

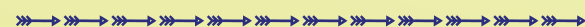
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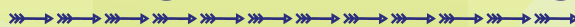
Project Ezra  
Of Baltimore

# KEEP YOUR CAMP SAFE

“ונשמרתם מאד לנפשותיכם”



Effective Recommendations for  
**Safety and Security**



by Frank Storch

**ABUSE  
PREVENTION  
SECTION**

by Debbie Fox, LCSW

Director and Founder  
of Magen Yeladim  
International



Endorsed by:



DINOVITZ EDITION





By Frank Storch

Founder and director of The Chesed Fund Limited and Project Ezra of Greater Baltimore, Inc.

Preparing Our Community Today for a Safe and Secure Tomorrow™

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The Chesed Fund Limited is dedicated in memory of

Mordechai & Rebecca Kapiloff, ע"ה

Dr. Bernard Kapiloff, ע"ה

Rabbi Norman & Louise Gerstenfeld, ע"ה

Project Ezra of Greater Baltimore, Inc., is dedicated in loving memory of

Mr. M. Leo and Hannah Storch, ע"ה

Printing dedicated in loving memory of

Chaim Mordechai ben Pinchas, ע"ה, and Chaya Shoshana (Raizel) bas Shema, ע"ה, Insel

This guide is also dedicated as a zechus for a refuah shleima

Golnaz Rivkah bat Yaffa, יח"י

Sara Cherna Chaya bas Eta Chana, יח"י

With profound appreciation to my wife, Danielle Sarah, The Chesed Fund and Project Ezra team, and my family and friends, whose assistance was invaluable in the preparation and production of this guide. With special appreciation to Debbie Fox, LCSW, founder and director of Magen Yeladim International; Henya Storch, RN, MSN, CEO of the Storch Agency International; and Dr. Joshua Gleis, president of Gleis Security Consulting, LLC. My heartfelt thanks go to Michael Masters, national director and CEO of the Secure Community Network (SCN), and Patrick Daly, deputy director and COO, for their tireless efforts on behalf of our communities. I am also grateful to our talented graphic designers:

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#### Legal Disclaimer

*This guide is intended for educational and informational purposes only. The author of this guide and any related entities do not assume, and specifically disclaim, any and all liability with respect to any loss or damage to life or property caused by any omission in or use or misuse of suggestions described here. Information herein may not be applicable or appropriate in all states and jurisdictions. This document should only be used as a supplementary guide and does not substitute for all or specific legal and camp safety risk-management advice or solutions. Please check with local law enforcement, security personnel, fire departments, and the Americans With Disabilities Act to ensure that any suggestions implemented are in full compliance with public safety recommendations, laws, and regulations.*



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January 2024

Dear Camp Owners, Directors, and Administrators,

The words “summer camp” usually evoke warm feelings of children enjoying their vacation days in a relaxed environment. After the horrific massacre in Israel and the harsh reality of increased terrorism and antisemitism throughout the world, Jewish camps now have added challenges in providing safety and security along with fun and relaxation.

In October 2018, 11 lives were tragically lost in the most gruesome attack on Jews in U.S. history, at the Tree of Life Congregation in Pittsburgh. The following year brought more tragedy and lives lost, with attacks at a shul in Poway, California, a grocery store in Jersey City, New Jersey, and a Rabbi’s home in Monsey, New York. We also must not ignore the fact that as of October 7th, 2023, due to the war in Israel, there have been a total of 2,031 antisemitic incidents, in the U.S. in just two months (up from 465 incidents during the same period in 2022). This represents a 337-percent increase year-over-year!

My belief, grounded in more than 50 years of hands-on safety and security consulting experience, is that every camp should now reevaluate and update its safety and security measures. In 2013, in response to the Sandy Hook Elementary School shooting, and the critical need to protect our children, I authored and published *Keep Your School Safe*. This was followed by various other free guides including *Stay Safe in Israel*, for yeshiva and seminary students. I have also provided assessments for camps, schools, shuls, and community institutions, in the U.S., England, and Israel.

*Keep Your Camp Safe* was developed to help your camp thoroughly review its security needs, identify potential risks, and implement upgrades. Every camp has different requirements and not all recommendations will be applicable to your camp. For funding, I suggest you apply for government grants and reach out to private foundations, nonprofit organizations, and local Jewish federations.

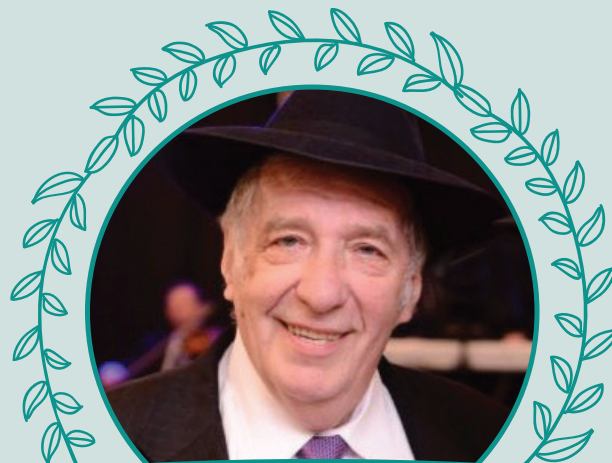
As camp owners and directors, you bear the critical responsibility of protecting our children. Please share this guide with all your staff, security personnel, community members, and other camps. Your feedback is vital to improving future editions, and I welcome your thoughts and comments via email at [keepyourcampsafe@gmail.com](mailto:keepyourcampsafe@gmail.com) or at 410-653-3333. This guide is also available for free download at [www.keepyourcampsafe.org](http://www.keepyourcampsafe.org).

May Hashem safeguard us from all harm.

Frank Storch

**COMING SOON!**  
*Keep Your Shul Safe*





KEEP YOUR CAMP SAFE IS DEDICATED  
IN MEMORY OF

**Rabbi Ronnie Greenwald, ע"ה**

As the founder and director of New York's well-known Camp Sternberg for over 50 years, Rabbi Ronnie Greenwald, ע"ה, single-handedly transformed the camp experience for thousands of Jewish girls. With the support of his wife and family, he dedicated his life to helping children of all ages and from all backgrounds. He helped children with physical handicaps, minor to severe, children with emotional trauma and pain, and children who struggled spiritually. He inspired campers to grow and succeed in their life's journey, and he left an impression that lasted far beyond a single camp season.

Rabbi Greenwald loved all people equally, and everyone who met him felt the sincere warmth of his huge heart. He saved lives physically, as well. His tremendous foresight, diplomatic skill, and integrity made him world-renowned as a master negotiator in eight spy and prisoner releases. A community activist, he also helped many others in various ways. His true passion, however, and his favorite place to be, was Camp Sternberg, providing a safe haven for campers from all over the world, who eagerly counted down the days for camp to begin.

On January 20, 2016 (10 Shevat 5776), the world lost a great visionary and true leader. Unfortunately, we were unable to have Rabbi Greenwald provide his incredible insight on this guide, but we know he would have wanted to participate in this vital effort. May every step taken to ensure the safety and security of Jewish campers based on guidance from *Keep Your Camp Safe* be in his merit.



KEEP YOUR CAMP SAFE IS ALSO DEDICATED

## IN MEMORY OF BELOVED MEMBERS OF THE **DINOVITZ FAMILY:**

Harav Binyamin Moshe Dinovitz, ע"ה

Mr. Yaakov Pesach and Mrs. Zelda Dinovitz, ע"ה

Mr. Peretz and Mrs. Annie Scheinerman, ע"ה

Mr. Harry Aharon and Mrs. Lillian Marion Frid, ע"ה

Mr. Julius and Mrs. Jenny Fine, ע"ה

Mr. Herschel and Mrs. Nechama Wiseman, ע"ה





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**Keep Your Camp Safe** addresses potential security concerns relevant to a wide variety of camps, from those with many campers, large campgrounds, and large operating budgets to smaller camps with fewer resources and shared facilities. Some camps already have a robust security infrastructure, while others have minimal security measures in place. Not every emergency scenario can be planned for, and not every conceivable contingency can be preemptively addressed. Nevertheless, giving careful consideration to the broad range of effective suggestions in this guide will make you much better prepared to respond to any situation that may arise.

Preparedness is a crucial ongoing process that requires continual investment, and this guide provides essential steps camps can take to ensure a more protected outcome for staff and campers.

**Since security measures must be maintained 24/7, all halachic concerns regarding Shabbos should be discussed with a rabbi in advance. Additionally, as per the Vaad HaRabbonim of Baltimore, any situation of even the slightest potential of danger to life (*safeyk sakanos nefashos*) must be reported immediately.**

It is worth noting that the rabbi at the Tree of Life Congregation had originally been reluctant to carry a cellphone on Shabbos, but, because of security training, he did have his cellphone with him when the tragedy occurred. He was the first person to call 911, and doing so facilitated a quick response from law enforcement and likely helped prevent further loss of life.

Please read through this entire guide to understand the larger plan of effective security and safety management. Certain topics not covered in the core of the guide and several checklists are included in the Appendix and Supporting Materials sections (see pages 27-47).



# CAMP SECURITY

- ➔ Security Management Plan
- ➔ Security Staff
- ➔ First Responder Relationships
- ➔ Security Consciousness
- ➔ Hostile Surveillance and Response
- ➔ Suspicious Mail, Packages, and Response
- ➔ Grounds
- ➔ Parking Lots and Loading Docks
- ➔ Entrances and Buildings
- ➔ Windows
- ➔ Offices, Hallways, and Stairwells
- ➔ Locks and Keys
- ➔ Communication
- ➔ Security Equipment
- ➔ Security Maintenance
- ➔ Daily Procedures
- ➔ Drills and Training Sessions
- ➔ Incident Management
- ➔ Staff and Camper Active Threat Response
- ➔ Post-Incident Procedures



## SECURITY MANAGEMENT PLAN

**Have policies and procedures in the following areas been clearly defined, documented, and instituted in a security management plan provided to key staff?**

- ☀ creation of a security committee whose members, selected by the camp board, director, and administration, are responsible for the establishment, oversight, and maintenance of all the camp's security-related matters
- ☀ selection of security committee members according to diverse skills and roles, training, and expertise (e.g., security, legal, and medical professionals, maintenance staff member) and regular presence at the camp
- ☀ selection of a security coordinator (for larger camps) whose primary function is to oversee implementation of the camp's security policies and procedures
- ☀ selection of a qualified security officer, or officers depending on the size of the camp, from a reputable company, who reports to the security coordinator or security committee, to guard the camp (see Security Officer Selection, page 31)
- ☀ defining the respective roles of the security committee, coordinator, and officer to clearly delineate the chain of command
- ☀ preventive measures and routines that the security committee member or coordinator must undertake daily, nightly, on Shabbos, and at camp events
- ☀ requirement that all staff register their vehicles with the camp and display parking decals in their windshield to park in the parking lot
- ☀ designation of visitor parking, incoming visitor screening, and ID badges or stickers, provided by the front desk, that must be worn by visitors
- ☀ staff hiring, background checks, and random drug tests (see Staff Considerations, page 30)
- ☀ maintenance of a banned visitors list, with pictures, to be kept at the front desk and which includes visitors who have acted aggressively on the premises in the past or may pose a security threat for other reasons
- ☀ incident management responses for suspicious mail, vehicles, and individuals, vandalism, burglary, arson, cyberattacks, bomb threats, repetitive bomb threats, active threats, evacuations, lockouts, lockdowns, medical emergencies and deaths, accidents, fire, hazardous materials, power outages, and natural disasters such as storms and earthquakes
- ☀ streamlined systems of communication among staff, between staff and larger facility staff (if applicable), and between staff and campers during and after a threat or incident
- ☀ drill and training protocols and schedules for staff and campers
- ☀ a testing protocol to ensure procedures are implemented, including solicitation of feedback from staff and campers (see Confidential Security Questionnaire, page 35)
- ☀ a post-incident recovery plan to include getting the camp back to its normal schedule, selecting a new evacuation-site for future emergencies, and meeting with the first responders present during the incident to review and evaluate the response's effectiveness
- ☀ review of security incident reports from the prior year to implement new or different security measures for the current year
- ☀ prohibiting or allowing staff to carry firearms on the premises after the security committee thoroughly reviews state and local laws and regulations and consults an attorney
- ☀ the requirement that gun owners notify the security committee that they are in possession of a gun, provide proof of their licensing and insurance certification, and share plans to secure it safely.



## SECURITY STAFF

### Do the security committee members' (or security coordinator's) responsibilities include the following items?

- ✧ holding regular meetings to assess and review progress, discuss concerns and challenges, devise solutions, and upgrade the security management plan as needed
- ✧ requesting a security assessment by the Secure Community Network (SCN), a security professional, local law enforcement, or a Department of Homeland Security protective security adviser and addressing open items from the assessment in a timely manner
- ✧ hiring one or more trained and experienced security officers who report to the security coordinator or security committee and who will be present during regular daytime and nighttime shifts at camp (see Security Officer Selection, page 31)
- ✧ if a security officer is not hired, assigning a security committee member or hiring a security coordinator to carry out certain crucial security officer tasks, such as developing and implementing a rotation schedule of overnight patrols of the camp
- ✧ if a security officer is not hired, hiring a security officer for special events, such as the first day of camp and visiting day
- ✧ introducing security officers to all staff, explaining each of their roles, and providing contact information for particular security concerns (e.g., contact Mr. Schwartz about security equipment issues, contact Mrs. Cohen about security officer-related issues)
- ✧ reviewing camp security needs during the year by performing several visits to the campgrounds so that maximum security measures are already installed or established when camp begins
- ✧ if the camp is part of a shared facility, communicating with the facility's security staff; sharing procedures, plans, and resources; and formulating cooperative security plans and strategies
- ✧ developing a security budget within the camp's annual operating budget to provide the necessary security resources
- ✧ monitoring global, national, and local security incidents to evaluate their threat to the camp's security (including designating someone to receive alerts if they occur on Shabbos)
- ✧ maintaining connectivity with SCN through its Duty Desk to receive intelligence information, bulletins, flash reports, and to report incidents and issues
- ✧ determining whether a threat report is from credible and trusted sources and not from unconfirmed social media reports or "breaking news" alerts
- ✧ ensuring enrollment in an emergency mass notification system, such as SCN Alert, a cloud-based mobile app that allows users to send email, texts, or phone calls for immediate communication with staff, as well as with local and national Jewish camps, schools, shuls, and organizations in an emergency (see SCN Alert, page 44)
- ✧ being on-site every day and night (if there is a committee, at least one member) and ensuring backup coverage when unavailable
- ✧ performing a walk-through of the entire premises every morning and evening to ensure that all appropriate security measures are implemented and there are no security breaches
- ✧ being aware of electrical panels, water tanks, air handling systems, and utility shut-off valves
- ✧ developing and maintaining good relationships with neighbors to increase awareness of any security issues or threats
- ✧ running training workshops and drills for staff and campers
- ✧ selecting appropriate primary and secondary evacuation sites for emergency evacuation (see Evacuation Route and Site, page 28)
- ✧ wearing clothing or reflective vests clearly marked with the words "Safety Staff"
- ✧ ensuring that several security committee members keep their cellphones turned on and accessible on Shabbos (after asking your Rav)
- ✧ establishing security measures for off-campus activities (e.g., trips, hikes)
- ✧ defining and implementing incident management procedures (e.g., lockout, evacuation, lockdown)
- ✧ staying updated on safety and security regulations and laws
- ✧ consulting with experts (e.g., SCN) to ensure best practices are maintained in all relevant security areas (e.g., defensive tactics, cybersecurity, emergency medicine)
- ✧ documenting all security-related incidents, no matter how small, and determining which incidents should be reported to law enforcement and SCN
- ✧ developing a list of staff who have specialized skills, such as first aid, CPR, Stop the Bleed, and providing the list to key staff
- ✧ evaluating the performance and productivity of security staff regularly to ensure all tasks are completed and staff fulfill their roles
- ✧ providing the camp director, board members, and administration with regular reports on the security status of the camp and a final end-of-summer report regarding outstanding issues and ideas for the following year







