

March 2017



TheKeepYour  
Community  
SafeInitiative

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# Keep Your

# CAMP

# SAFE

ABUSE PREVENTION SECTION  
by Debbie Fox LCSW  
Director and Founder  
of Magen Yeladim International

“ונשמרתם מאוד לנפשותיכם”

A Self-Guided Assessment & Effective Recommendations for  
**Safety and Security**

by Frank Storch



Agudath  
Israel  
of America  
אגודת ישראל באמריקה



THE STRENGTH OF A PEOPLE. THE POWER OF COMMUNITY



SECURE COMMUNITY NETWORK



ORTHODOX  
UNION  
תורה ומצוות  
Enhancing Jewish Life



DEDICATED IN LOVING MEMORY OF RABBI RONNIE GREENWALD ע"ה

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# BY FRANK STORCH

**Founder of The Chesed Fund Limited and Project Ezra of Greater Baltimore, Inc.**  
*www.chesedfund.com*

**March 2017 | Baltimore, MD**

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The Chesed Fund Limited is dedicated in memory of Mordechai & Rebecca Kapiloff ז"ל  
Dr. Bernard Kapiloff ז"ל and Rabbi Norman & Louise Gerstenfeld ז"ל.

Project Ezra of Greater Baltimore, Inc., is dedicated in loving memory of Mr. M. Leo Storch ז"ל.

Printing dedicated in loving memory of Harav Chaim Shmuel Niman זצ"ל,  
Mashgiach of Yeshiva Chofetz Chaim of Queens, New York.

*In loving tribute to Mrs. Ettie Schachter ז"ל.*

This guide is also dedicated as a zechus for a refuah shleima for Sara bas Rochel Nechama & Tamar Adina bas Kayna Shulamis.

I would like to extend my profound appreciation to my mother, my wife, Danielle Sarah, and my family and friends, whose assistance was invaluable in the preparation and production of this guide. 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. Special thanks to Paul Goldenberg, Director of Secure Community Network (SCN) and Mark Genatempo, Program Administrator, for their tireless efforts on behalf of our communities.

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# FRANK STORCH

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March 2017

Dear Camp Owners and Directors,

The words “summer camp” usually evoke warm feelings of children enjoying their vacation days in a relaxed environment. With the harsh reality of increased terrorism and antisemitism throughout the world, Jewish camps now have the added responsibility to provide safety and security along with fun and relaxation. Camps must now follow the lead of schools, shuls, and community institutions that have learned to safeguard their campuses by increasing security.

Based on over 40 years of hands-on safety and security consulting experience, I believe that every camp should re-evaluate and update its safety and security measures. In four waves across four weeks during January 2017, almost 70 bomb threats were received at Jewish Community Centers and other Jewish institutions across the country. Updating camp security is necessary now more than ever.

In 2013, in response to the Sandy Hook Elementary School shooting, the Keep Your Community Safe Initiative (KYCSI) began with the publication of *Keep Your School Safe*. Additional publications now include *A Guide to Guards*, *Stay Safe in Israel*, *Stay Safe Abroad*, and *Personal Safety 101*. KYCSI has also provided security assessments for American, Israeli, and British schools, yeshivas, seminaries, and community organizations.

This guide, *Keep Your Camp Safe*, was developed to help your camp thoroughly review its security needs and create a safety program customized for your camp. Please note that I have attempted to make this guide all-encompassing and some recommendations may not be applicable to your specific camp. After completing the self-guided assessment and outlining a plan to address your camp's security needs, consider applying for government grants. Visit [www.jcrcny.org](http://www.jcrcny.org) for information about the Department of Homeland Security's annual Nonprofit Security Grant Program, offering \$75,000 for qualifying institutions. Also consider contacting private foundations, charitable and non-profit organizations, for-profit companies, and local sponsors.

New to this year's edition, we have enclosed a Camp Safety and Security Contest insert, sponsored by Project Ezra of Greater Baltimore, Inc. Please make copies and distribute to your camp staff. One staff member's entry will be selected from all participating camps throughout the country. The winner can choose between a free round trip ticket to Israel or \$1000! For a full list of rules and regulations, email [keepyourcampsafe@gmail.com](mailto:keepyourcampsafe@gmail.com).

Please remember 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. Additionally, 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 410-340-1000. This guide is also available for free download, as a rewritable PDF, at [www.keepyourcampsafe.org](http://www.keepyourcampsafe.org).

May Hashem safeguard us from all harm.

Respectfully yours,



Frank Storch



# 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 Greenwald single-handedly changed 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, from all backgrounds. He helped children with minor to severe physical handicaps, children with emotional trauma and pain, and children who struggled spiritually. He inspired campers to grow and succeed in their life's journey and 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. As 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 to campers from all over the world, who eagerly counted down the days for camp to begin.

