessment findings with security committee; address immediate gaps or vulnerabilities as required
- Establish layered Perimeter Security Procedures; entrance, parking areas, adjacent property
- Control Parking Areas
- Implement Access Control Measures (limit points of entry as permitted by Fire Code)
- Follow Authentication Procedures for Greeting Guests & Visitors
- Review Emergency Response Procedures: Lockdowns & Evacuations
- Convene Security Committee, Volunteers, and Security Personnel for Final Briefing prior to events

### ***Incident Reporting***

Security and facility staff should report suspicious activity accordingly to local law enforcement authorities or your statewide Suspicious Activity Reporting (SARs) agency. In addition, suspicious threats and activity in or around Jewish facilities should also be reported to the nearest FBI field office. A listing of FBI field offices can be [accessed here](#).

**As always, in the event of an immediate threat or emergency, dial 9-1-1**

For additional information, resources and access to training programs, please visit the Secure Community Network website at [www.scnus.org](http://www.scnus.org).

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**“If You See Something, Say Something™”**  
**Report suspicious activity to local law enforcement.**

**Secure Community Network**  
*Your Trusted Partner for Communal Security*

[www.scnus.org](http://www.scnus.org)

*Secure Community Network (SCN) is the national non-profit homeland security initiative of The Jewish Federations of North America and the Conference of Presidents of Major American Jewish Organizations.*