## FIRST RESPONDER RELATIONSHIPS

**Does a security committee member or the security coordinator develop and maintain relationships with local first responders in the following ways?**

- ✧ inviting local law enforcement to the camp annually, before camp begins, to develop relationships and to familiarize themselves with the campgrounds
- ✧ asking local law enforcement to increase routine and random patrols in the area while camp is in session
- ✧ providing crisis kits to first responders so they are prepared in the event of a threat or incident at the camp (see Crisis Kit Item List, page 41)
- ✧ inviting first responders to visit the camp often to become familiar with the premises
- ✧ encouraging bomb squad, K9 units, SWAT teams, local law enforcement, and emergency responders to train for emergencies on the premises, before camp is in session, including for active threat and bomb threat scenarios
- ✧ requesting first responders' input when developing a security management plan, training sessions, and drills
- ✧ inviting first responders to attend training sessions and drills at camp and soliciting their feedback
- ✧ giving local law enforcement advance notice when large crowds are expected (e.g., another camp comes to visit) and requesting an increased police presence or patrols
- ✧ advising emergency responders on the safest and fastest way to gain entry to the premises and buildings if the camp is on lockdown or lockout
- ✧ requesting a liaison police officer be assigned specifically to the camp, especially if the camp has a particularly large population or premises
- ✧ requesting the cellphone numbers of particular emergency responders, to be used after calling 911 if there is a valid threat or emergency
- ✧ researching local first responder response times to ensure they are immediate and if not, identifying potential partnerships to ensure more immediate response times (e.g., sheriff's office)



## SECURITY CONSCIOUSNESS

**Is a culture of security among staff and campers continuously supported and reinforced?**

- ✧ conducting mandatory security training workshops and drills
- ✧ introducing the "If You See Something, Say Something®" campaign highlighting the need to remain vigilant and alert to anything out of the ordinary (e.g., unattended packages or bags)
- ✧ encouraging extra vigilance during Shabbos, especially if the camp has experienced burglary, vandalism, or arson, or if other local or national Jewish institutions have received threats, or there are active security threats nationally or globally
- ✧ encouraging everyone to share concerns or ideas regarding the camp's security (see Confidential Security Questionnaire, page 35)
- ✧ asking staff to save the phone numbers of the security committee members, security coordinator, security officer, on-site medical staff, and Hatzalah (if applicable) into their phones, and giving them small cards with these numbers as well
- ✧ instructing everyone to direct visitors to the main camp entrance, rather than to other entrances or buildings
- ✧ identifying where first aid kits, fire extinguishers, and emergency exits are located
- ✧ notifying everyone regularly of any security updates
- ✧ requiring staff and campers to receive permission before posting details about the camp premises and events via social media
- ✧ before camp begins, providing all staff with a security and safety handbook of essential policies and procedures for quick reference and review
- ✧ encouraging everyone to memorize the camp's address in case they need to call 911
- ✧ requesting the camp rabbi or director remind everyone, as part of their Shabbos speech, about emergency exit locations, evacuation routes, and the need for everyone's vigilance ("If You See Something, Say Something®")
- ✧ reminding everyone that security is a serious matter, and there should be no jokes or pranks regarding camp security, such as color war breaking out, pulling a fire alarm, using a firecracker on the premises, or making jokes about a bomb

### Are staff and campers required to report a camper, staff member, or visitor who may pose a threat and is exhibiting any of these behaviors?

- ✧ sudden and dramatic changes in personality
- ✧ drug or alcohol abuse
- ✧ erratic, unsafe, hostile, or aggressive behavior
- ✧ expressing grievances or intentions of retribution because they perceive they have been wronged or marginalized by the camp or people in the camp

### Are staff and campers required to report any of these occurrences?

- ✧ anyone attempting to access unauthorized areas
- ✧ suspicious requests for information via email, social media, or phone
- ✧ the presence of anyone unfamiliar at the camp during unusual or irregular hours
- ✧ social media posts that detail or suggest planned violence against the camp
- ✧ any security repairs needed (e.g., broken locks, doors, windows, and burned-out lightbulbs)
- ✧ unattended suspicious backpacks, luggage, boxes, etc.



## HOSTILE SURVEILLANCE AND RESPONSE

Are staff and campers trained to stay alert, recognize, and report any possible signs of hostile surveillance or a potential threat from suspicious individuals or vehicles fitting any of these descriptions? Are they advised to always err on the side of caution?

### SUSPICIOUS INDIVIDUALS

- ✧ unfamiliar and not wearing visitor ID badges provided by the front desk
- ✧ overdressed for the weather or wearing bulky or ill-fitting clothing
- ✧ loitering with no apparent reason
- ✧ exhibiting a lack of understanding of basic religious practices or camp procedures
- ✧ taking notes, drawing pictures, using recording or camera equipment, and/or watching the security officer's location
- ✧ expressing an unusual or extended interest in the camp or large public gatherings at the camp, particularly in the security procedures, entry points, locks, alarms, drills, and ventilation system
- ✧ sitting in a parked car for an extended time period, or on more than one occasion
- ✧ becoming nervous, evasive, or hostile when observed or questioned
- ✧ attempting to access restricted areas (e.g., storage facilities, rooftops)
- ✧ holding a briefcase, backpack, suitcase, or large package slightly away from their body
- ✧ arriving at camp without any notification and claiming to be a contractor, service or maintenance technician, etc.

- ✧ cupping hands or keeping hands in pockets (i.e., possibly holding a triggering device)
- ✧ passing through camp entrances and exits repeatedly
- ✧ acting extremely anxious with darting eyes and/or muttering

### SUSPICIOUS VEHICLES

- ✧ unexpected or unfamiliar delivery or maintenance van or truck on or near the premises
- ✧ vehicle seen in the same location on the street, in the parking lot, or at the loading dock on multiple occasions with no valid reason
- ✧ vehicle with an expired, missing, or covered license plate, inspection sticker, or registration
- ✧ old-model vehicle of little value with a saggy suspension or appearing unevenly overloaded
- ✧ frequent appearances on camp entrance roads, claiming they are lost when questioned

*Note: If a staff member or camper chooses to record, photograph, or videotape a suspicious individual or vehicle, they should do so only if it will not escalate the situation or put themselves or others in danger. They should then file a report (see Security Incident Report, page 37).*

If there is a suspicious individual or vehicle on or near the premises, no one should attempt to engage the person or approach, touch, or inspect the vehicle. Instead, they should report the person or vehicle to the camp's security staff. Everyone should maintain a safe distance in the event the vehicle is rigged as a car bomb or may be used in an attempted vehicle ramming attack.

If there is a vehicle ramming attack, everyone present should run to the nearest safe area in the opposite direction of the vehicle. If rapid escape is not an option, individuals should seek cover behind any object that keeps them out of the line of sight of the vehicle. If someone falls, they should curl up into a protected position and, once able, stand up and quickly move away. Police should be called as soon as it is safe to do so.







## SUSPICIOUS MAIL, PACKAGES, AND RESPONSE

Be suspicious if mail or packages include some of the following characteristics:

- ✧ stains, discolorations (possible odor)
- ✧ in a padded envelope
- ✧ unusually heavy, lopsided, or uneven
- ✧ unexpected delivery, missing a return or delivery address
- ✧ unattended, hidden, or not typical for the camp to receive
- ✧ obviously suspicious with visible bomblike components or appearing to contain explosives, IED, or other hazardous materials
- ✧ poorly typed or written words or misspellings
- ✧ foreign writing
- ✧ incorrect or generic titles
- ✧ restricted endorsements (e.g., Personal, Rush, Private)
- ✧ excessive postage possibly from other countries
- ✧ excessive tape

Take the following steps if a suspicious letter or package is received and you suspect it may contain a bomb or radiological, biological, or chemical threat.

- ✧ Notify local police, FBI, SCN Duty Desk, the security coordinator, appropriate personnel, and the postal inspector.
- ✧ Do not smell or touch the object.
- ✧ Do not open, shake, or move the object.
- ✧ Do not use cellphones or two-way radios near the object.
- ✧ Take photos of the object.
- ✧ Isolate the object by cordoning off the immediate area.
- ✧ Evacuate everyone from the area.
- ✧ Document the package's suspicious elements (e.g., markings, postage)
- ✧ Document the names and contact information of people who were in the immediate area when the package arrived or was found.
- ✧ Ensure that people who have touched the object wash their hands with soap and water.

PLEASE POST THESE INSTRUCTIONS AT ALL APPROPRIATE LOCATIONS.



## GROUND

Have the following measures been implemented to secure the grounds?

- ✧ property lines clearly delineated and patrolled to deter trespassers or potential perpetrators from attempting to gain entry
- ✧ adequate lighting and signage on the road to the camp so that an emergency vehicle or law enforcement can easily find the camp and its entrance
- ✧ a booth for a security officer at the camp entrance
- ✧ speed bumps or other measures to restrict, slow, or monitor vehicles near the campgrounds
- ✧ high-quality and adequate fencing (i.e., tubular steel with projections) around the perimeter of the campgrounds that allows for emergency exit and evacuation
- ✧ sufficient lighting installed on the perimeter and at all entrances and exits to the premises to illuminate inside and above the fence
- ✧ grounds free of clutter (e.g., unused dumpsters, trash, old furniture)
- ✧ landscaping designed to provide unobstructed sightlines for front desk monitoring
- ✧ steel bollards, barriers, and/or planters installed strategically at all parking areas and large buildings to prevent vehicles from driving into them
- ✧ monitoring of daily traffic in and out of the premises by a security officer, committee member, or coordinator



## PARKING LOTS AND LOADING DOCKS

Have these steps been taken to make parking and loading areas safe?

- ✧ all parking areas are well lighted
- ✧ parking lots allow easy access for first responder vehicles, such as ambulances or fire trucks
- ✧ nonemergency vehicles are prohibited from parking within 50-100 feet of the building (check with law enforcement for an appropriate distance)
- ✧ loading dock rolling doors are fully functional and are always kept locked, except when they are in use
- ✧ visitor parking designated close to the main entrance so visitors can be easily monitored upon entry
- ✧ parking spaces close to the building designated for preapproved individuals only (director, rabbi) and restriction enforced through signage and parking decals
- ✧ towing of illegally parked or abandoned vehicles after a posted period of time
- ✧ designating an area in the parking lot and clearly delineating it as the bus or van loading and unloading area



## ENTRANCES AND BUILDINGS

**Have the following measures been taken to make buildings and their entrances secure?**

- ✧ main camp entrance designed (or redesigned) to limit intruder access, especially if separate from the main office building entrance
- ✧ all secondary entrances and exits to the camp kept locked
- ✧ clear signs directing individuals to enter the camp only via the main entrance
- ✧ an access control area at the entrance to the camp to screen visitors and delay forced entry attempts
- ✧ main building entrance and exit doors made of steel, aluminum alloy, or hardwood solid cores
- ✧ good lighting around building entrances, both inside and outside the building
- ✧ main office reception area provides staff with unobstructed views of the camp entrance area, parking lots and loading docks, with cameras and monitors installed to provide additional visual access, as needed
- ✧ all interior and exterior doors close automatically and securely, by design or by modification
- ✧ some doors set to lock automatically with warning signs to remind people
- ✧ all exterior doors and interior room and office doors clearly marked with numbers for easy identification by first responders
- ✧ all double doors converted to swing doors by replacing handlebars and doorknobs with push plates, to prevent an intruder from chaining or barring them shut
- ✧ working locks on all building, office, and room doors
- ✧ all interior doors lockable and able to be locked from inside the room, especially doors to rooms that hold many occupants
- ✧ evaluation of doors to determine whether they should normally be locked or unlocked for safety and fire hazard purposes (e.g., offices, bunkhouses, gyms)
- ✧ in a facility with connected buildings, installation of rolling steel gates or remote-controlled magnetic locks or mechanisms to prevent an intruder who has already entered one area from advancing to another area
- ✧ glass doors made with anti-shatter glass or protected with safety and security window film to minimize shattering and maximize resistance
- ✧ exit push bars that release easily under pressure on building exit doors of rooms that hold many occupants (e.g., dining room, gym)



## WINDOWS

**Have these window safety measures been adopted?**

- ✧ working locks on all windows
- ✧ locking mechanisms that prevent forced entry from outside yet allow easy escape from inside
- ✧ evaluation of all windows, including on room doors, to determine if they should be equipped with curtains or shades for lockdown purposes, per local law enforcement protocol
- ✧ appropriate windows on upper floors designated and marked as escape exits



## OFFICES, ROOMS, HALLWAYS, AND STAIRWELLS

**Have the following steps been taken to make rooms and passageways safe?**

- ✧ stairwells and hallways properly lighted and free of obstructions, such as furniture and debris
- ✧ emergency lighting and fire alarms for large meeting rooms, hallways, and stairwells.
- ✧ unoccupied buildings, offices, rooms, and custodian and utility closets, kept locked
- ✧ emergency lighting near all evacuation route signs
- ✧ maps posted in all buildings, rooms, and main areas depicting where the building, room, or area is located within the camp ("You are here")
- ✧ locations of emergency exits, and evacuation routes and sites clearly indicated on those maps
- ✧ to restrict access to building roofs via external stairways and fire escapes, keeping ladders and furniture out of sight and away from access areas



## LOCKS AND KEYS

**Do locks and keys on the premises conform to these security standards?**

- ✧ institutional-grade locking hardware on all doors and windows
- ✧ restricted or high-quality keys, purchased through a locksmith to prevent unauthorized duplication

- ✧ limited staff provided with master keys and advised not to leave them unattended or share them with others
- ✧ keys stored in the office in a location that is easily accessible but not visible or prominent (not hanging on a hook on the wall, for instance)
- ✧ use of a key inventory system to track the location of all keys at all times; anyone borrowing a key to sign it out and return it in a timely manner

## COMMUNICATION

**Are these systems and protocols in place to maximize the value of communication during a security incident?**

- ✧ a public address (PA) or phone system that can be heard clearly throughout the entire campgrounds, including in offices, communal areas, bunkhouses, and bathrooms
- ✧ a PA or phone system with the capability to produce different and loud alarm-type sounds signifying to staff and campers that there is an ongoing incident and everyone should follow either lockdown or evacuation procedures, according to which sound is played
- ✧ a PA system capable of notifying people outside of an emergency occurring inside a building, as well as outdoor intercom call boxes capable of notifying people indoors of an emergency occurring outdoors
- ✧ sufficient number of intercom call boxes installed in appropriate areas, such as parking lots and isolated parts of the campgrounds
- ✧ in the absence of a PA system, buildings equipped with two-way radios and instructions on how to use them
- ✧ clear and concise verbal or written notifications to use during an emergency
- ✧ if the camp is part of a shared facility, integration of the camp's communication system with the facility's communication system

- ✧ use and periodic testing of an emergency alert messaging system (e.g., mass notification app, designated hotline, mass email, text group) to ensure immediate communication with staff in an emergency
- ✧ wireless, audible panic buttons that immediately trigger alerts, first to 911, then to a 24/7 alarm monitoring system, and finally to a specified list of key staff.
- ✧ installation of these panic buttons, with protective covers, in main areas throughout the camp
- ✧ portable panic buttons and two-way radios provided to the security coordinator, security officer, and other key staff
- ✧ the requirement that staff download a panic button app if physical panic buttons are not an option
- ✧ certain landline phones kept on over Shabbos so they are accessible for emergencies
- ✧ a complete list of staff contact information, including the security coordinator, provided to staff
- ✧ requirement that all staff members always carry cellphones, even when off-site for a short period of time
- ✧ instruction to counselors to keep cellphones turned on at all times but not in use when they are with their campers
- ✧ development of a crisis communication plan for camper parents that will be implemented toward the end of a threat or incident and that is clear, consistent, direct, and brief.