On January 20th, 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 due to Keep Your Camp Safe be in his blessed memory.**

*Dedication*

## 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*

# Keep Your Camp Safe

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# Self-Guided Assessment

(This section is also available as a rewritable pdf when downloaded.)

## Instructions:

Rate your camp's preparedness on each item on a scale of 1 to 10 (1 being "not at all prepared" and 10 being "extremely well prepared"). Mark each item with a "✓" if you plan to improve in this area, otherwise mark with an "X". For action items, note the start date, name(s) of those in charge of following up, and completion date.

**SAMPLE**

On a scale of 1-10 (10 being the best), how is your camp currently addressing this item? If it does not apply to your camp, put "N/A".

If you're considering addressing this item, mark it with a "✓". If not, mark it with an "X".

Write the anticipated start date for dealing with this item.

Write the name(s) of those who will be in charge of following up on this item.

Write the completion date of this item.

1. Has the camp designed or adopted a Crisis Management Plan, i.e., a set of safety and security protocols to address any crisis on campgrounds or during camp?

Score	To Consider	Start Date	Assigned To	Completion Date
3	✓	July 3, 2016	Jeff Jacobs & Shira Siegel	August 8, 2016

## SAFETY AND SECURITY PROTOCOLS

1. Has the camp designed or adopted a Crisis Management Plan, i.e., a set of safety and security protocols to address any crisis on campgrounds or during camp?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
2. Does the Crisis Management Plan include procedures for the following: active shooter, bomb threat, act of violence, emergency evacuation, lockdown, medical emergency, hazardous material spill, loss of power, and natural disasters such as storm, fire, and earthquake? If so, do the procedures include different responses for day and night?					
3. Does the camp hire security professionals and/or ask the police and fire departments to review relevant areas of the camp's Crisis Management Plan and safety and security protocols?					
4. Has the camp hired a security professional to conduct a thorough evaluation of the camp's safety and security?					
5. Does the Crisis Management Plan include protocols for repeated bomb threats (e.g., lockdown vs. evacuation)?					
6. Does it include protocols (e.g., having law enforcement do a walk through at the camp) if the threat is made at other branches of the camp or institution?					
7. Does the Crisis Management Plan include the protocol to be more security conscious and alert if other Jewish institutions, locally or nationally, receive threats?					

## SECURITY COORDINATOR

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Has the camp designated or hired a full or part-time Security Coordinator who is on site daily?					
2. If a security professional is hired to create the Crisis Management Plan, has the Security Coordinator contacted local police, fire, and health departments to ensure that any suggestions to be implemented comply with local laws and requirements?					

	Score	To Consider	Start Date	Assigned To	Completion Date
3. Does the Security Coordinator implement and update the Crisis Management Plan as needed?					
4. Does the Security Coordinator manage and implement all other safety and security protocols and ensure security maintenance is performed regularly (e.g., alarm and surveillance camera functionality)?					
5. Does the Security Coordinator develop and maintain relationships with local police and fire departments, Hatzalah, Misaskim, Shomrim, and Chaverim?					
6. If the assessment highlights items that need to be addressed immediately, have they been addressed?					
7. Has the Security Coordinator invited local law enforcement and emergency responders to use the campgrounds to train for active shooter scenarios?					
8. Has the Security Coordinator asked local police to increase patrols in the area while camp is in session?					
9. Has the Security Coordinator developed a relationship with a private security company that can respond immediately in the event of an emergency if police are unavailable?					
10. Does the Security Coordinator create and maintain an up-to-date "crisis kit" that includes the following: aerial photos of the camp, blueprints, floor plans showing designated safe rooms, designated evacuation sites, door entry and alarm codes, master keys, camper and staff rosters with emergency contact numbers, security protocols, daily camp schedules, flashlights, two-way radios, a first aid kit, the location of utility shutoff valves, and location of other emergency supplies?					

	Score	To Consider	Start Date	Assigned To	Completion Date
11. Has the Security Coordinator informed key personnel of the location of the crisis kit in the event that the Security Coordinator is not available?					
12. Has the Security Coordinator researched local law enforcement response times?					
13. Has the Security Coordinator provided crisis kits to police, fire departments, and Hatzalah? Are they updated regularly (e.g., altered blueprints following renovations, new keys after locks have been changed)?					
14. Are camp blueprints available to the Security Coordinator and key personnel on an easily accessible tablet or laptop?					
15. Has the Security Coordinator arranged for nearby facilities to be pre-designated evacuation sites in the event of a lockdown, fire, or other emergency?					
16. Does the Security Coordinator ensure backup coverage for all security assignments (e.g., checking locks, screening visitors)?					
17. Has the Security Coordinator established security measures for off-campus activities (e.g., trips, hikes)?					
18. If a security incident occurs, however minor, does the Security Coordinator write an incident report to be kept in the camp records (see Security Incident Report, page 61)?					
19. Are the Security Coordinator's roles and responsibilities clearly defined in writing?					
20. Does the Security Coordinator provide the Camp Director, board members, and key staff with regular reports and a final end of summer report regarding the camp's safety and security status?					

