SAFETY & SECURITY CONSIDERATIONS FOR FACILITY CLOSURES

In response to COVID-19 and with many Jewish agency facilities closing, canceling or postponing events, remotely working, and supporting our communities in unique ways, the below information can help provide some simple crime prevention tips and best practices through low cost/no cost measures.

Consider the nature of your facility

If a shared facility, such as a campus or commercial office space, consider the nature and extent of activities that may be continuing in the facility during the time of closure. Maintain awareness of other tenants or partners and their plan to continue to use the facility and what impact your change of status may have on overall facility operations, as well as necessary safety and security requirements.

Consider maintaining minimal on-site staffing

Consider if maintaining a skeleton crew in the facility is necessary for the safety of those still needing access, including visitors, subject to local curfew and shelter-in-place orders. Also, consider who is most appropriate to be staffing the facility. Consideration should be given around security personnel, maintenance, facilities and/ or cleaning crews. Implement a protocol for those staff members and ensure a notification list/matrix and guidance for response is provided. Also consider potential impact to staff who may need to service buildings, to include travel restrictions, curfews, etc. Are policies, procedures and support in place to assist them?

Ensure doors and windows are secured

Check all doors and windows when leaving your office or facility.

Designate a staff member to check on the facility

If a facility is fully closed, consider having one or more staff members regularly check the facility, ensuring doors and windows remain secure, alarms are still active, and all is in order. Take notes on the state of the facility, perimeter area, and vehicles in the lot – in case they need to be referenced by the next staff member should something suspicious or "out of place" be observed.

Take Proactive Safety Measures

Consider leaving certain lights on to increase visibility around and in a facility, as well as lowering and/or adjusting blinds throughout the facility. Consider changing which lights are left on or blinds are closed, making adjustments on a regular basis to demonstrate signs of ongoing activity. Check your external lighting and ensure it remains lit during darkness and that motion sensors, if utilized, are functional.

Make arrangements for deliveries

Consider coordinating with the local post office, UPS, FEDEX, Amazon, and other regular delivery services to pick up mail and parcels at their facilities. If in a shared space (building or campus), consider sharing pick-ups with the other organizations. Large amounts of boxes/ mail left at the door is a visible sign that "no one is home."

Ensure Alarms/Intrusion Detection System are active

If you have an alarm system, test it with the monitoring service and make sure it is activated before you leave. Also ensure the notification list for the monitoring service is accurate and up to date, to include staff and potentially law enforcement – and in what order they are called.

Check your security cameras remotely if possible

If you have security cameras and can check them remotely, do so regularly. Review for any suspicious activity and take note of vehicles parked in parking areas. Immediately report all suspicious activity to local law enforcement.

Have a process to receive and transmit emergency messages

In agencies that maintain a community response function, consider ensuring all voicemail messages are updated to reflect operating conditions and that they are either checked several times a day or forwarded to an "on call" staff member. This process may be operated either in-person or remotely, using call twinning or call forwarding.

Notify your local law enforcement agency of the facility's closure

Notify your local law enforcement and first responder agencies that you have temporarily closed the facility, when you expect to re-open, and if any staff (including facilities, engineering, or maintenance staff) will still be entering the facility in the meantime; ask them to increase frequency of patrols in the area. Notify them again when you resume normal operations. Additionally, ensure emergency contact lists and phone trees are updated and available to law enforcement.

Contact your insurance carrier

Consider contacting your insurance carriers to discuss any issues or concerns that closing may have on coverage and liability. Use this as an opportunity to discuss possible gaps in coverage (natural disaster, pandemic, active shooter, etc.).

For more information, or to report an incident after notifying local law enforcement, and your Security Director, if applicable, contact:

SCN Duty Desk at 844.SCN.DESK

or email DutyDesk@SecureCommunityNetwork.org