## SECURITY EQUIPMENT

**Is the camp equipped with the following items, stored in easily accessible locations in various areas throughout the campgrounds?**

- ✧ sufficient emergency phones in appropriate areas, which connect directly to law enforcement (and Hatzalah, where applicable)
- ✧ smoke and carbon monoxide detectors, and fire extinguishers in each bunkhouse

- ✧ emergency flashlights with working batteries in each bunkhouse
- ✧ emergency window break hammers stored near windows, for evacuations.
- ✧ bullhorns, stored in indoor and outdoor locations, in case the PA or phone system is unavailable, such as during a power outage
- ✧ a stock of emergency equipment such as flashlights, first aid kits, and trauma kits (consisting of tourniquets, wound-packing material, etc.)
- ✧ an automated external defibrillator (AED) installed in a central area



- ✧ supplemental surveillance cameras placed strategically around the perimeter and throughout the campgrounds to act as a deterrent
- ✧ tamper-proof plate covers on transformers or switchgears that are accessible from outside the campgrounds or from building exteriors
- ✧ a backup generator to operate essential equipment (e.g., PA system, phone system) during a power outage
- ✧ a battery-backup uninterrupted power supply (UPS) for the computer server, system router, and voice over internet protocol (VoIP) phone adapter
- ✧ a stock of nonperishable food and bottled water
- ✧ small treats (lockdown lollipops) to help children remain silent during a lockdown or lockout
- ✧ crisis kits to be stored in the main office for first responders (see Crisis Kit Item List, page 41)
- ✧ forced-entry prevention devices stored by appropriate building, office, and room doors (e.g., heavy-duty door stoppers, lockdown door magnets, barricade bars, or devices)
- ✧ a vandal-proof, fireproof safe for *sifrei Torah* and important documents
- ✧ emergency binders with security protocols and procedures
- ✧ satellite phones and cellphone antenna boosters, or iPhone 14 and 15's, that are now equipped to share your location via satellite if the camp, if the camp has poor cellphone coverage or reception
- ✧ reflective belts and gear for security and nighttime staff
- ✧ Stop the Bleed kits installed in several locations on the campgrounds

## **SECURITY MAINTENANCE**

### Have the following security maintenance protocols been established?

- ✧ annual preventive inspections of the campgrounds and equipment by fire marshals, electricians, plumbers, contractors, and locksmiths, with needed upgrades assigned to appropriate staff
- ✧ confirmation of completed and/or recertified upgrades by a security committee member or coordinator

### Conduct regular tests of the following security measures and systems throughout the premises, and check for signs of tampering:

- ☒ electronic access control systems (internally and remotely via app)
- ☒ locks
- ☒ panic buttons and audible alarms
- ☒ emergency phones
- ☒ communication systems
- ☒ mass notification system
- ☒ battery-backup system
- ☒ generators
- ☒ charged batteries in AEDs
- ☒ nonexpired supplies in first aid kits
- ☒ lighting systems
- ☒ air-handling systems
- ☒ smoke and carbon monoxide detectors
- ☒ emergency lights and signs
- ☒ fencing and gates

### Are the following security practices regularly maintained?

- ✧ emergency exit doors, doorways, stairways, and hallways are kept clear of obstructions or debris (e.g., furniture and boxes)
- ✧ access to electrical panels, water tanks, air-handling systems, and utility shut-off valves are blocked off and restricted custodial closets are kept locked
- ✧ emergency phones are working
- ✧ emergency lights and exit signs are lit
- ✧ all signage is securely hung and easy to read
- ✧ shrubbery and trees throughout the premises are groomed and trimmed to increase visibility
- ✧ lighting and visibility are evaluated by a nighttime walk-through of the property
- ✧ grounds are kept clean, and trash and debris are removed from the premises
- ✧ hazardous and flammable materials are stored properly
- ✧ dumpsters and trash containers are secured to prevent anyone from hiding explosives or hazardous material inside
- ✧ inventory of equipment, supplies, and provisions stored throughout the premises is checked
- ✧ directory of staff phone numbers is kept current
- ✧ crisis kits are updated when blueprints, contact information, or other information changes before camp begins
- ✧ detailed records are kept of dates and times of all security maintenance tasks performed, along with any related paperwork
- ✧ security and safety handbooks are updated and distributed to staff and campers before camp begins





## DAILY PROCEDURES

### Are front-desk staff trained in these daily security procedures?

- ✧ require visitors to show identification and state the purpose of their visit (e.g., service or delivery person)
- ✧ record visitors' names and visit details in a log, including date and time of arrival and departure
- ✧ refer to a banned visitors list to confirm that the visitor is allowed to enter; the list might include noncustodial parents or visitors who have acted in a threatening manner in the past
- ✧ issue temporary ID badges or stickers with visitors' names, date, and time of entry and require visitors to wear their badges at all times while on the premises
- ✧ retrieve keys when a staff member retires, resigns, or is terminated
- ✧ respond appropriately to someone who calls in a bomb threat (see Bomb Threat Response Checklist, page 38)

### Does training for all staff members include the following information and security guidelines?

- ✧ never to leave sensitive information in easily accessible or viewable places, even if the sensitive information is written in Hebrew
- ✧ use and location of the PA/phone system, bullhorns, two-way radios, panic buttons, security equipment,

flashlights, and fire extinguishers, etc.

- ✧ knowing the numbering system for entrance doors and rooms so they can direct first responders to the location of an emergency
- ✧ following protocol in stressful situations if they detect a threat, and during an incident
- ✧ not accepting any suspicious mail or packages and not accepting mail or packages from suspicious-looking individuals
- ✧ how to access the security management plan online and/or where to find the emergency binders containing critical information (e.g., facility operating instructions, staff contact lists)

### When calling 911 in the event of an emergency, please remember the following:

- ✧ Remain calm and identify yourself
- ✧ Provide the camp name, address, location (e.g., pool area, main office building)
- ✧ Give a physical description of an active shooter (when applicable), number and type of weapons held by the shooter, number of people present, and number of victims
- ✧ Specify that the threat is at a Jewish institution



## DRILLS AND TRAINING SESSIONS

### In preparation for drills, are the following protocols established?

- ✧ conducting preliminary tabletop drills, in which emergency responses are discussed rather than performed and the following specific responsibilities and elements of incident response are addressed:
  - ✧ assisting the elderly and disabled
  - ✧ specific responses based on all possibilities of locations on the campgrounds where an incident may occur (dining room, bunkhouse area, baseball field, etc.)
  - ✧ specific responses based on all different possibilities of the time that an incident may occur such as daytime, nighttime, Shabbos, special event or activity, or if campers are returning from a trip
- ✧ warning staff in advance so they can discuss the practice drill with young campers to prevent fright or confusion
- ✧ notifying key facility staff of the drill if the camp is part of a shared facility

- ✧ notifying first responders of drills to avoid false alarms
- ✧ posting signs on building doors and/or stationing staff members outside to inform visitors they may not enter during an ongoing drill
- ✧ recording the drill via video so it can be reviewed after the drill is completed
- ✧ conducting drills during the first week of camp so staff and campers become familiar with drill procedures early in the summer
- ✧ instructing everyone that an all-clear signal or message will be announced over the PA/phone system at the end of the drill, to ensure that the drill is not terminated prematurely
- ✧ practicing drills initially in smaller, confined areas of the camp or with a smaller group of staff and campers, (if the campgrounds or number of staff and campers is large) and then expanded to include the entire camp
- ✧ practicing drills long enough to allow for assessment of flaws throughout all buildings and areas

### Does the security committee keep a log of drills, including the following?

- ✓ dates and times
- ✓ duration and areas addressed or affected
- ✓ number and types of participants (e.g., staff, campers)
- ✓ successes and areas for improvement
- ✓ suggestions for future drills
- ✓ proposed modifications to the incident management plan, as needed

### During drills and training sessions, are staff and, where applicable, campers given the following instruction?

- ✧ policies and procedures to follow
- ✧ where to find panic buttons and how and when to use them
- ✧ how to recognize the sound of gunshots
- ✧ to stay calm, follow instructions, make judgments quickly, and take decisive action
- ✧ how to respond to various types of drills as well as during actual emergency incidents (e.g., fire, evacuation, lockdown)
- ✧ locations of evacuation routes and sites
- ✧ locations of all emergency exit doors
- ✧ the appropriate response when they are in various areas of the camp (e.g., dining room, pool)

- ✧ to understand that intruders may be people they have seen before in the camp, or may be people whose dress and appearance make it look like they belong in the camp
- ✧ to assist the elderly, disabled, and children
- ✧ how to administer vital first aid (e.g., CPR, Choking First Aid, defibrillator)
- ✧ to use defense techniques that may involve improvising with materials at hand (e.g., throwing or spraying fire extinguishers, throwing furniture)
- ✧ to deny entry to any room and use improvised door barricade devices (e.g., belts or power cords to secure door hinges, broom or pole)
- ✧ how to address specific emergency concerns that may occur on Shabbos or during special events
- ✧ how to determine when to consider the safekeeping of *sifrei Torah* during an emergency and under what circumstances this should not be prioritized

### Are the following training sessions also provided to staff?

- ✧ Situational Awareness
- ✧ De-escalation Techniques
- ✧ Incident Management
- ✧ Stop the Bleed®

## INCIDENT MANAGEMENT

➡ Use common sense in all incident responses, including lockdown, evacuation, and lockdown. The following considerations are relevant only if they can be undertaken safely, and if time allows:

### LOCKOUT

Perform a lockout when there is a threat, crime, or emergency incident outside of, but near, the campgrounds. Staff and campers outdoors should be notified to come indoors. Secure the perimeter of the premises (fences, gates, etc.). Exterior doors should be locked, and no one should be permitted to enter or exit the campgrounds. Indoor activities should continue, but with heightened situational awareness maintained until an all-clear is given by law enforcement.

### EVACUATION

Perform an evacuation when conditions outside the campgrounds are safer than inside. Everyone should be instructed to leave their belongings behind and remain very quiet as they evacuate. A security committee member, coordinator, or officer should contact law enforcement to advise them of the evacuation and the evacuation-site and request a police presence along the evacuation route.

### LOCKDOWN

Perform a lockdown if the threat is in a building or on the campgrounds and it is safer to stay inside the building or on the campgrounds than to evacuate. Lock all fencing, gates, exterior doors, and windows, and notify everyone to implement lockdown procedures (see Lockdown Checklist, Page 36).





➡ During all incident responses, the security committee members, coordinator, and officer must take responsibility to help protect others and follow specific procedures to ensure the maximum safety of everyone on the premises.

**Once a decision is made as to the safest response, staff should do the following:**

- ☀ Use the designated method of mass notification (e.g., PA system, texting, mass email, mass notification app) to alert everyone inside or outside buildings to a lockout, evacuation, or lockdown.
- ☀ Immediately alert key facility staff if the camp is part of a shared facility.

- ☀ Call 911 when it is safe to do so, and remain on the phone until advised to hang up.
- ☀ If performing a lockdown and time allows, post a staff member to remain near the camp entrance until police arrive, to ensure that staff, campers, visitors, and/or vehicles do not enter the premises. Alternatively, a designated staff member should post a “No Entry” sign on the campgrounds fencing and block the entrances with vehicles and cones.



## STAFF AND CAMPER ACTIVE THREAT RESPONSE

Staff and campers must recognize that until first responders can arrive on the premises, they fill the role of actual first responders.

Although there is no single response that can be applied to all emergency scenarios, there are three options in response to an active threat (or “active shooter” response): Run, Hide (seek cover), or Fight, also known as Avoid, Deny, Defend.

When an active shooter is present or gunshots are heard, a common psychological response is denial and inaction. It is important for everyone to overcome the tendency toward denial and to react immediately and quickly process their options – Run, Hide, or Fight – and develop a plan based on the available choices.

When fully informed decision-making is impossible, people will have to use their own judgment and instincts to determine how best to protect their lives. Quick and aggressive action allows for the best chance of survival. If time, distance, and circumstances permit, individuals should alert as many people as possible to the danger, try to prevent them from entering the area, and help others escape.

Staff and campers should not try to confirm that a lockout, evacuation, or lockdown announcement is valid but should follow procedures immediately, without question. If a fire alarm is sounded after a lockdown or lockout announcement, everyone needs to consider that it may be an attempt by a perpetrator to flush people out into open areas, rather than an actual fire. Unless there are clear indicators of a fire (smoke, flames, etc.), it may be safer to wait until law enforcement or a firefighter advises you it is safe to leave.

**If choosing to RUN, staff and campers, guided by staff if possible, should proceed as follows:**

- ☀ Leave belongings behind.
- ☀ Try to put time and distance between themselves and the threat.
- ☀ Have an evacuation route and plan in mind; if the primary route is blocked or dangerous, seek a path that provides cover or concealment along the way.
- ☀ If running on stairs, press one's body to the wall to avoid being seen.
- ☀ Run as far as possible from the building or campgrounds once safely out, and go to the designated evacuation-site.
- ☀ Call 911, once it is safe to do so.
- ☀ Help others escape, including individuals with

disabilities, the elderly, and young children, if possible and safe.

- ☀ Do not attempt to move the wounded.
- ☀ Once at the evacuation-site, wait for further instructions from first responders or security committee members.

**If time allows, the security coordinator or a security committee member should:**

- ☀ conduct a search of the area of the camp they are in, including bathrooms, hallways, storage areas, and all other pertinent areas.
- ☀ contact individuals at the evacuation-site to relay evacuation information and verify the site is secure.
- ☀ confirm there is a police presence outside the camp and along the evacuation route for the protection of the evacuees.