## SECURITY GUARD

1. Has the need for a qualified armed or unarmed security guard on the premises at all times been evaluated?
2. If the camp is part of a shared facility, has the camp considered sharing a guard based on the size of the camp?
3. If the camp does not hire a guard, has the camp considered providing defensive training and weapons training and licensing for the Security Coordinator?
4. If there is no guard on the campgrounds on a regular basis, has the camp considered hiring a guard for special events (e.g., visiting day, concerts)?
5. Has the camp considered hiring highly qualified guards, such as former or retired SWAT members, off-duty or retired police officers, or former IDF soldiers (see *A Guide to Guards*, page 66)?
6. When hiring security guards, have the following also been considered?
  - a. are the guards trained and experienced in the use of non-lethal tools and weapons (e.g., Tasers, expandable batons, pepper spray)?
  - b. will the camp receive a signed contract detailing the guards' training and responsibilities?
7. Are the security guards expected to:
  - a. be on campgrounds daily?
  - b. review selected areas quickly but thoroughly, on a daily basis, at the beginning of their shifts?
  - c. maintain a presence at the front gate?
  - d. patrol campgrounds at irregular intervals?
  - e. monitor the campgrounds via surveillance video in real time?
  - f. watch the premises via a portable video monitor while patrolling?

[illegible]

	Score	To Consider	Start Date	Assigned To	Completion Date
g. note and report violations of policy and local safety law to the Security Coordinator?					
h. collaborate with other security personnel on the premises, if the camp is part of a shared facility?					
i. maintain records and provide regular reports to the Security Coordinator?					
j. respond immediately to criminal and violent threats and incidents?					
k. respond only to instructions of designated personnel, in non-emergency situations?					
l. provide suggestions and original ideas to improve security?					
m. assist in the Crisis Management Plan development and implementation?					
n. arrange for backup and/or additional coverage when necessary (e.g., absence, special events)?					
o. train regularly and stay in good physical shape?					
p. perform other duties as assigned?					
8. If the camp does not have a security guard, who is assigned to fulfill these critical duties?					

## SAFETY & SECURITY EQUIPMENT

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Does the camp have a working alarm system, both audio and visual (e.g., sirens, flashing lights)?					
2. Has adequate high quality fencing (i.e., tubular steel with top projections) been installed around the perimeter of the campgrounds?					
3. Do buildings' main entrances and offices have alarm systems?					
4. Are there panic buttons in key areas of the camp that immediately contact the alarm company and law enforcement?					

	Score	To Consider	Start Date	Assigned To	Completion Date
5. If the camp is part of a shared facility and has its own entrance, is it monitored via surveillance cameras and an alarm system?					
6. Are surveillance video cameras installed prominently at all entrances, exits, and all other vulnerable areas throughout the camp? Are inexpensive supplemental cameras also installed at strategic locations?					
7. Are surveillance cameras monitored in real time, by the Security Coordinator, a monitoring service, or local law enforcement? Is the camera feed backed up on the cloud?					
8. Is advanced cost-effective technology in use, such as smartphone or tablet apps, that allow for live remote viewing of the campgrounds?					
9. Are portable video monitors, portable panic buttons, and two-way radios provided to the Security Coordinator, guards, staff on patrol, and key staff members?					
10. Is there a public address (PA) system or an emergency siren at the camp?					
11. If the camp does not have a PA system, are buildings and bunkhouses equipped with two-way radios and instructions on how to use them?					
12. Is there a backup generator to operate essential equipment in the event of a power outage (e.g., surveillance cameras, PA system, alarm systems and emergency lights)?					
13. If the camp has poor cell phone reception, are satellite phones available for use in the event of an emergency?					
14. Has the camp considered installing a cellphone antenna booster?					
15. Are several emergency hardwired phone lines that do not require electricity or internet available at different locations throughout the camp (e.g., office, pool, boating area, gym)?					

