



Policy: Security Policy

Date Approved: April 25, 2018
(Replaces Previous Policy Dated: New)

Approved By: Board of the Shaar Shalom Congregation

Policy Statement

The purpose of this policy is to provide general and specific guidance on the security measures in place at the Shaar Shalom Synagogue and expectations of staff and volunteers while maintaining a balance between the principles of security and inclusion.

Definitions

Caretaker – the individual hired to perform custodial services for the synagogue

Disruptive behaviour - any action that creates concern for the physical or emotional safety of children or adults. Disruptive behaviour includes actions that disturb synagogue services, disrespect conservative Jewish halakha, or weaken the synagogue's ability to serve current and future members.

Function organizer – the individual who is the main contact for the function

Greeter - an individual designated to monitor an external entrance to the Synagogue.

Member – an individual included in one of the following three classes of membership:

1. Single – a Jewish person over the age of eighteen (18) years who is not otherwise included in a Family Membership.
2. Family – includes:
 - A single Jewish adult with one or more dependent Jewish children; or
 - Cohabiting Jewish adults, with or without dependent Jewish children; or
 - Such other definition as designated by the Board.
3. Such other classes as may be designated by the Board from time to time

The synagogue office retains a list of the specific individuals covered under each class of membership

Security Services - any group contracted by the Board or Congregation to provide security at the Synagogue or any other location.

Visitor - any individual accessing the Synagogue who is not included in another category defined within this policy.

Policy Objectives

Disruptive behaviour will not be tolerated at any time and is governed by a separate policy.

From time to time the Board may elect to implement measures in response to specific security issues which may conflict with those outlined in this policy. Those specific decisions will take precedence over this policy, however this policy should be considered in those decisions.

The objective of this policy is to provide General Guidance for security measures in place at the Synagogue, as well as Specific Guidance related to:

1. High Holy Days
2. Shabbat
3. Special Events
4. Office Hours
5. Hebrew School

with consideration for the role of the caretaker, staff of the Synagogue, security services, and other members or visitors.

Policy Application

As a general rule, it is expected all individuals will exercise common sense and good judgement in dealing with potential threats to their own physical wellbeing and to the physical assets of the congregation. Any individual acting on behalf of the congregation is expected to act in accordance with all applicable laws and regulations.

General Guidelines

The external doors at the Shaar Shalom Synagogue are to remain locked at all times unless otherwise specifically indicated.

Keys to the Synagogue are held by:

- Specified members
- Caretaker
- Office staff
- Spiritual leader(s)

A list of these persons shall be maintained in the Synagogue office

Any time that any external door to the Synagogue is left unlocked, it shall be monitored by a Greeter. This role can be performed by the Caretaker or a designated volunteer.

The Caretaker monitors access to the Synagogue using the security apparatus that has been made available to them. Access to the Synagogue by anyone outside of specifically designated times is at the discretion of the caretaker, office staff, or the spiritual leader(s).

Any person wishing to access the Synagogue outside of specifically designated times should make appropriate arrangements directly with the Caretaker or via the Shaar Shalom Office. This includes members who have a key to the Synagogue.

Role of the Caretaker

The role of the caretaker is not that of a security guard; as such, it is understood that the caretaker's primary responsibility is to their own safety and wellbeing. A more complete outline of the roles and responsibilities of the Caretaker can be found in their job description.

In any emergency the caretaker's responsibility shall be to:

- Ensure their own safety;
- Alert others who may be in danger; and
- Alert the appropriate local authorities

Role of Others

In any emergency any member of the community's responsibility shall be to:

- Ensure their own safety;
- Alert others who may be in danger; and
- Alert the appropriate local authorities

Specific Guidelines

High Holy Days

On High Holy Days additional security is provided on contract by the Halifax Regional Police force in the form of uniformed officers on the street.

Additionally, volunteer ushers and ticket takers are positioned inside both exterior doors whose job it is to take attendees' tickets.

The exterior doors are not locked during High Holy Day services and the role of greeter is shared between the Caretaker and the volunteers

Shabbat

The entrance to the Synagogue located off of Pepperell Street is left unlocked during Shabbat Services. The Caretaker monitors the entrance during these times using the security camera and display in the office.

If, during services, the Caretaker is called away from monitoring the door for an extended period of time the role of greeter should be temporarily undertaken by another individual, or a sign indicating that someone will return shortly should be placed in the window and the door locked.

Special Events

At any time there is an expectation of a high volume of attendance, the function organizer should ensure there are sufficient volunteers on hand to assist in managing the flow of people into and within the Synagogue before, during and after the event. The caretaker will need to perform their regular duties and may not be able to maintain sufficient presence at the entrance.

At the start of the event the doors may be left unlocked to allow for ease of access by members of the community but should be monitored by a greeter at all times.

Office Hours

External doors are locked during office hours. Access is granted remotely by staff in the office.

Hebrew School

During Hebrew school hours, the steel doors on the lower level are locked at all times with the exception of ten minutes prior to, and ten minutes following the start of classes. The caretaker or supervising volunteer will hold a key to open the door as needed otherwise.

Exterior doors are locked at all times and are to be monitored by the Caretaker or a volunteer.

Policy Exceptions

None identified.

Policy Monitoring

None identified.

Forms Included with this Policy as Attachments

- Incident Reporting Protocol
- Emergency Contact Information
- Incident Report Form

Incident Reporting Protocol

1) Are you in Immediate Danger?

a) Find a Safe Place

2) Is Anyone else in Immediate Danger?

a) Alert them & Find a Safe Place

then

3) Alert the appropriate local authorities

Who to contact?

Halifax Regional Police website: <https://www.halifax.ca/fire-police/police/reporting-crime>

For Emergencies in progress always call 911 and then notify the designated Board contact.

For all other non-emergency situations call Halifax Regional Police dispatch at **(902) 420-5020** and then notify the designated Board contact.

In a situation requiring police involvement remember **always call the Police first before anyone else**. Ensure that you receive a file/reference number and that you indicate you are calling from the Shaar Shalom Synagogue. Fill out the internal reporting form with as much detail as possible.

Be clear and concise and try to capture as much information as you can immediately. The more recent the memory the more likely it is to be accurate.

Remember, the First Priority is Your Safety.

Emergency Contact Information

Shaar Shalom Congregation

Phone (902) 423-5848

Address 1981 Oxford St, Halifax, NS B3H 4A4

Name	Phone	Description
<i>Emergency Contacts - External</i>		
Emergency	911	
Halifax Regional Police dispatch	(902) 420-5020	
		Security Company
<i>Contacts - Internal</i>		
Shaar Office	(902) 423-5848	
Alan Doyle	(902) 478-5535	Caretaker, Key holder
Matthew Robinson	(902) 579-6629	Board Member - Security Designate

Incident Report Form

<p>Shaar Shalom Congregation Phone (902) 423-5848 Address 1981 Oxford St, Halifax, NS B3H 4A4</p> <p>Police File #: Officer responding:</p>	<p>Date & Time of Incident:</p> <p>Nature of Incident:</p> <ul style="list-style-type: none"><input type="checkbox"/> Suspicious / Threatening Phone Call<input type="checkbox"/> Suspicious Person / Vehicle<input type="checkbox"/> Actual Threat
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Description of Suspicious Person / Vehicle

Hair colour, height, facial features - Vehicle type, colour, make, license plate

Details of Threat

Message left, actions, phone number of caller

Use back of form if additional space required