### If choosing to HIDE, staff and campers should take the following actions:

- ✧ Determine whether it is safer to stay put and hide or relocate to the closest place that can be made secure.
- ✧ If hiding in a room, lock and/or deadbolt the room doors and windows.
- ✧ Barricade the room with any available device (e.g., door stoppers) and move furniture or other heavy items in front of the door.
- ✧ Turn off all lights, computer monitors, and radios.
- ✧ Set all cellphones on “silent,” not vibrate.
- ✧ Pull down window shades and cover room and door windows (depending on the camp’s emergency protocols).
- ✧ Minimize visibility by staying along interior walls, away from windows and doors.
- ✧ Remain absolutely silent and await further instruction.
- ✧ Comfort others calmly and quietly, and reassure them that help is on the way; do it in writing, if possible, to ensure silence (see Sample Emergency Card, page 36).
- ✧ Calm children with the use of treats (lockdown lollipops), if available.

- ✧ If a fire alarm is sounded, leave only if instructed to do so by a verified member of law enforcement or the fire service, or if a fire has been verified.
- ✧ Unlock the door and leave the room only if the security coordinator, security committee member, or verified member of law enforcement announces the incident’s end.

### Staff and campers should FIGHT only if they are in direct contact with the threat, are in imminent danger, and consider it their best chance for survival. If choosing to FIGHT, they should take these steps:

- ✧ Act with physical aggression to disrupt, disorient, or distract the active threat.
- ✧ Forcefully confront, disarm, and subdue the active threat.
- ✧ Think defensively: utilize any available object as a weapon (e.g., throw or spray fire extinguisher, throw furniture, use a key or a pen).
- ✧ Attempt to incapacitate the active threat until first responders arrive.



## POST-INCIDENT PROCEDURES

### Once law enforcement arrives at the camp or evacuation-site, staff and campers should follow these protocols:

- ✧ Follow their instructions exactly.
- ✧ Not stop the police or interfere with their instructions in any way.
- ✧ Keep their hands open, visible, empty, and above their heads.
- ✧ Avoid sudden movement or pointing toward or yelling at officers.
- ✧ Understand that law enforcement may require everyone to place their hands on their heads or in the air, or to lie on the ground.
- ✧ Not touch anything, unless it involves assisting the wounded, since the area will be considered an active crime scene and should not be tampered with.
- ✧ Proceed in the direction law enforcement guides them, not stopping until they reach the evacuation-site or a safe area.
- ✧ Not leave the camp, evacuation-site, or safe area until instructed.

#### Legal Disclaimer

This document is intended for educational and informational purposes only. The author of this document and any related entities do not assume, and specifically disclaim, any and all liability with respect to any loss or damage to life or property caused by any omission in or use or misuse of suggestions described here. Information herein may not be applicable or appropriate in all states and jurisdictions. This document should only be used as a supplementary guide and does not substitute for all or specific legal and camp safety risk-management advice or solutions. Please check with local law enforcement, security personnel, fire departments, and the Americans With Disabilities Act to ensure that any suggestions implemented are in full compliance with public safety recommendations, laws, and regulations.

# CAMP SAFETY

➔ General Safety

➔ Health Care

➔ Kitchen and Food Safety

➔ Candle Lighting

➔ Driving

➔ Activities

➔ Swimming

➔ Boating

➔ Hiking

➔ Camping

➔ Trips

➔ Visiting Day

➔ Internet

➔ Safety Equipment

➔ Safety Culture

➔ Grounds



## GENERAL SAFETY

### Are the following safety guidelines in place?

- ☀ front desk staff require all friends, relatives, and non-custodial parents to present written and verbal parental permission to pick up a camper from camp
- ☀ parents must sign campers in and out if they are picking them up or dropping them off at irregular times (e.g., doctor's appointment or special occasion)
- ☀ day campers must be signed in and out by parents during drop-off and pickup times, and rosters are checked daily

### Do campers receive the following clear instructions?

- ☀ never be or go alone with a camp facility staff member on or off campgrounds unless authorized to do so
- ☀ inform a counselor immediately if anyone who does not belong in a bunkhouse enters
- ☀ never leave camp without receiving permission and signing out in the office
- ☀ memorize the camp address and phone number
- ☀ hydrate well throughout the day even if not feeling thirsty

- ☀ check oneself daily for ticks
- ☀ recognize poison ivy, poison oak, and poison sumac
- ☀ wear flip-flops and crocs only to and from the pool, not during activities or trips
- ☀ wear reflective clothing or vests when going off campgrounds at night
- ☀ unplug electrical appliances in bunkhouses when not in use (e.g., hair iron, chargers)

### Are there clear and specific protocols for staff to cover the following?

- ☀ missing camper or staff member
- ☀ someone is injured (e.g., to immediately notify a medically trained staff member, not try to move the injured person)
- ☀ reaching on-duty medical staff, including at night
- ☀ wearing reflective clothing or belts at night or if they are going off campgrounds
- ☀ remaining in bunkhouse areas while campers are sleeping or napping
- ☀ sleeping in the bunkhouse with campers at night, if applicable
- ☀ enforcing a buddy system for younger campers at all times



- ✧ requiring campers always use safety equipment for high-risk activities (e.g., helmets for hockey, horseback riding, and rock climbing)
- ✧ encouraging campers to drink a lot of water and wear hats and sunscreen
- ✧ going on off-site camp trips
- ✧ performing head counts regularly throughout the day (e.g., mealtimes, curfew)
- ✧ methods that should be used to inform a camper in the event of a family emergency
- ✧ training to be alert to campers' mental health issues and recognize symptoms of abuse, eating disorders, bullying, and behavioral warning signs preceding acts of

aggression or violence, and to report these symptoms or behaviors to key staff immediately

- ✧ reading, signing, and adhering to Abuse Prevention Guidelines (see page 42)
- ✧ reporting to key staff immediately when a camper notifies them of any uncomfortable or threatening situation with other campers, counselors, or camp staff
- ✧ communicating with a social worker or therapist on staff who is available to discuss any personal safety issues or difficult social situations, if applicable



## HEALTH CARE

### Have these measures been taken to ensure adequate health care is available at camp?

- ✧ a doctor, physician's assistant, nurse, Hatzalah member, or adult staff member with medical training is on-site at all times (if required by the health department)
- ✧ staff and campers have provided proof of immunizations, recent physical exams, and insurance to the office before the first day of camp
- ✧ there is an adequate health care center, first aid facility, or infirmary on campgrounds that has sufficient supplies
- ✧ the health care center is stocked with crutches, wheelchairs, Benadryl, EpiPens, and Narcans along with basic over-the-counter medications and, if allowed, oxygen that is stored in accordance with state regulations
- ✧ all health records are stored securely in compliance with HIPAA's protocols for confidentiality
- ✧ medicine is administered only by a licensed health care professional and all medicines, including prescription medication for campers and staff, are stored securely
- ✧ camp requires that parents submit signed medical treatment and emergency forms that allow the staff to administer medications or treatment to the campers in an emergency
- ✧ there is a method in place to ensure that unused medicines are returned to the camper or counselor at the end of the camp season or disposed of properly
- ✧ if the camp has an AED, health care center staff and other staff are trained in its use
- ✧ lice checks are performed at the beginning of camp sessions and at random times as well
- ✧ health care center staff are trained to treat various insect bites, remove ticks properly and follow protocol to send the tick to a lab, and use an EpiPen correctly
- ✧ an injury report is completed promptly after a camper or staff member is injured. If the injury is significant, notify the camp director who should then follow up with the injured person.
- ✧ if a camper is taken to a medical facility, the camper is accompanied by an individual who is over 18 years old and who, preferably, has medical training
- ✧ parents are immediately notified if their child has a medical emergency, high fever, or must stay in the health care center overnight
- ✧ health officials are contacted if a camper or staff member has a contagious illness
- ✧ all key staff members are made aware of campers or staff with significant medical issues
- ✧ camp advises parents to have their children wear medical bracelets if they have allergies or health issues
- ✧ a medical professional instructs counselors with campers who have medical conditions on the correct way to treat them (e.g., inhalers, EpiPens)
- ✧ mental health professionals who specialize in treating young adults and children are on-site to counsel campers in the event of an emergency and/or for daily issues that may arise
- ✧ a procedure is in place if a camper or counselor is found with or is found using alcohol, tobacco, marijuana, illegal drugs, or weapons, the items are confiscated and disposed of and the camper or counselor is appropriately reprimanded or punished.



### Have the following Covid policies and procedures been established and communicated?

- ☀ requiring parents pack face masks for campers in the event they are needed after a suspected or confirmed exposure
- ☀ notification to parents of vaccine requirements and the camp's response plan for a camper who has been exposed to someone with Covid or is suspected or confirmed to have Covid
- ☀ requesting parents monitor their children's health leading up to the beginning of camp and not to send them if they suspect they may have Covid
- ☀ determining if campers will be required to provide a negative Covid test taken within 72 hours before the start of camp
- ☀ performing a health screening as campers arrive to include questions such as, have they tested positive in the last 10 days, shown symptoms of Covid including a temperature of 100.4 or higher, or been exposed to anyone who has tested positive
- ☀ considering having an initial temperature check of campers upon arrival

- ☀ considering the requirement that campers who have not been vaccinated are tested randomly and frequently
- ☀ isolating campers with suspected or confirmed cases of Covid immediately (in a designated area for people with contagious illnesses) and are properly supervised during isolation
- ☀ notifying parents and arranging for the camper with confirmed Covid to be picked up from camp as soon as possible
- ☀ requiring exposed campers who were within 6 feet of an individual with a confirmed case of Covid (for a total of 15 minutes or more in a 24-hour period) wear masks and get tested five days after exposure, regardless of symptoms, or if they develop symptoms
- ☀ requiring a negative PCR Covid test for the camper to return to camp
- ☀ disinfecting and sanitizing the bunkhouse and other areas a confirmed Covid camper has spent time in as well as any shared items or equipment
- ☀ requiring all staff to follow the same requirements, policies, and procedures applicable to campers who are exposed to or test positive for Covid

## KITCHEN AND FOOD SAFETY

### Are the following kitchen and food safety measures taken?

- ☀ smoke and carbon monoxide detectors, gas alarms, fire extinguishers, and fire blankets are installed in the kitchen
- ☀ a fire safety professional is hired to instruct kitchen staff in the best methods to put out kitchen fires
- ☀ kitchen is compliant with all Health Department regulations
- ☀ alternative foods are available to those with severe allergies or special dietary needs
- ☀ food vendors have been properly screened to ensure that food will not be tampered with
- ☀ waiters and waitresses are instructed to use extra caution when serving hot food
- ☀ kitchen staff, waiters, and waitresses are instructed not to work if they have any symptoms of illness (e.g., fever, chills)
- ☀ uncertified food service employees are trained in necessary food safety rules (e.g., gloves, hairnets) prior to any meal production or food serving

### Are all kitchen staff, waiters, and waitresses instructed as follows?

- ☀ avoid wearing clothing with long flared sleeves when cooking
- ☀ monitor the kitchen when the ovens and burners are in use
- ☀ use timers on crockpots and hot plates for Shabbos, as directed by the camp's rabbi
- ☀ avoid using too many electrical appliances in one outlet
- ☀ plug hot water urns and similar devices directly into outlets, and avoid using extension cords
- ☀ always tuck electrical cords away and out of reach
- ☀ follow proper protocols to store and secure all food to prevent contamination or poisoning
- ☀ avoid using easily perishable food in prepackaged lunches for hikes or trips (e.g., eggs, dairy, chicken, meat) and supervise all food that is left outside, especially perishables



## CANDLE LIGHTING

### Are the following guidelines observed to make candle lighting as safe as possible?

- ✧ staff and campers are instructed to light candles only at candle lighting stations or designated tables, never to light in other areas, such as bunkhouses, non-designated tables, or bathrooms (scented candles)
- ✧ a fire extinguisher and fire blanket are visible and easily accessible at the candle lighting station

### Do staff follow these procedures?

- ✧ set up several candle lighting stations to prevent overcrowding and to ensure people light on time
- ✧ set up candles away from drafts, vents, fans, heat sensors, etc., as well as 12 inches away from anything that can catch fire (e.g., draperies, window shade)
- ✧ ensure that the candle lighting station is not set up too close to a smoke detector or sprinkler system
- ✧ avoid placing candles under or in contact with any surface (e.g., shelves, walls)
- ✧ use a table covered with aluminum foil instead of a tablecloth at the candle lighting stations
- ✧ place tea lights only on top of aluminum trays, with no more than 48 tea lights on a sheet pan-size tray
- ✧ keep tea lights away from the edge of the table
- ✧ keep tea lights 1.5-2 inches apart to prevent the wicks from igniting a larger fire and stand the wicks up
- ✧ distribute boxes of long, barbecue-style matches for lighting

- ✧ store extra tea lights and matches in a safe place near the candle-lighting tables and remove them after everyone has lit
- ✧ for Havdalah, use a candle holder that is heat resistant, large enough to contain melted wax, and holds the candle securely

### Are staff members trained in the use of a fire extinguisher and designated to handle these responsibilities?

- ✧ supervise candle lighting areas
- ✧ monitor the candles until they are no longer burning
- ✧ make sure match boxes are not placed on the tray where the candles are being lit
- ✧ ensure matches are extinguished completely after lighting, preferably in a metal tray with sand, or on a non flammable surface (e.g., stone, metal)
- ✧ periodically throw used matches into a fireproof container to prevent them from reigniting
- ✧ store matches safely when no longer needed

### Is a large sign posted near candle lighting stations listing basic fire safety rules and advising staff and campers as follows?

- ✧ Be aware of sleeves, scarves, and hair.
- ✧ Light the tea lights at the back of the table first.
- ✧ Do not reach across or near lit candles.
- ✧ Do not move a lit candle.
- ✧ Never pass lit candles from person to person.