	Score	To Consider	Start Date	Assigned To	Completion Date
16. Are bullhorns placed strategically throughout the campgrounds for mass communication, indoors and outdoors, in the event that the PA/phone system is unavailable (e.g., power outage)?					
17. Are there flashing emergency lights throughout all main buildings, bunkhouses, and activity areas, to notify staff and campers when there is an ongoing emergency?					
18. Are easily accessible copies of keys stored in the office and individually marked to correspond to door numbers? Are the keys placed on separate key rings for each building to allow for quick access?					
19. Are smoke detectors and carbon monoxide detectors installed throughout the camp buildings and bunkhouses?					
20. Is there a gas alarm in the kitchen and dining rooms?					
21. Are sufficient and easily accessible fire extinguishers and fire blankets placed in prominent and appropriate locations throughout the camp (e.g. kitchen, dining rooms, bunkhouses, shul, gyms)?					
22. Is a minimum of one automated external defibrillator (AED) installed in a central area of the camp?					
23. Is a stock of emergency equipment (e.g., first aid kit, flashlights) and nonperishable food and water stored in an easily accessible location?					
24. Are all safe rooms stocked with emergency equipment? A safe room is a room that has been pre-designated for people to hide in the event of a threat.					
25. Are emergency rope ladders placed in easily accessible areas throughout the upper floors of camp buildings? Are hammers stored nearby to shatter windows in case of emergency?					

	Score	To Consider	Start Date	Assigned To	Completion Date
26. Has the camp considered storing forced entry prevention devices at appropriate building, office, and bunkhouse doors that do not lock (e.g., Nightlock door barricades, Barracuda Intruder Defense System)?					
27. Do all building doors with glass have double cylinder deadbolts to prevent an intruder from breaking the glass, reaching in, and unlocking the door? Is the deadbolt key easily accessible to staff? Are deadbolts compliant with fire code regulations?					
28. Does the camp use lockdown door magnets or other lockdown devices that are cost-effective and eliminate the need for a key to lock building or office doors during a lockdown?					
29. Does the office have a mechanism to lock all interior and exterior doors remotely to prevent entry in the event of an emergency?					
30. Are windows in camp buildings fortified with bulletproof glass to prevent an intruder from shooting through the glass? Have all glass doors and door windows been replaced with bulletproof glass?					
31. Are exit push bars that release easily under pressure installed on doors of rooms that hold many occupants (e.g., dining room, shul, gym)?					
32. Is the pool fenced in with a tall, sturdy gate and kept locked when not in use? Is there a fence around the baby pool area if there is a baby pool?					
33. Is there a lockable pool cover for the outdoor pool when not in use? Is the indoor pool properly secured as well?					
34. Are emergency flashlights stored throughout the camp? Are flashlights with working batteries mounted in each bunkhouse, for emergency use only?					

35. Does the camp have several weather alert radios, which sound an alarm in advance of dangerous weather conditions?
36. Are hand washing stations equipped with soap available near dining rooms?
37. Are sufficient water fountains available at various locations in the camp?
38. Are handicap ramps and other safety accommodations, protocols, and devices available for handicapped individuals?
39. Does the camp provide earplugs at concerts, especially for younger campers sitting closer to the stage?
40. Is bear spray available, especially near dumpsters and kitchens, if applicable?
41. If the camp has a petting zoo or animals that campers can touch, are soap and hand sanitizer available?
42. If there is a Sefer Torah at the camp, is there a safe in which to store it?

Score	To Consider	Start Date	Assigned To	Completion Date

## SAFETY AND SECURITY MAINTENANCE

1. Are preventative inspections performed by electricians, plumbers, and contractors before camp begins to ensure that the camp is safe and prepared when the campers arrive?
2. Is at least one staff member assigned to:
  - a. ensure all vehicles parked in the parking lot belong and investigate any vehicles that look suspicious?
  - b. after davening is over lock the safe that stores the Sefer Torah?
  - c. check that all appropriate building doors and windows have been shut and locked at the end of every day?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
d. monitor the campgrounds all night (if it's a sleepaway camp) equipped with with a portable video monitor, portable panic button, radio, cellphone, flashlight, and emergency contact list?					
3. Are maintenance staff assigned to:					
a. test all smoke detectors, carbon monoxide detectors, and gas alarms?					
b. test all emergency phones?					
c. test emergency lights and generators?					
d. check that all electrical closets are kept locked at all times?					
e. check that all emergency exit doors throughout the camp are easily accessible at all times and not used as storage space or blocked by debris or furniture (e.g., trash, chairs)?					
f. check that all emergency exit signs are lit?					
g. regularly sweep and check the pool area for broken glass, splinters, rocks, and other hazards?					
h. store and maintain all hazardous and flammable materials properly?					
4. Does the Security Coordinator:					
a. regularly test the fire and building alarms?					
b. ensure the alarms are armed at all appropriate times?					
c. ensure that surveillance cameras are functional?					
d. regularly check the surveillance camera footage and ensure that the data is backed up automatically and stored off-site?					
e. check that the PA/phone system is fully functional?					
f. change the lock/alarm codes periodically?					

## AREA-SPECIFIC RECOMMENDATIONS

### Entrances and Exits

1. Is there anything unique to the camp's geographical location or building infrastructure that needs to be addressed specifically with regard to security?
2. Are main camp entrances designed to keep the campgrounds sufficiently secure and limit intruder access, especially if separate from the building main entrance?
3. Has the camp installed steel bollards, barriers, or planters at building or campground entrances?
4. Is there sufficient lighting and unobstructed views of all vehicles and individuals entering the premises through all entrances and exits?
5. Are concealed areas adjacent to the premises, which can provide privacy for unlawful activities, exposed or monitored?
6. Are lighting and signage on the road adequate to allow an emergency vehicle or law enforcement to easily find the camp and its entrance?
7. Has the camp installed heavily reinforced security doors (e.g., Rav Bariach doors manufactured in Israel) to replace camp main entrance doors and safe room doors?
8. Has the main camp entrance been upgraded to an electronic access control system?
9. Is there an access control area to allow security personnel or staff to verify visitors' identity and purpose of visit before they enter the camp?
10. If the camp is part of a shared facility, is the camp area kept separate, prohibiting non-authorized people from entering?
11. Is daily traffic in and out of campgrounds monitored by guards and/or surveillance camera?
12. Has the camp considered using a guard booth with a uniformed guard present (see "A Guide to Guards," page 66)?

Score	To Consider	Start Date	Assigned To	Completion Date

## Buildings

1. If the camp does not have its own campgrounds, has the camp considered sharing space only with facilities that prioritize safety and security?
2. Do all building doors and windows have working locks?
3. Has consideration been given to installing institutional-grade door hardware (e.g., locks, handles, thresholds)?
4. Has each door been evaluated to determine whether it should normally remain locked or unlocked for safety and fire hazard purposes (e.g., bunkhouses, dining rooms, rooms)?
5. Do all doors close automatically and completely?
6. Are all secondary entrances to buildings kept locked and only accessible using a push button lock? If so, can the doors be opened easily from the inside of the building to prevent a fire hazard?
7. Do all exterior doors lock automatically?
8. Is there a policy that determines whether windows may be opened? Is there a method to ensure they are locked upon closing?
9. Are all unoccupied offices, buildings, offices, bunkhouses, and rooms kept locked?
10. Are windows designated and marked as escape exits in buildings with upper floors?
11. Are all entrance doors to buildings, offices, bunkhouses, and rooms clearly marked for easy identification by emergency responders?
12. Have safe rooms been designated throughout the camp as places where campers and staff can hide in the event of a threat?
13. Are safe rooms clearly marked in a manner that would not be obvious to an intruder?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
14. Do safe rooms have doors that are lockable from the inside?					
15. Do all windows have curtains or shades?					
16. If trucks are allowed close to camp buildings, are they monitored (e.g., food delivery trucks, equipment trucks)?					
17. If considering new construction or renovations, has the camp consulted with a security expert for advice on building details (e.g., bulletproof glass, reinforced ground floor doors and windows, less glass or shatterproof glass)?					
18. Are shelters easily accessible to campers and staff in emergency conditions (e.g., flash floods, hurricanes) if bunkhouses and buildings are far away from each other?					
19. Are all appropriate buildings and bunkhouses in compliance with the Americans with Disabilities Act?					
20. Have handicapped toilets and handlebars been installed in appropriate bathrooms?					

## Parking Areas

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Have parking facilities and open spaces been upgraded to make them less vulnerable to a security breach?					
2. Are deterrent magnetic "Security" decals placed on camp staff vehicles that usually remain in the parking lot and at the main entrance?					
3. Is parking in spaces close to the building or campgrounds limited to pre-approved staff members by posting appropriate signage and issuing parking decals?					
4. If the camp is part of a shared facility, are parent parking spaces and pick up and drop off locations clearly delineated? Does the camp provide parents with decals for their cars?					

	Score	To Consider	Start Date	Assigned To	Completion Date
5. If buses are used for camp transportation, is there a clearly delineated area for loading and unloading of campers and staff?					
6. Are all vehicles parked illegally towed after a defined period of time?					
7. Are handicapped spaces clearly delineated?					
8. Are areas shared by vehicles and pedestrians clearly delineated with reflective paint (e.g., walkways, parking spots)?					