## DRIVING

### Does the camp have the following protocols in place for safe driving?

- ✧ a clear policy established as to how old or experienced drivers must be to drive camp vehicles or transport campers on or off campgrounds
- ✧ a requirement that all staff members who will be driving on campgrounds, driving campers off campgrounds, or running errands for the camp must submit their driver's license to the office, and performing a thorough check of their driving records
- ✧ proper maintenance of all camp vehicles, including golf carts, and checking tire pressure
- ✧ golf carts are equipped with horns, and for greater visibility at night, flashing roof lights and reflective material affixed to the carts

### Are these driving protocols reviewed and required for all drivers?

- ✧ wearing seatbelts and only driving others if they are wearing seatbelts too
- ✧ driving carefully and slowly on campgrounds
- ✧ using driving apps or having clear directions
- ✧ not driving when too tired
- ✧ when applicable, if it is a Friday afternoon and it seems unlikely a staff member will arrive at camp in time for Shabbos, they should notify their family and someone at the camp
- ✧ if they are unable to reach someone at the camp, they should notify police so police can notify the camp





## ACTIVITIES

### Are the following activity safety protocols observed?

- ☀ sufficient and appropriate protective gear provided for all activities
- ☀ helmets specifically designed and approved for the activity they are used for (e.g., horseback riding, bicycling)

- ☀ high-risk activities conducted by a trained staff member who is present throughout the activity (e.g., horseback riding, scuba diving, rock climbing, canoeing, archery, zip lining, aquatic events)

## SWIMMING

### Are lifeguards trained as follows?

- ☀ be present at all pools during all pool activities
- ☀ pay attention at all times and only use cellphones if an emergency occurs
- ☀ observe the lifeguard-to-swimmer ratio
- ☀ store life preservers at the pool
- ☀ ensure all doors and gates to the pool are locked when the pool is closed
- ☀ check the weather reports and cancel water activities if necessary

- ☀ always cancel water activities during thunderstorms
- ☀ create a buddy system so that no camper is left alone in the water
- ☀ remind campers of water safety rules
- ☀ test campers' swimming skills before they are allowed in deep water
- ☀ cover the outdoor pool with a lockable pool cover

**If maintenance staff are working in the pool area are they instructed to keep the doors and gates locked at all times?**

**Is there an AED installed near the pool?**

## BOATING

### Are the following boating safety protocols observed?

- ☀ boating areas clearly delineated
- ☀ swimming forbidden near boating areas
- ☀ life jackets stored at the boating area in sufficient quantities for staff and campers to use during a boating activity

- ☀ life jackets regularly checked for rips and broken straps
- ☀ boats regularly maintained and repaired
- ☀ motorboats checked regularly for carbon monoxide emissions
- ☀ campers instructed in boat safety before they are allowed on the water (e.g., wear life jackets at all times, remain seated, stay at least 100 feet away from other boats)

## HIKING

### Are staff members instructed to follow these hiking safety guidelines?

- ☀ taking camper and counselor medications with them, if necessary (e.g., inhalers, Epipen, Benadryl)
- ☀ hiking trips always include a minimum of two staff members who are experienced hikers

- ☀ hiking trips always include someone with first aid training in case of injury
- ☀ knowing the signs of heat stroke and dehydration and how to respond if someone is injured
- ☀ in the event of an injury, one individual stays with the injured person while others seek help
- ☀ using the buddy system for their campers and take frequent head counts

- ✧ notifying camp administration immediately if anyone goes missing
- ✧ ending a hike early, if necessary, to ensure participants' health and safety
- ✧ hikes are planned adequately, including taking along proper equipment, beginning the hike early so it ends before dark, and checking the weather forecast to avoid rain or intense heat
- ✧ hiking trips are conducted only on clearly marked trails, and taking shortcuts is prohibited
- ✧ setting an appropriate pace that all participants can maintain, so no one lags behind or is pushed beyond their limits
- ✧ instructing campers to rest every 5–10 minutes per hour and rest for 30 minutes after 2–3 hours of hiking

### Are campers given the following instructions?

- ✧ sleep six to eight hours the night before a hike
- ✧ wear loose, absorbent, and moisture-wicking clothes
- ✧ wear sturdy shoes with good traction and support
- ✧ wear a hat with a brim and a long-sleeve shirt
- ✧ apply sunscreen before and during the hike
- ✧ drink often, one-half to one full quart or liter of water per hour
- ✧ stay away from animals, even friendly ones

### Are hiking groups always supplied with the following?

- ✧ two-way radios
- ✧ enough food and water for the duration of the hike plus an additional day, just in case
- ✧ nutrient-rich trail mix

- ✧ map of the area and compass
- ✧ first aid kit
- ✧ flashlights with extra batteries
- ✧ waterproof matches
- ✧ a tarp for shelter
- ✧ a fully charged cellphone or another device with a GPS locator beacon (e.g., SPOT)
- ✧ bear spray
- ✧ whistles for communication

### Before the hike, are campers taught what to do if they become lost?

- ✧ avoid panicking, stay calm, and think logically
- ✧ blow their whistles to attract help, or shout intermittently if they don't have a whistle
- ✧ find shelter if it is not too far from their original location
- ✧ spot trail markers, if any, and follow them to safety (e.g., spray-painted blazes on trees, rocks) and if there are none to stay in their original location

### For stream and waterfall hiking, do staff ensure the following?

- ✧ all campers have dry clothes to change into after the hike is done
- ✧ the water's depth and the strength of the current are tested before allowing campers to cross
- ✧ campers are warned not to dive or jump into the water since the water's depth is unknown and there may be sharp rocks or other dangers hidden by the water
- ✧ campers are instructed to swim only in designated, guarded areas



### Are staff members trained in these guidelines for camping and campfire safety?

- ✧ store food and food trash securely in bearproof containers away from tents
- ✧ set up campfires at least 25 feet away from any building or car
- ✧ set campfires away from any low branches, bushes, tall grass, or electrical cables
- ✧ bring a fire extinguisher to the campfire
- ✧ designate a staff member who is trained to use a fire extinguisher to supervise the campfire
- ✧ not add lighter fluid, paint thinner, gasoline, etc., to the fire
- ✧ supervise campers at all times while the fire is burning, and not allow young campers to be near the fire
- ✧ be extra careful when cooking over the campfire
- ✧ saturate the ashes with water after the fire is extinguished so they will not reignite





### Are these trip safety protocols observed?

- ✧ trip sites researched prior to the trip to ensure they comply with all safety regulations (e.g., roller skating rinks, riding stables, ropes courses)
- ✧ all contracts and waivers reviewed to make sure the camp does not take on undue risk
- ✧ a staff member with medical training always accompanies trips
- ✧ counselors given a checklist of items necessary for trips (e.g., first aid kit, bags for trash, bullhorn)
- ✧ counselors and campers required to wear camp T-shirts on trips
- ✧ weather forecast checked before the trip, and campers advised to dress appropriately
- ✧ all campers' permission slips and/or waivers verified and on file before campers board the bus
- ✧ consideration given to use of GPS communication devices (e.g., SPOT) or ensuring a staff member has an iPhone 14 or 15 which is equipped to share your location via satellite in areas that do not have cellphone coverage
- ✧ consideration given to making buses inconspicuous and not overtly Jewish (e.g., Camp Bus 23 instead of Camp Magen Shalom)
- ✧ campers instructed to follow the camp's rules on bringing electronic devices on trips (e.g., phones, iPods, Gameboys)
- ✧ a bus monitor designated for each bus and provided with a roster of campers on the trip and a list of key staff contact numbers
- ✧ campers provided with wallet-size cards listing the camper's name, camp name, phone number, address, and key staff contact name and phone numbers

- ✧ bus driver to use his cellphone only in the event of an emergency
- ✧ emergency supplies placed on the bus (e.g., first aid kit, extra water, food)
- ✧ camp roster checked and roll taken each time campers get on and off the bus
- ✧ bus monitor ensures that all campers on the bus are seated at all times
- ✧ counselors and bus monitor instructed to observe that the bus driver is following the speed limit and not talking on a cellphone
- ✧ bus monitor forbids campers from sitting in the first row of the bus
- ✧ after returning to camp, buses double-checked to ensure no campers are left on board

### Are counselors trained in the following requirements?

- ✧ notify key staff immediately if a camper or staff member is missing
- ✧ notify the medically trained staff member on the trip, the camp director, and the camper's parents if a camper is injured or become ill during the trip
- ✧ ensure all campers are provided a seat, not sitting on anyone's lap or standing up
- ✧ spread out throughout the bus and actively supervise their campers
- ✧ implement a buddy system among campers
- ✧ instruct campers to never leave the trip site for any reason
- ✧ instruct campers not to wear flip-flops or crocs on the trip
- ✧ remind campers to wear sunscreen and drink plenty of water throughout the day



### Are the following protocols in place for Visiting Day?

- ✧ camp provides clear, written directions to visitors, making sure to include any small roads that may not appear on a GPS or driving app, and omitting any seasonal landmarks that may no longer be present (e.g., roadside stands, small stores)

- ✧ main entrance is monitored carefully and systematically to prevent an intruder from slipping in with a large group of people (i.e., security staff stationed at all entrances to remain alert to anyone who may not belong)
- ✧ requirements provided to staff, parents, and visitors, for preregistration online, and if going off grounds, signing campers in and out and providing cellphone numbers.



## INTERNET

**Are these protocols in place to ensure safe internet use?**

- ☀ Wi-Fi is password protected so campers do not access the internet via their phones, laptops, Gameboys, or other devices
- ☀ if campers have access to internet via camp Wi-Fi or computers, web-filtering software is installed and checked regularly
- ☀ staff and campers are instructed on internet and social media safety and cyber bullying

## SAFETY EQUIPMENT

**Is the camp outfitted with the following essential safety equipment with the consideration that some items need to be replaced periodically?**

- ☀ several weather emergency alert radios, which sound an alarm in advance of dangerous weather conditions
- ☀ hand-washing stations with soap and hand sanitizer available near dining rooms
- ☀ sufficient water fountains available at various locations in the camp
- ☀ earplugs provided at concerts, especially for younger campers sitting closer to the stage during performances
- ☀ bear spray available, especially near dumpsters and kitchens, if applicable
- ☀ if the camp has a petting zoo or animals that campers can touch, soap and hand sanitizer available nearby
- ☀ sufficient life jackets, helmets, and gym mats as needed

## SAFETY CULTURE

**Does the camp's signage support safety culture, as follows?**

- ☀ signs stating "Staff and Campers Must Wash Hands" are placed prominently in appropriate locations (e.g., bathrooms, kitchens, health care center)
- ☀ "Watch Your Step" signs are posted on walls or on the ground next to any tripping hazards throughout the buildings and grounds; tripping hazards, such as uneven pavement, are painted bright red or yellow
- ☀ signs are posted inconspicuously in each dining room to identify campers who have special needs, food intolerances, or allergies, and give instruction in how to respond if they have an allergic reaction

## FACILITIES

**Do the grounds of the camp meet these safety guidelines?**

- ☀ if bunkhouses and buildings are far away from each other, shelters are easily accessible to staff and campers and in emergency weather conditions (e.g., flash floods, hurricanes)
- ☀ all appropriate buildings and bunkhouses are in compliance with the Americans With Disabilities Act
- ☀ accessible toilets and handlebars installed in appropriate bathrooms
- ☀ accessible ramps and other safety accommodations, protocols, and devices are available for those who need them
- ☀ handicapped parking spaces are clearly delineated
- ☀ safety protocols are in place for all activities for campers with disabilities
- ☀ the pool is fenced in with a tall, sturdy gate and kept locked when not in use, and the baby pool area, if any, is fenced
- ☀ outdoor pool has a lockable cover, locked when not in use; indoor pool is also properly secured
- ☀ pool area is regularly swept and checked for broken glass, splinters, rocks, and other hazards
- ☀ construction or renovation areas are properly cordoned off with sturdy fencing and warning signs

**Are the following systems tested several weeks before camp begins as well as several times during camp to ensure functionality?**

- ☀ mechanical systems in all camp buildings to include exhaust fans, ceiling fans, refrigeration equipment, water heaters, boilers, and pumps
- ☀ heating, venting, and cooling (HVAC) systems
- ☀ pool chemical treatments and cleaning and disinfecting systems
- ☀ controls, timers, and programming systems for all the camp's facilities



# APPENDIX

- Cybersecurity
- Vandalism and Burglary
- Fire and Arson
- Evacuation Route and Site
- Signage
- Staff Considerations
- Insurance
- Financial Concerns
- Security Officer Selection

## CYBERSECURITY

**Cybersecurity is an essential element of modern security. Has the camp considered the following?**

- ✧ hiring a cybersecurity professional to review the camp's computer systems, including its website
- ✧ ensuring recommended changes are implemented
- ✧ purchasing the camp's IT system from a reputable manufacturer and supplier
- ✧ protecting computer software systems from viruses and unauthorized access (e.g., changing default passwords)
- ✧ purchasing software from companies that provide excellent customer support in the event of a breach
- ✧ ensuring active and up-to-date firewalls and anti-virus and threat-detection software on all computers
- ✧ using only secure internet-service providers
- ✧ installing the latest system and software patches regularly to repair security vulnerabilities
- ✧ backing up and password-protecting all important and sensitive data, including staff and camper contact and financial information and then storing the data off-site and on a reputable cloud-based storage site
- ✧ implementing a policy for staff restricting the use of email, web browsing, chat rooms and social media, game websites, and music and video download sites
- ✧ disposing hard drives using a certified electronic disposal service
- ✧ ensuring the security committee and security coordinator are instructed to immediately notify local police when receiving a cyber threat (who may advise notifying the FBI in some instances)
- ✧ reviewing cybersecurity protocols with staff to reduce threat exposure such as never posting sensitive information on the website or social media (e.g.,

financial information, number of people planning to attend an event)

- ✧ using a professional hosting company to back up the camp's website securely.
- ✧ allowing only trusted individuals to modify the website and post to social media accounts
- ✧ enabling two-step verification on the website wherever possible (i.e., access granted after successfully presenting two or more pieces of evidence to an authentication system)
- ✧ using website tracking software to detect repeated visits by potentially malicious or threatening individuals or sources
- ✧ monitoring social media accounts for threats from outsiders and ensuring that the social media administrator is aware of appropriate threat-response procedures
- ✧ monitoring email lists to ensure emails regarding the camp's activities are publicized only to staff and appropriate individuals

**Are staff trained in these cybersecurity guidelines?**

- ✧ never open, forward, or download suspicious or threatening emails and notify the security committee and IT company if a mistake is made
- ✧ notify the security coordinator immediately if they receive a cyber threat, threatening email, or if the website is hacked
- ✧ log off or lock all computers at the end of the day

**Does password security protocol include the following rules for passwords?**

- ✧ distributed only to trusted individuals
- ✧ changed regularly

- ✧ stored in a secure location if written down
- ✧ protected by a password not used anywhere else if other passwords are maintained in a digital file or database
- ✧ changed immediately if password security is breached or suspected of being breached
- ✧ disseminated safely (e.g., not by email or text)
- ✧ managed by password manager apps that regularly update passwords (e.g., KeePass, LastPass)
- ✧ stored off-site in case there is an emergency on-site and they cannot be accessed



## VANDALISM AND BURGLARY

### Does the security committee follow these procedures in the event of vandalism or burglary?

- ✧ immediately notify police first and key staff afterward
- ✧ leave the crime scene untouched
- ✧ inform police about anything out of the ordinary, no matter how seemingly insignificant
- ✧ thoroughly check the building to review, document, photograph, and record video of all damage after the police have performed their inspection
- ✧ thoroughly check all the camp's inventory, including digital files, and document anything missing
- ✧ request an increase in police patrols in the area
- ✧ temporarily increase security presence at the camp
- ✧ repair damage and remove graffiti after law enforcement has verified it is no longer needed as evidence



## FIRE AND ARSON

### Has the security committee taken the following steps to ensure maximum fire prevention?

- ✧ providing fire prevention and response training to staff and campers (e.g., to use the closest safe exit when evacuating, how to activate a fire alarm and use a fire extinguisher, the "stop, drop, and roll" method)
- ✧ installing fire alarms that immediately notify the fire department when activated
- ✧ enacting a "No Smoking" policy in buildings and on campgrounds
- ✧ prohibiting the use of extension cords and overloading outlet strips
- ✧ implementing specific candle-lighting procedures for Shabbos and other times candles are lit (see Candle Lighting Safety, page 22)
- ✧ installing a sprinkler system and fire-resistant carpets and draperies
- ✧ storing all flammable liquids and combustible elements (e.g., empty gas containers, paint, oil) in a secure location
- ✧ storing garbage bins, dumpsters, and recycling materials securely and away from buildings?