## FIRE, LOCKDOWN, AND EVACUATION DRILLS

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Does the camp perform fire, lockdown, and evacuation drills in varied parts of the camp (e.g., dining room, shul, open outside areas)?					
2. If the camp is part of a shared facility, does the camp notify the facility that a drill will be conducted?					
3. Are the drills performed at different times of the day?					
4. Have lockdown and evacuation drills included bomb threat and active shooter scenarios? Have they been conducted with and without prior notification to staff and campers?					
5. If notice is provided, is sufficient time given for counselors of younger campers to limit camper anxiety by explaining the procedures to them prior to the start of the drill?					
6. During a lockdown drill, are signs posted on building doors and/or a staff member stationed outside to inform visitors that they may not enter due to an ongoing drill?					
7. Do drills include a pre-designated location for counselors and campers to shelter if they are returning from a trip and a lockdown is ongoing (i.e., evacuation site)?					

8. Are lockdown drills performed for a minimum of ten minutes, allowing ample time to assess any potential flaws throughout the camp?
9. Do drill procedures include adequate assistance for young campers and campers with disabilities?
10. To minimize “drill fatigue,” are drills run on individual bunkhouses, or if a shared facility, smaller areas of the camp first, to perfect the process on a smaller scale, prior to running a larger camp-wide drill? Are camp-wide drills then practiced until they run smoothly?
11. Do evacuation drills include securing the parking lot by blocking entrances and exits with vehicles? In addition, is a staff member stationed at the parking lot entrance to check ID of anyone entering?
12. Is an all-clear signal announced over the PA/phone system when a drill is over, to ensure that the lockdown drill does not come to an end prematurely?
13. Is law enforcement notified prior to initiating a drill, to avoid any confusion?
14. Has law enforcement been present during a lockdown drill and provided written feedback?
15. Are the drills videotaped to review the footage so the Crisis Management Plan can be revised, if necessary?
16. Does the Security Coordinator record drill dates, times, and outcomes? Is this information used to revise security measures or protocols?

Score	To Consider	Start Date	Assigned To	Completion Date

## CYBER SECURITY

1. Do all computers have active and up-to-date firewall, anti-virus, and threat detection software?
2. Does password security protocol include:
  - a. changing passwords regularly?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
b. passwords written down are kept in a secure location?					
c. changing passwords immediately when password security is breached or suspected of being breached?					
3. Are all computers logged off at the end of the day?					
4. Is all important and sensitive data backed up and stored off-site?					
5. Are staff instructed never to open, forward, or download suspicious or threatening emails?					
6. Are staff instructed to notify the Camp Director immediately if they receive a cyber threat, threatening email, or the website is hacked?					
7. Is the Camp Director aware that in some instances, it may be appropriate to immediately notify local police and the FBI?					
8. Are social media accounts monitored for threats from outsiders?					
9. Is only a professional hosting company used to host the camp's website and are only reputable internet service providers used?					
10. Has a cyber security professional been hired to assess potential threats to the camp website?					
11. Are cyber security protocols reviewed with staff to reduce possible threat exposure and ensure that no sensitive information is posted on the website or social media accounts (e.g., overly informative calendar, financial information, selfies)?					
12. Are only trusted individuals allowed to modify the website and post to social media accounts?					
13. Is website visitor tracking software used to monitor whether there are repeated visits by potentially dangerous individuals?					

## COMMUNICATIONS

1. Does the camp have a fully operational PA or phone intercom system? Are clear operating instructions near the PA/phone system?
2. Can the PA/phone system be heard clearly throughout the entire campgrounds (e.g., offices, bunkhouses, outside areas, shul, dining rooms, gym)? Can it be used to communicate from inside the buildings to outside areas and vice versa?
3. If the camp is part of a shared facility, can the camp's PA system be used to communicate with the rest of the facility and vice versa? If the camp does not have its own PA system, can the facility's PA system be heard throughout the camp area?
4. In the event of an emergency, are bullhorns used (e.g., power outage)?
5. Is there a method of communication between all staff members in the event of an emergency (e.g., using the PA/phone system, texting)?
6. Is a simple procedure established to allow whoever first becomes aware of an emergency situation (e.g., intruder, fire) to trigger the appropriate camp-wide or facility-wide response to prevent confusion and panic?
7. Is there a procedure in place to address a developing crisis as well (e.g., hurricane warning, violent criminal on the loose)?
8. Is the camp subscribed to Misaskim's Urgent School/Camp Notification System? Go to [www.misaskim.org/notification.php](http://www.misaskim.org/notification.php) to sign up.
9. Do all staff members have a list of emergency numbers beyond 911 (e.g., Hatzalah, Shomrim, Chaverim, Misaskim, direct numbers to local police and fire departments)?
10. Does administrative staff have all contact information of all key camp and facility staff, including the Security Coordinator and camp guard, stored in their cell phones?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
11. Does the camp have an emergency contact list posted prominently in appropriate locations (see Emergency Contact List, page 62)?					
12. Is staff and camper contact information updated as necessary? Are paper copies kept handy?					
13. Has a mass email, texting, or phone tree group been created for all parents to keep them informed in the event of an emergency?					
14. If an evacuation occurs, does camp protocol include instructing parents to avoid informing others (e.g., media, social media, friends) of the evacuation site unless it is essential to picking up a camper?					
15. Have any emergency landlines and cellphones been designated to be on and accessible over Shabbos, following the guidance of the camp's rabbi?					
16. Do all key staff store a texting group list of every staff phone number on their cell phones for emergency contact (e.g., emergency weather alerts, missing campers, security alerts)?					
17. Are all staff members required to carry cell phones at all times, even when they leave camp?					
18. Has a policy been decided regarding counselors keeping cell phones turned on but not in use when they are with their campers?					
19. Are staff members advised of methods that should be used to inform a camper in the event of a family emergency?					
20. Has staff been advised as to which cell phone companies provide the best reception in the camp's location?					
21. Are good relationships with camp neighbors developed and maintained?					
22. If the camp is part of a shared facility, is there open communication between the key camp staff and key facility staff?					