### When the camp is undergoing construction, repairs, or renovations, are the following protocols observed?

- ✧ debris is limited and cleared away as soon as possible
- ✧ inspections are conducted by the fire marshal to ensure compliance
- ✧ contractors and their employees follow standard safety procedures (e.g., regarding blowtorches and painter's rags)



## EVACUATION ROUTE AND SITE

### In developing an evacuation plan, have the following factors been considered?

- ✧ evacuation route does not hinder emergency response efforts
- ✧ evacuation route avoids kitchens, boiler rooms, and open stairwells and takes advantage of any protective features, such as fire walls and fire doors
- ✧ evacuation route varies in response to an internal or external threat, fire or natural disaster, or partial evacuation
- ✧ a secondary evacuation route is developed, in case the primary one is blocked or unavailable
- ✧ a plan is in place for nearby facilities to function as primary and secondary evacuation-sites (one near the camp and one farther away)
- ✧ identity of evacuation-sites is kept discreet to prevent the location becoming known to a perpetrator; only staff, campers, family members, and law enforcement should be made aware of the site locations and should not disclose them via social media





- ✧ designation of security committee members as evacuation leaders
- ✧ designation of specific lockdown/lockout or evacuation-related roles to qualified staff

## SIGNAGE

### Have these guidelines for signage been observed?

- ✧ outdoor signs easily identify the grounds as a camp but avoid attracting too much attention (e.g., avoid specifying Jewish, Girls' Camp, and Hebrew lettering)
- ✧ if the camp is part of a shared facility, clear signage for the camp entrance is posted on the route to the camp, as well as immediately near the camp entrance
- ✧ the camp's address sign is well lighted to ensure visibility at night and in an emergency
- ✧ signs stating, "No Trespassing," "Private Property," and "Surveillance Cameras in Use" posted throughout the premises, appropriate and permissible by local code

### Are the following clear signs posted prominently (or inconspicuously, as needed) in appropriate locations throughout the campgrounds?

- ✧ instructions to use only the main entrance to enter and exit the camp
- ✧ camp's full name, address, cross streets, and phone numbers on a poster near main phones, main office entrance doors, front desk, and all pool and lakefront areas (see Camp Emergency Sign, page 47)
- ✧ direct phone numbers for key staff, the shared facility and its key staff, if the camp is part of a shared facility, posted prominently (see Emergency Contact List, page 40)
- ✧ phone numbers for all camp medical staff
- ✧ phone number for Hatzalah, if applicable
- ✧ contact information, hours, directions, and distances for the closest health care centers, hospitals, doctors, urgent care centers, and pharmacies, posted prominently at the front desk
- ✧ CPR and Choking First Aid instructions
- ✧ "AED Located Here" near AEDs, along with operating instructions
- ✧ banned visitors' list
- ✧ suspicious mail or packages checklist (see Suspicious Mail or Packages, page 11)
- ✧ lockdown checklist (see Lockdown Checklist, page 36)
- ✧ bomb threat response checklist (see Bomb Threat Response Checklist, page 38)
- ✧ list of items prohibited on the premises (e.g., knife, pepper spray)
- ✧ operating instructions near the phone and public address system (e.g., Press 9 to dial out)

- ✧ evacuation routes use only exits leading directly to outside of buildings or grounds and avoid cross-traffic and long traffic lights, if applicable

- ✧ map/diagram identifying emergency exits and primary and secondary evacuation routes to exit buildings and campgrounds, including routes for the elderly and disabled
- ✧ lighted signs and arrows pointing toward emergency exits and lighted emergency exit signs
- ✧ "Emergency Exit Only - Alarm Will Sound When Opened" on emergency exit doors
- ✧ "Do Not Block with Furniture or Debris" near emergency exits
- ✧ "Push" or "Pull," "Entrance" or "Exit," and "Do Not Enter" on relevant doors
- ✧ warnings on doors that lock automatically
- ✧ alarm company signs and stickers on doors and windows
- ✧ "This window may be unlocked but must be relocked when leaving the room" posted on windows that may be opened
- ✧ "Fire Extinguisher Located Here" and "Emergency Use Only - Do Not Tamper" near fire extinguishers, along with operating instructions
- ✧ fire-safety instructions
- ✧ map of all fire hydrant locations throughout the campgrounds
- ✧ "Please do not obstruct sprinkler heads" near sprinklers
- ✧ "Emergency Flashlights Here" next to emergency flashlights
- ✧ "Equipment Room" (possibly in Hebrew) for rooms containing mechanical, electrical, and other critical equipment, inconspicuously identified to provide less information to intruders
- ✧ "If You See Something, Say Something®" and other security-tip reminders

### Are the following signs posted near the parking lot and parking lot entrance?

- ✧ "Slow" and "Children at Play"
- ✧ "Bus Pickup and Drop-off"
- ✧ "Reserved Parking" for staff and visitors
- ✧ "Accessible Parking"
- ✧ "First Responder Parking"
- ✧ "Parking rules must be obeyed and cars in violation will be towed."
- ✧ "No Parking" and/or "Tow-Away Zone"

## STAFF CONSIDERATIONS

**Do protocols for hiring, training, and management of staff address the following matters?**

- ✧ requiring all potential staff members complete a detailed application, with driver's license information, a photo, and references
- ✧ reviewing driving records, references, and social media accounts of potential employees carefully before hiring
- ✧ performing criminal background checks and fingerprinting routinely as part of the hiring process for all staff members, including counselors, service staff, bus drivers, maintenance staff, kitchen staff, and part-time employees
- ✧ providing photo ID badges to all staff members, (full-time, part-time, permanent, or temporary) and requiring them to be worn at all times
- ✧ requiring staff members to be certified in CPR and first aid
- ✧ requiring kitchen staff to have up-to-date food safety certification, to prevent food safety compromise or poisoning

- ✧ hiring only certified, lifeguards with current CPR and first aid training and testing them before camp starts
- ✧ keeping a list of staff vehicle license plate numbers on file
- ✧ developing protocol for terminating an employee who may become angry and presents a security threat (e.g., offer severance pay, notify authorities in an extreme case)
- ✧ requiring all staff members attend an incident response training workshop that also includes a thorough review of the camp's safety and security protocols and providing them with a handbook clearly documenting all camp policies.

**Are all maintenance, janitorial, and kitchen staff, provided with the following information?**

- ✧ clear instructions regarding their roles and responsibilities
- ✧ the location of keys and combination lock codes as needed
- ✧ the location of first aid kits, fire extinguishers, crisis kits, and emergency equipment

## INSURANCE

**Does the administrative office observe the following practices regarding insurable items and documentation?**

- ✧ maintain a current asset inventory list of all physical items, documented with receipts and photographs—for example, *sifrei Torah*, sefarim, artwork, furniture, office equipment, computer equipment, sound systems, musical instruments, dining or kitchen appliances, maintenance tools, lawn and garden tools
- ✧ maintain an up-to-date asset inventory of all documents, such as vehicle titles, property deeds, confidential records, contracts

**Does the security committee ensure the following with respect to insurance?**

- ✧ insurance coverage is reevaluated regularly, with specific attention to all insurance policy exclusions
- ✧ insurance is part of an umbrella policy that includes coverage for fire, theft, and natural disasters
- ✧ liability insurance includes coverage for armed security officers if the camp employs them, violent attacks, and acts of terror.
- ✧ the camp maintains an Errors and Omissions policy and separate directors' and officers' liability coverage
- ✧ *sifrei Torah* are adequately insured
- ✧ the premises and any expensive or valuable items are photographed and videotaped, and photos and video are stored in the cloud?

## FINANCIAL CONCERNS

**Has the security committee taken the following steps regarding financial support for the camp's security?**

- ✧ research and apply for any available security grants, matching grants, and programs offered by state and local police, fire and sheriff departments, FBI, Department of Homeland Security, local Jewish federations and organizations, and local and state governments
- ✧ research free grant-writing workshops offered by nonprofit and government organizations



- ✧ research grants for training, planning, security officers, and infrastructure hardening
- ✧ develop a realistic, achievable, and finite timetable for implementing safety and security measures, considering budget and time constraints
- ✧ consider working with other local camps to hire a single security company to develop a standardized plan for all the camps, which can then be customized per each camp's specific needs
- ✧ consider working with other local camps to negotiate a discounted group rate from security companies for jointly needed services, systems, and equipment, such as security officers and alarm systems
- ✧ develop fundraising initiatives to offset the costs of implementing security measures and upgrades



# **SECURITY OFFICER SELECTION**

Security officers play a vital role in the camp's larger comprehensive security-management plan. They are both a deterrent to perpetrators seeking a potential target and a layer of defense against an actual threat until law enforcement arrives. The following are some important considerations when examining the backgrounds of different people. Officer training, experience, and salary vary widely. Consider the requirements necessary and appropriate for your camp's needs.

## **TYPES OF SECURITY OFFICERS**

TYPE	ADVANTAGES 	DISADVANTAGES 
<b>On-duty police officers</b>	Officers are trained in a variety of skills, including firearms, basic first aid, criminal law, and ethics. Typically, officers have training for active threat situations. They have direct communications for backup when necessary. They have arrest powers.	Officers may be called back to duty at any time.
<b>Off-duty police officers</b>	Officers are trained in a variety of skills, including firearms, basic first aid, criminal law, and ethics, etc. Typically, officers have training for active threat situations. They can quickly reach on-duty officers for backup when necessary. They have arrest powers.	Officers may be called back to duty for serious emergencies and may not have set schedules of availability.
<b>Retired police officers</b>	Officers may continue to meet ongoing certification standards to carry firearms. They are trained in a wide variety of skills. They have many years of experience and are licensed to carry concealed weapons, as well as required to meet ongoing certification standards to do so. Their security backgrounds can vary widely based on when and where they were trained. After 9/11, antiterrorism training was significantly increased.	Depending on when the officers retired, they may not have the updated training necessary. They are no longer police officers and have no arrest powers.
<b>Military veterans</b>	They may be trained for combat in a military environment, police or law enforcement duties, or a security function, depending on their role in the military. They may be licensed to carry concealed weapons.	Their military training may have limited or no applicability to a security function. They are not police officers and have no arrest powers.
<b>Former Israeli Defense Service (IDF) Soldiers</b>	They may be trained for combat in a military environment, police or law enforcement duties, or a security function, depending on their role in the military. They are often personally committed to working within the Jewish community. Some may have received additional, specialized training to enhance defensive maneuvers in a civilian setting.	Their military training may have limited or no applicability to a security function. They are not police officers and have no arrest powers.
<b>Special Police Officers</b> (e.g., <i>School Resource Officer</i> )	Special police officers can be armed and may have some training (e.g., campus police). They have arrest powers.	They have arrest powers only on the property to which they are assigned. Their training and experience may be limited.

The recommended best practice for armed security is to employ an on- or off-duty law enforcement officer or a recently retired officer who continues to maintain relevant certifications and training. Determine the officers' levels of skill and experience and whether they should be armed or unarmed.



If choosing a private security company, develop a written list of security officer duties, along with any requirements and qualifications you want the security company or officers to have. When checking references and the company's reputation, investigate the company's responsiveness, reliability, and professionalism.

Find out whether the company is involved in any litigation, past or pending. Have your insurance agent review the security company's insurance policies and independently verify that their licensing meets state and local jurisdiction requirements. Ensure they listen to and partner with you on the camp's specific security needs rather than imposing their own ideas.

Select a private security company that values a preventive style rather than an aggressive style, since prevention is generally more effective than a direct-action response. Document officer performance criteria, duties, and schedules, including holidays and preplanned events, in a clearly defined contract.

The security industry is not heavily regulated, and quality and standards can vary significantly between companies. A low-cost security company usually means lower standards of service. Due diligence is required to ensure that the company and its officers meet requisite high standards to protect your staff and campers properly and avoid any potential liability. Consider enlisting the help of law enforcement to review the security company's officer requirements for weapons training to ensure they are sufficient.

### Does the security company maintain these requirements and procedures with respect to its officers?

- ✧ they are licensed (if required in your state)
- ✧ criminal background and sex offender registry checks, drug testing, psychological evaluation, and internet and social media account reviews
- ✧ physical fitness is tested
- ✧ standard operating procedure manual is provided to help officers understand the full scope of their roles
- ✧ officers are provided with a document that details your camp's specific policies and procedures

### Does the security company ensure its officers are adequately trained in the following areas?

- ✧ preventive security
- ✧ observation and reporting
- ✧ immediate incident response
- ✧ best practices for active threats, lockouts, lockdowns, and evacuation preparedness
- ✧ extensive handgun and weapons use
- ✧ use of nonlethal weapons (e.g., Tasers, expandable batons, pepper spray)
- ✧ security techniques for large communal settings, large groups of people, and crowd control
- ✧ Stop the Bleed, CPR, first aid, Choking first aid, and AED use



## »»» SAMPLE QUESTIONS TO ASK A SECURITY COMPANY:

- ✧ How long have you been in business?
- ✧ What are your client and employee retention rates? Can you provide several references?
- ✧ What are your company's values?
- ✧ What pay and benefits do you provide to your officers?
- ✧ How much liability and worker's compensation insurance do you have?
- ✧ How do you stay up-to-date with current security technologies and equipment?

- ✧ Do you and your employees stay current with state and federal laws and operate accordingly?
- ✧ Do you provide your officers with post orders that clearly outline duties, responsibilities, and expectations of officers, which they must read, understand, and sign?
- ✧ How do you develop post orders, and are they specific to the facility?
- ✧ What methods do you use to train the officers?
- ✧ How and from where do you hire your personnel (e.g., law enforcement, military)?

- ✧ Are you licensed, bonded, and insured? Can you provide copies of your insurance policies?
- ✧ What equipment do you provide to the officers and/or clients? Does it include bulletproof vests, extra bullet clips, two-way radios, panic buttons, tire spike strips, flashlights, and other necessary items?
- ✧ How are officers supervised? How often do you perform random, unannounced, on-site inspections?
- ✧ What are the performance standards for your officers?
- ✧ What are your documentation procedures? Do the officers use specific software?
- ✧ Can we see a sample of officer daily logs and incident reports?

- ✧ How long are shifts?
- ✧ Can you provide a summary of your training programs?
- ✧ Do you have a 24-hour client service hotline?
- ✧ Do you have a staff available as backups for officers, if needed?
- ✧ Would you consider offering a trial-run shift before we commit to your company?