	Score	To Consider	Start Date	Assigned To	Completion Date
23. Do the camp and facility share Crisis Management Plans, security strategies, resources, requirements, and information, when applicable?					
24. When a security threat or incident occurs, either at the camp or in the rest of the shared facility, is there immediate and clear communication between key staff at both locations?					
25. Is a procedure in place to alert other local and national Jewish camps, summer programs, and major Jewish security organizations to an emergency situation?					

## STAFF CONSIDERATIONS

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Are criminal background checks and fingerprinting routinely performed as part of the hiring process for all staff members, including counselors, service staff, bus drivers, and anyone else who may have access to the campers?					
2. Are photo ID badges provided for all service staff (e.g., maintenance workers, repairmen, kitchen staff, drivers)?					
3. Are staff members required to be CPR and first aid certified?					
4. Are kitchen staff required to have up-to-date food safety certification to prevent food safety compromise or poisoning?					
5. Are only certified, CPR and first aid trained lifeguards hired? Are they tested before camp starts?					
6. Has a protocol been developed to deal with terminating an employee who may become angry and present a potential security concern (e.g., offer severance pay, notify authorities in an extreme case)?					

## GENERAL TRAINING

1. Are all key personnel provided with the Crisis Management Plan and required to review it?
2. Does the camp provide a brief yet comprehensive safety and security protocol manual to all staff members during staff orientation?
3. Has the camp considered reviewing safety and security protocols in a mandatory teleconference or webinar for staff before camp starts?
4. Have key staff members been advised to pre-program emergency numbers into their cell phones for police and fire departments, Hatzalah, Shomrim, Chaverim, Misaskim, Security Coordinator, and/or guard?
5. Have staff members been assigned pre-designated strategic response roles, according to their abilities, for drills or in the event of an emergency (e.g., intruder engagement, medical response, internal and external communications)?
6. Are all staff and campers trained in the camp's emergency procedures? Are substitute counselors and/or mid-season hires trained as well? Are procedures reviewed regularly?
7. Are staff trained to respond in varied emergency scenarios (e.g., fire alarm while campers are at the pool, lockdown in the shul)?
8. Are staff trained:
  - a. to sign in and out daily if working for a day camp?
  - b. to sign and follow Abuse Prevention Guidelines (see page 52)?
  - c. in a clear and specific protocol to follow if a camper or staff member is missing?
  - d. to administer first aid, CPR, and the Heimlich Maneuver?

[illegible]

	Score	To Consider	Start Date	Assigned To	Completion Date
e. to notify a medically trained staff member immediately if someone is injured and not try to move the injured person?					
f. how to reach the on-duty medical staff including at night?					
g. to wear reflective clothing or vests at night, if they are going off campgrounds, if applicable?					
h. not to keep any doors propped open?					
i. to immediately report broken door and window locks or other safety concerns to the Security Coordinator?					
j. to report a visitor not wearing an ID badge?					
k. to cooperate fully during all drills, as well as during an actual emergency?					
l. in the concept of "If You See Something, Say Something™"?					
m. to recognize signs of hostile surveillance, including people or vehicles frequently near the premises without good reason, taking pictures and/or notes, or becoming nervous or hostile when observed or questioned?					
9. Is maintenance staff trained in relevant safety and security protocols? Are they encouraged to be alert to and report suspicious behavior or items?					
10. Are all staff members encouraged to share their personal views on the camp's safety and security issues (see Camp Staff Safety & Security Contest insert inside this guide)?					
11. Are counselors trained to perform head counts regularly throughout the day (e.g., mealtimes, curfew)?					
12. Are counselors trained to explain lock-down drills properly to young campers?					