### A security officer's disposition, skills, and duties can vary greatly. Seek a security officer who possesses the following qualifications:

- ✧ a minimum of one year of experience working in the security industry or for a security company
- ✧ good judgment and problem-solving skills
- ✧ attention to detail, sharp focus, and excellent powers of observation
- ✧ the ability to take direction from a security coordinator or security committee member

- ✧ the critically important traits of honesty, integrity, competence, and dedication
- ✧ strong interpersonal skills and a firm personality combined with a non-confrontational demeanor
- ✧ an understanding of the Jewish community or experience dealing with the same
- ✧ good report-writing skills
- ✧ favorable references

## Will the security officer's duties include the following?

- ✧ being dressed in a uniform or plain clothes
- ✧ being on the premises 24/7
- ✧ performing walk-throughs of the entire premises every morning and evening to ensure that all appropriate security measures are implemented and there are no security breaches
- ✧ monitoring premises for any signs of tampering (e.g., fencing, lights, locks, utilities), as well as hostile surveillance (e.g., suspicious individual asking questions, taking photos, or using a drone near the campgrounds)
- ✧ patrolling the premises in both consistent and random patterns
- ✧ stopping vehicles for questioning if the driver, passenger, or vehicle appears suspicious
- ✧ stopping and/or inspecting all vehicles entering the grounds or parked in the parking lot without a parking permit or decal
- ✧ restricting deliveries to specific times and areas
- ✧ staying alert to unexpected or unfamiliar delivery and maintenance vehicles
- ✧ directing all visitors to the main office and verifying their arrival
- ✧ maintaining a presence at the camp's main entrance
- ✧ monitoring the camp entrance to prevent an intruder from slipping in with a large group
- ✧ ensuring appropriate doors and windows are shut and locked, or opened and unlocked, at designated times
- ✧ ensuring mechanical rooms and electrical closets are always kept locked
- ✧ locking the safe that stores the *sifrei Torah* (if applicable) after davening has ended
- ✧ staying vigilant for individuals who look out of place and may pose a threat
- ✧ checking regularly that all entrances, exits, hallways, stairwells, and windows are free and clear of obstructions
- ✧ documenting suspicious behavior by taking pictures or videos and writing a security incident report to be submitted to the security committee, law enforcement, and SCN (see Security Incident Report, page 37)
- ✧ responding immediately and appropriately to criminal, violent, or terrorist threats, unwanted or unauthorized visitors, or other security incidents
- ✧ placing him- or herself physically between any threat and staff or campers
- ✧ noting violations of policies and local safety laws and reporting these to the security coordinator
- ✧ participating in security committee meetings, providing suggestions and original ideas to the committee to improve security, and staying informed of any security concerns or changes
- ✧ responding only to instructions from designated personnel in nonemergency situations
- ✧ training regularly and staying in good physical shape
- ✧ arranging for backup and/or additional coverage when necessary (e.g., Visiting Day, absence, special events)

➡➡➡ Once a security company and officer have been selected, designate at least one security committee member to supervise the officer, to ensure optimal performance. That individual should regularly and randomly check on the officer to make sure the officer is not using their cellphone or socializing with staff, campers, or children, etc. The security committee member should arrange for the officer to be covered by a security committee member or volunteer when using the restroom. The officer should also be able to communicate with a designated security committee member or volunteer via an earpiece. On Shabbos, as another option, the officer could communicate with a maintenance staff member, if one is available on-site.





# MATERIALS

- **Crisis Kit Item List**
- **Abuse Prevention Guidelines**
- **SCN Alert Flyer**
- **Report It to Thwart It Poster**
- **Resources and References**
- **Camp Emergency Sign**

**➡➡➡ CONFIDENTIAL STAFF AND CAMPER SECURITY QUESTIONNAIRE**

We are performing a security audit to ensure the highest level of security for our camp. Your input will help improve the camp's security measures. After completing this questionnaire, which will be kept confidential, please submit it to the office.

Thank you,  
The Camp Security Committee

Date: \_\_\_\_\_ Name (optional): \_\_\_\_\_

1. Are you aware of our camp's security procedures, protocols, and policies? ☐ Y ☐ N
2. Have you received a current camp security and safety handbook? ☐ Y ☐ N
3. Have you been trained in our camp's security procedures and policies? ☐ Y ☐ N
4. Do you feel confident in your ability to implement these protocols? ☐ Y ☐ N
5. What areas of our camp's security procedures and on-site physical measures do you feel need improvement?  
\_\_\_\_\_
6. Which security needs do you feel are being met appropriately at our camp?  
\_\_\_\_\_
7. Do you feel our camp is placing the right amount of emphasis on security? ☐ Y ☐ N
8. If not, what would you change?  
\_\_\_\_\_
9. If cost were not a major factor, how would you improve on the present security of our camp?  
\_\_\_\_\_
10. What skills/abilities can you contribute to our camp's security effort?  
\_\_\_\_\_
11. If you were responsible for our camp's security, what would you prioritize as a security concern to be addressed immediately?  
\_\_\_\_\_
12. Additional comments:

Your feedback is critical and greatly appreciated!

# LOCKDOWN CHECKLIST

Always use common sense in all lockout/lockdown procedures. Do not call anyone to verify that an actual lockdown is taking place. Follow camp lockout/lockdown procedures immediately.

## THE FOLLOWING STEPS ARE RELEVANT ONLY IF SAFE AND IF TIME ALLOWS:

- ✓ Close and lock all doors and windows. If there is a keyed deadbolt, use it.
- ✓ Barricade the room with any available device (e.g., door stoppers) and move furniture or heavy items in front of the door.
- ✓ Turn off all lights, computer monitors, and radios.
- ✓ Set all cellphones to "silent," not vibrate.
- ✓ Pull down window shades and cover room and door windows (depending on the camp's emergency protocols).
- ✓ Stay along interior walls and away from windows and doors to minimize visibility.
- ✓ Remain absolutely silent and await further instruction.
- ✓ Comfort others calmly and quietly, and reassure them that help is on the way; do it in writing, if possible, to ensure silence. **(Make enlarged copies of the sample emergency card below to be kept in high-traffic areas on the premises.)**
- ✓ Calm children by providing treats and lockdown lollipops, if available.
- ✓ Leave only if you have been advised to do so by a verified member of law enforcement or the security coordinator.
- ✓ If a fire alarm is sounded, leave only if instructed to do so by a verified member of law enforcement or the fire service, or if a fire has been verified.
- ✓ Unlock and open the door only if the security coordinator, security committee member, or verified member of law enforcement announces the incident's end.

POST THIS LIST IN APPROPRIATE AREAS THROUGHOUT THE CAMP.

### Legal Disclaimer

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CUT HERE AND STORE FOR USE DURING AN ACTUAL INCIDENT

**THIS IS  
NOT A DRILL!**

**PLEASE REMAIN ABSOLUTELY SILENT.  
HELP IS ON THE WAY.**

# SECURITY INCIDENT REPORT



➡ Please detail any security incidents, including suspicious activity or actual breaches, on this form. Take pictures of any damage, if applicable. Provide copies of this report (and photos, if relevant) to authorities and staff.

Date \_\_\_\_\_ Time: \_\_\_\_\_ AM/ PM

Where incident occurred: \_\_\_\_\_

Staff involved: \_\_\_\_\_

Camper(s) involved: \_\_\_\_\_

Law enforcement personnel involved: \_\_\_\_\_

Others involved: \_\_\_\_\_

Detailed description and identity of perpetrator(s) involved: \_\_\_\_\_

Gender: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_

Clothing: \_\_\_\_\_ Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_ Voice: \_\_\_\_\_

Vehicle make and model: \_\_\_\_\_

License plate: \_\_\_\_\_

Direction the individual went when leaving the premises: \_\_\_\_\_

Detailed description of the event: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Contact info: \_\_\_\_\_

Reported to: \_\_\_\_\_

Actions taken: \_\_\_\_\_

Follow-up/resolution: \_\_\_\_\_

Use additional paper if necessary.

Please make copies of this sample incident report and distribute to your staff.



# BOMB THREAT

## RESPONSE CHECKLIST

**If you receive a bomb threat by phone, your calm and quick response is crucial.**

- Listen carefully, be courteous, and do not interrupt the caller.
- Keep the caller on the phone as long as possible.
- Try to have another person listen in on the call by using another phone, but only if it will not alert the caller.
- If your phone has a Caller ID display, write down the phone number clearly and accurately.
- Do not hang up the phone, even if the caller does.
- Indicate to a co-worker (by a prearranged signal or note) that a bomb threat has been made, so they can call police and key personnel. If the camp is part of a shared facility, contact the facility's key personnel as well.

**Ask the Caller:** \_\_\_\_\_

**WHERE IS THE BOMB SPECIFICALLY LOCATED?**

**WHEN WILL THE BOMB GO OFF?**

**WHAT DOES IT LOOK LIKE?**

**WHAT DOES THE DETONATOR LOOK LIKE?**

**WHAT TYPE OF BOMB IS IT?**

**DID YOU PLACE THE BOMB?**

**WHY DID YOU PLACE THE BOMB?**

**DO YOU REPRESENT AN ORGANIZATION?**

**WHAT IS YOUR NAME AND CALLBACK NUMBER?**

**WHERE ARE YOU?**

**Do not hang up the phone, even if the caller does!**

**Do not attempt to perform a search for the bomb and wait until police arrive.**

**Immediately after the phone call, complete the checklist below:**

Date: \_\_\_\_\_

Time call began: \_\_\_\_\_

Time caller hung up: \_\_\_\_\_

Phone number the call was received at: \_\_\_\_\_

Was the call a recorded message? \_\_\_\_\_

What threatening words did the caller use? \_\_\_\_\_

Was the caller's voice familiar? \_\_\_\_\_

Did the caller seem familiar with the facility, based on their description of the bomb location? \_\_\_\_\_



Bomb threats, usually received by phone, are to be taken seriously until proven otherwise. Time is of the essence, so responses must be quick and efficient. All office staff should be trained to respond appropriately and to complete this checklist. The camp director/security coordinator, along with law enforcement, should evaluate the threat and make an informed decision regarding the need to evacuate. When time allows, notify the SCN Duty Desk at 844-SCN-DESK.

## Caller's Voice

- ☐ Male
- ☐ Female
- ☐ Adult
- ☐ Juvenile
- ☐ Child
- ☐ Loud
- ☐ Soft
- ☐ High-pitched
- ☐ Deep
- ☐ Raspy
- ☐ Distorted/Muffled
- ☐ Recorded
- ☐ Other (specify) \_\_\_\_\_

## Caller's Speech

- ☐ Accent (specify) \_\_\_\_\_
- ☐ Calm
- ☐ Excited
- ☐ Angry
- ☐ Incoherent
- ☐ Irrational
- ☐ Emotional
- ☐ Laughing
- ☐ Slow
- ☐ Distinct
- ☐ Stuttered
- ☐ Nasal
- ☐ Disguised
- ☐ Fast
- ☐ Distorted
- ☐ Slurred
- ☐ Quiet
- ☐ Other (specify) \_\_\_\_\_

## Background Sounds

- ☐ House
- ☐ Office
- ☐ Factory
- ☐ Traffic
- ☐ Train
- ☐ Airport
- ☐ Music
- ☐ Animals
- ☐ Conversation
- ☐ Baby
- ☐ Other (specify) \_\_\_\_\_

Name of operator: \_\_\_\_\_ Phone number: \_\_\_\_\_

Additional comments:

# If you receive a bomb threat via email

- Leave the email message open on the computer.
- Notify the Camp Director and security staff immediately who should contact 911 immediately for further instructions.
- Print, and take a picture of the email with the date and time visible, making sure not to disturb anything on the screen.

**Post this checklist at all switchboards and appropriate locations.**

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## EMERGENCY CONTACTS

Please post where appropriate.

	Name	Land Line	Cellphone	Email
Camp Landline				
Shared Facility (if applicable)				
Camp Director				
Security Coordinator				
Security Officer				
Local Police				
State Police				
Sheriff's Office				
Homeland Security				
Bomb Squad				
SWAT				
Postal Inspector				
Local Fire Department				
Ambulance				
Hospital				
Poison Control				
CDC				
Hatzalah				
Staff Doctor				
Health Center				
Security Committee Member				
Security Committee Member				
Security Committee Member				
Shomrim				
Chaverim				
Facility Managers				
CERT Emergency				
Gas and Electric Company				
Water Company				
Alarm Monitoring Service				
Plumber				
Electrician				
HVAC Company				
Phone System				
IT Management				
Rabbi				
President				
Chairman				





A crisis kit, sometimes referred to as a go bag or emergency kit, should be created by a security committee member or security coordinator and provided to first responders before camp begins and prior to a threat or incident. Providing them with specific information about the camp and items to help in an emergency can ensure a more effective response.

## ARE THE FOLLOWING ITEMS INCLUDED?



several USBs with all pertinent data for first responders



camp's incident management plan



local street and zone maps



aerial photos of the camp



blueprints



floor plans showing utility shut-off valve locations



map depicting safe rooms and evacuation routes and sites



master keys/keycards and combination lock codes



electronic access control, alarm, and PA systems PIN numbers and codes



staff and camper rosters with contact numbers



daily camp schedules



flashlights



batteries



two-way radios



first aid kit



reflective vests



red or yellow tape to cordon off areas



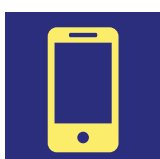
location of emergency supplies



battery-powered radio



whistle



prepaid cellphone



wrench or pliers for valve shut-off



paper and pens

# ABUSE PREVENTION

## GUIDELINES FOR COUNSELOR-CAMPER CONTACT



Name: \_\_\_\_\_ Camp: \_\_\_\_\_

### General Camp Conduct Standards

\_\_\_\_\_ is committed to providing a safe and appropriate environment for all campers and camp employees. Parents entrust their children to us. To support their trust, camp staff is committed to establishing a safe camp environment for every child's physical, emotional, and spiritual well-being. As part of my responsibilities:

- I understand and accept that I am a caretaker of children.
- I understand that there's a clear power difference between me & my campers (ex. money, mobility, authority, experience, knowledge, rules)
- I understand that inappropriate touching of a camper can have severe emotional/psychological effects on that camper that can last a lifetime.
- I understand that verbal abuse can have long lasting emotional and psychological effects on children.
- I will watch for signs of stress in myself and others as a way of maintaining a safe camp environment and I will ask for support when needed.
- I will alert senior supervisory or administrative camp personnel to dangerous or "at-risk" situations between campers and staff, campers and campers, or staff and staff as indicated below.

Creating an atmosphere of mutual respect and modesty will create a safe camp environment for everyone.

### Contact Guidelines

The Magen Yeladim Guidelines for Counselor-Camper Contact place an emphasis on unwanted touch and exerting any form of inappropriate verbal, physical, or psychological influence or control on campers and/or staff. Violation of these guidelines is not tolerated. Consistent with its commitment to maintain a safe environment, our camp will conduct a thorough investigation, report any legally mandated violations to appropriate authorities, and take necessary steps to counsel or remove individuals who violate these principles.

- A counselor may, under no circumstances, hit a child.
- A counselor may touch a child only on the hand, shoulder or upper back, only with their permission and while fully dressed.
- A counselor may never touch a child against the child's will or apparent discomfort, whether expressed verbally or non-verbally (unless in the case of clear and present danger)
- A counselor may only touch a child in the presence of other adults.
- A counselor may never look at, touch, or talk about the private areas of a child's body, which is the area normally covered by a bathing suit, unless there is a clear medical necessity, and then only with supervision by another adult.
- In case of a medical emergency, the counselor must use his/her discretion for the benefit of the child.
- No child or teenager should sit on the lap of an adult or counselor.
- A counselor may not give frontal hugs to campers. When a hug is needed, the counselor must use a shoulder to shoulder hug.
- Counselors must respect the privacy of campers in situations such as changing times and taking showers. Counselors are responsible to monitor that other campers do not violate the privacy of fellow campers as well.
- Counselors will at all times be dressed modestly. Clothes such as swimsuits, shorts, and tops are not to be revealing or in any way draw attention to the private areas of a counselor's body.

To achieve the goal of establishing a safe environment, all camp counselors are expected to follow the Magen Yeladim Guidelines for Counselor-Camper Contact.

Any concerns, suspicions, or allegations of abuse, harassment, or violation of behavioral standards should be promptly discussed with or reported to \_\_\_\_\_

☐ The Camp Director will notify the appropriate authorities and parents

☐ The Camp Director will take appropriate internal action

## Behavioral Guidelines

Proper counselor/camper, camper/camper and counselor/counselor interaction and behavior are very important. We are role models to our campers and our camp is held as an example in the community. Therefore, these standards include conduct inside and outside our camp during camp hours, after-camp activities, and/or all private interaction with campers. I understand that:

- Campers will not be subjected to "initiation" rites, tricks, hazing, or practical jokes that are embarrassing or abusive in any manner.
- A counselor may not use abusive or derogatory or obscene language with or in front of campers.
- There will be double coverage of campers during changing times.
- Younger children should be encouraged to change their own clothes as much as possible.
- Counselors should not change in front of campers.
- Counselors will NOT sit on or share a bed or sleeping bag with a camper or another counselor.
- Counselors should never show or discuss any inappropriate or pornographic pictures, videos or other materials with campers.
- Each camper will sleep in their own bed or sleeping bag and not share a bed with other campers.
- Counselors may NOT be alone with campers in private or secluded areas.
- Counselors will set limits with children who "cling" or hang onto them.
- Counselors will not give back rubs or chills to campers nor have campers do so to them.
- Tickling or teasing a camper to the point where that camper is uncomfortable or out of control is unacceptable.
- Pillow fights, wrestling matches, or other zealous physical contests between campers can be over-stimulating and need to be limited and carefully supervised.
- Counselors must stay with campers at all times, and counselors must know where their campers are at all times. Campers may never be left unattended.
- Camp Staff should periodically inspect cabins, offices, work areas and other areas where children, counselors and staff are together. Restrooms, closets, and other private or secluded areas should be checked as well.
- Counselors will provide close supervision during all swim activities including changing before and after swimming.
- Older campers who tend to spend a great deal of time with younger campers should be encouraged to engage in activities with their appropriate peer group.
- Counselors should not spend considerable "off duty" time with the same child or children. Make sure that such time is spent in the open areas of the camp. If you feel there is a reason to have private time with a camper, notify your supervisor and remain in a public area. It is best NOT to be alone with campers at any time.
- Overnights need a minimum of two adult leaders and there needs to be at least one counselor present of the same gender as the campers.
- Counselors should stay out of bunks/cabins other than their own after lights out at night unless on specific camp business.
- Romantic lives of counselors cannot, under any circumstances, be shared with campers.
- If counselors feel too stressed to deal with campers in a healthy manner they will ask for help.
- If counselors encounter a particularly difficult child, they will seek the assistance of a supervisor or administrative staff member.

By signing this document, I confirm that I have read, understand, and accept the rules, guidelines and standards of conduct in this document.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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# SCN ALERT

## SECURE COMMUNITY NETWORK

# KEEPING PEOPLE SAFE, **WHEN** **SECONDS MATTER...**



### Powerful, Reliable & Flexible Notification & Communication

SCN Alert, a cloud-based, secure, web-enabled mobile app, makes it easy for entities to send critical messages to thousands of users – via email, text or telephone call – while allowing for immediate, individual response with an automatic audit trail.

SCN Alert creates a standardized platform that can be used across communities throughout the country, increasing the safety and security of our communities.

From natural disasters and threats to incidents and attacks, SCN Alert's state-of-the-art emergency communications platform allows Federations and other organizations to provide vital, timely information to staff, community members, and partners.

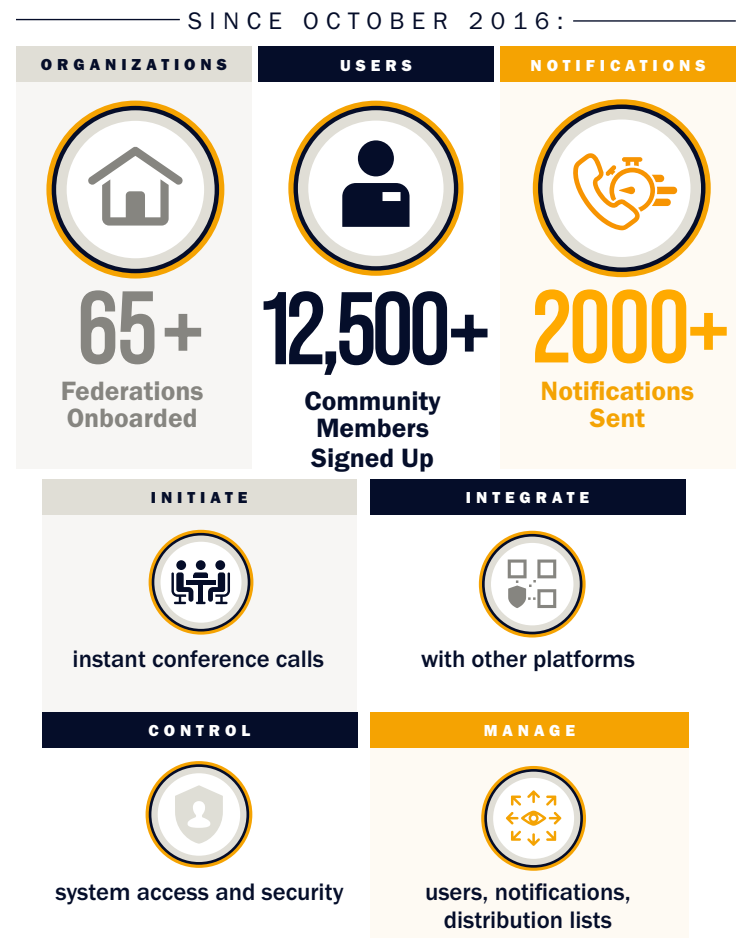
### Overview

In 2016, the Secure Community Network (SCN) – working with The Jewish Federations of North America and the Conference of Presidents of Major American Jewish Organizations – entered into a national contract with a leading mass notification platform. Leveraging economies of scale and efficiency, SCN is able to provide both a state-of-the-art emergency communications platform, as well as training and support to use it, to every Federation and member organization at a fraction of the cost if purchased individually.

### Increasing Awareness & Enhancing Safety

SCN Alert is intended to be used for developing incidents and emergency communications:

- Information on imminent threats to a community or facility
- Unfolding events ... or to alert parents, partners, and/or the broader community of what is occurring, what to do, and who to contact
- Facility closures (outside normal operations)



PLEASE POST AT APPROPRIATE LOCATIONS.



**WHO**  
did you see?



**WHAT**  
did you see?



**WHEN**  
did you see it?



**WHERE**  
did it occur?



**WHY**  
is it suspicious?



**CALL**  
911 to report it.

**REPORT IT TO THWART IT™**  
וְנִשְׁמָרְתֶּם מֵאֵד לְנִפְשֵׁיכֶם



**CALL 911!**

Report any criminal/anti-Semitic threat or incident to the Secure Community Network's Duty Desk (available 24/7) at 844-SCN-DESK (844-726-3375)



If you **see** something,  
**say** something®

[dhs.gov › see-something-say-something](https://dhs.gov/see-something-say-something)



The Secure Community Network (SCN), a nonprofit 501(c)(3), is the official homeland security and safety organization of the Jewish community in North America. Established under the auspices of The Jewish Federations of North America and the Conference of Presidents of Major American Jewish Organizations, SCN is dedicated to ensuring the safety and security of the Jewish community through increased awareness, improved protection, enhanced preparedness, and effective response.



The Chessed Fund Limited and Project Ezra of Greater Baltimore Inc., directed by Frank Storch, are two community-based organizations that focus primarily on security and safety. Critical guides published and distributed free worldwide include *Keep Your Shul Safe*, *Keep Your School Safe*, *Keep Your Camp Safe*, *Stay Safe in Israel*, *Stay Safe Abroad*, *Communal Candle Lighting Safety*, *Pesach Program Safety & Security*, and *Guide to Pesach Safety (for Travelers to Orlando)*. *Keep Your Shul Safe* is currently in development. Project Ezra also provides over 40 programs and lending resources annually.

## VISIT THESE IMPORTANT SITES FOR MORE INFORMATION:

### American Camp Association

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

### American Red Cross

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

### Department of Homeland Security

[www.dhs.gov](http://www.dhs.gov)

### Magen Yeladim Child Safety Institute

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

### Federal Bureau of Investigation

[www.fbi.gov](http://www.fbi.gov)

### Federal Emergency Management Agency

[www.fema.gov](http://www.fema.gov)

### Gleis Security Consulting

[www.gleisconsulting.com](http://www.gleisconsulting.com)

### Jcamp 180

[www.jcamp180.org](http://www.jcamp180.org)

### Jewish Emergency Preparedness Project (JEPP)

[www.jepp365.org](http://www.jepp365.org)

### Jewish Community Relations Council of New York

[www.securityblog.jcrcny.org](http://www.securityblog.jcrcny.org)

### Meow Meow Foundation

[www.meowmeowfoundation.org/camp-safety-resources](http://www.meowmeowfoundation.org/camp-safety-resources)

### Misaskim

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

### National Clearinghouse for Educational Facilities

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

### National Security Council

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

### Poison Control

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

### The Secure Community Network

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

### Ready

[www.ready.gov](http://www.ready.gov)

### U.S. Department of Education

[www.ed.gov](http://www.ed.gov)

American Camp Association (May 2022) Field Guide for Camps Section 3.0 Health Screening, Preventing Covid Infections (EH&E 24206) [PDF file]. Retrieved from: <https://acacamps.app.box.com/s/p1leb3prty40utd3s22a6y1hzz4i5hya.pdf>

American Camp Association (May 2022) Field Guide for Camps Section 4.0 Facilities Management (EH&E 24206) [PDF file]. Retrieved from: <https://acacamps.app.box.com/s/3saoz2rn24q9tcn20t7xhgdmducezief.pdf>

Anti-Defamation League (2023, December 11) ADL Reports Unprecedented Rise in Antisemitic Incidents Post-Oct. 7 [Press Release]. Retrieved from: <https://www.adl.org/resources/press-release/adl-reports-unprecedented-rise-antisemitic-incidents-post-oct-7>

Department of Homeland Security (November 2017) Emergency Action Plan Guide [PDF file]. Retrieved from: <https://www.cisa.gov/sites/default/files/publications/active-shooter-emergency-action-plan-112017-508v2.pdf>

Jewish Community Relations Council of New York (January 2009). Sample Building Access Policies and Procedures [PDF file]. Retrieved from: <https://www.jcrcny.org/wp-content/uploads/2013/10/sampleaccesspolicy.pdf>

Massachusetts Department of Early Education and Care (September 2021) Health and Safety Checklist for Funded Summer Camps [PDF file]. Retrieved from: <https://www.mass.gov/doc/funded-summer-camp-compliance-checklist/download.pdf>

Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) (July 2016). Suspicious Activity Reporting: Fire and Emergency Medical Services Training [PDF file]. Retrieved from: [https://www.dhs.gov/sites/default/files/publications/16\\_0901\\_NSI\\_Fire-EMS-Overview.pdf](https://www.dhs.gov/sites/default/files/publications/16_0901_NSI_Fire-EMS-Overview.pdf)

New York City Health Bureau of Child Care (December 2013) Summer Camp Safety Plan [PDF file]. Retrieved from: <https://cdn.fedweb.org/fed-91/2/NYC%2520-%2520Camp%2520Safety%2520Plan1.pdf>

Secure Community Network Facility Assessment Tool (November 2018) [PDF file]. Retrieved from: [uscj.org/assets/resources/SCN-Facility-Assessment-V7-1.pdf](https://uscj.org/assets/resources/SCN-Facility-Assessment-V7-1.pdf)

Secure Community Network (January 2020). Firearms and the Faithful, Approaches to Armed Security in Jewish Communities [PDF file]. Retrieved from: <https://cdn.fedweb.org/fed-91/2/FirearmsandtheFaithful%255B2%255D%25281%2529.pdf>

U.S. Department of Homeland Security (2014). Bomb Threat Procedures [PDF file]. Retrieved from: <https://www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf>

### Legal Disclaimer

The information posted on the websites above contains information created and maintained by other public and/or private organizations. These links and pointers are solely for information and convenience. The author of this document and any related entities do not assume, and specifically disclaim, any and all liability with respect to any loss or damage to life or property caused by any omission in, or use or misuse of suggestions described. The author of this document does not control or guarantee the accuracy, legality, relevance, timeliness, or completeness of information contained on a linked website; do not endorse linked websites, the views they express, or the products/services they offer; and are not responsible for transmissions users receive from linked websites.



# CAMP EMERGENCY INFORMATION

PLEASE POST NEAR  
ALL PHONES.

**POLICE 911**  
**(LOCAL POLICE \_\_\_\_\_)**  
**HATZALAH \_\_\_\_\_**  
**SHOMRIM \_\_\_\_\_**



If you **see** something, **say** something®

WHEN CALLING FOR HELP,  
RELAY THE FOLLOWING INFORMATION:

**Camp Name:** \_\_\_\_\_

**Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_



AED IS LOCATED  
\_\_\_\_\_



FIRST AID/TRAUMA  
KIT IS LOCATED  
\_\_\_\_\_



EMERGENCY  
PHONE IS LOCATED  
\_\_\_\_\_

**REPORT IT TO THWART IT™**

וְנִשְׁמְרֵתֶם מֵאֵד לְנַפְשֵׁיכֶם

**The Chesed Fund**  
LIMITED

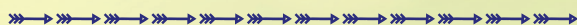
Project Ezra  
Of Baltimore

**Preparing Our Community Today for a Safe and Secure Tomorrow**

The Chesed Fund Limited is dedicated in memory of Mordechai & Rebecca Kapiloff, ע"ה, Dr. Bernard Kapiloff, ע"ה, and Rabbi Norman & Louise Gerstenfeld, ע"ה. Project Ezra of Greater Baltimore, Inc. is dedicated in memory of M. Leo and Hannah Storch, ע"ה.

To download free copies of this guide,  
please visit our website,  
**chesedfund.com**

For any questions or feedback,  
contact Frank Storch at  
info@chesedfund.com or 410-653-3333.



Report incidents, threats, or suspicious behavior or  
activity to local law enforcement/reporting authorities  
and then to the Secure Community Network's  
24/7 Duty Desk at 844.SCN.DESK (844.726.3375),  
or via email at dutydesk@securecommunitynetwork.org.