	Score	To Consider	Start Date	Assigned To	Completion Date
13. Are counselors trained 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? Are counselors trained to report these symptoms or behaviors to key staff immediately?					
14. Have counselors been trained to report to key staff immediately when a camper notifies them of any uncomfortable or threatening situation with other campers, counselors, or camp staff?					
15. Are counselors instructed:					
a. to inform staff immediately if a camper is missing?					
b. to remain in bunkhouse areas while campers are sleeping or napping?					
c. to sleep in the bunkhouse with campers at night, if applicable?					
d. to enforce a buddy system for younger campers at all times?					
e. always to have campers use safety equipment for high risk activities (e.g., helmets for hockey, horseback riding, and rock climbing)?					
f. to encourage campers to drink a lot of water and wear hats and sunscreen?					
g. in protocols for camp trips?					

## EMERGENCY TRAINING

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Does emergency response training for staff (including maintenance and janitorial staff) include:					
a. when to call 911?					
b. how to warn of an active threat (e.g., bomb threat, active shooter)?					
c. assigning someone to meet and escort police and/or first responders to the emergency location?					

	Score	To Consider	Start Date	Assigned To	Completion Date
d. locations of panic buttons throughout the camp and when to use them?					
e. locations of all evacuation sites?					
f. evacuation routes to guide campers to evacuation sites?					
g. a method to alert and assist very young campers and those with disabilities?					
h. responses in the event of a fire, such as removing campers from immediate danger, pulling the fire alarm, and calling 911?					
i. the correct use of a fire extinguisher, and as a self-defense weapon?					
2. Are staff, counselors, and campers trained:					
a. to call 911 in the event of an emergency?					
b. in the critical life-saving skills of remaining calm, making quick judgments, and taking decisive action?					
c. how to respond if any alarm goes off?					
d. to know the locations of all emergency exit doors and safe rooms?					
e. to recognize signage indicating a room is designated as a safe room?					
f. to know the “15-30 second rule,” i.e., when a lockdown is called, within 15-30 seconds everyone must enter the closest safe room and all doors must be locked after 30 seconds regardless of whether staff or campers are still outside?					
g. the appropriate response when they are in various areas of the camp and an alarm is heard or a lockdown is announced?					
h. the appropriate response to an active shooter who has gained entry, such as “Run, Hide, or Fight,” based on the circumstance?					
i. to consider escape (without drawing attention, if possible) as an option if gunshots are heard?					

	Score	To Consider	Start Date	Assigned To	Completion Date
j. in self-defense techniques as well as improvising defensive weapons with materials at hand (e.g., fire extinguishers, chairs, tables)?					
k. to understand that intruders may be people they have seen before in the camp, or may be people whose dress and appearance might make it look like they belong in the camp?					
l. in basic fire safety protocols such as “stop, drop, and roll,” moving away from the source of the fire, running in the opposite direction, staying low, and getting to a designated evacuation site?					
3. Are important emergency safety and security procedures reviewed with campers at camper orientation (e.g., lockdowns, evacuation)? Are these procedures regularly reviewed during camp?					
4. Are campers and counselors instructed to immediately notify counselors or key staff if a camper or staff member makes them feel threatened or uncomfortable?					
5. Are campers made aware of the social worker or therapist on staff who is available to discuss any personal safety issues or difficult social situations, if applicable?					
6. Are campers instructed never to be or go alone with camp workers on or off campgrounds unless authorized to do so?					
7. Are campers advised to inform their counselor immediately if anyone who does not belong in the bunkhouse enters?					
8. Are campers instructed never to leave camp without receiving permission and signing out in the office?					
9. Are campers required to memorize the camp address and phone number in case they become lost while on a trip?					
10. Are campers advised to:					
a. always use adequate sunscreen for outdoor activities?					

- b. hydrate well throughout the day, even if they do not feel thirsty?
- c. check themselves daily for ticks?
- d. recognize poison ivy, poison oak, and poison sumac?
- e. wear flip flops and crocs only to and from the pool, not during activities or trips?
- f. wear reflective clothing or vests when going off campgrounds at night, if applicable?
- g. unplug electrical appliances (e.g., hair iron, chargers) in their bunkhouses when not in use?

Score	To Consider	Start Date	Assigned To	Completion Date

## OFFICE STAFF TRAINING

- 1. Do receptionists require visitors to identify themselves and the purpose of their visit before allowing them to enter the camp?
- 2. Are receptionists provided with a non-authorized visitors list? Are they advised to refer to it before allowing a visitor to enter?
- 3. Have receptionists been trained in identifying suspicious appearance and behavior to determine if it is safe to allow someone in?
- 4. Have office staff been notified to contact the Security Coordinator or guard immediately if a visitor behaves in a suspicious or threatening manner?
- 5. Do receptionists require all visitors to sign in and out on a visitor's log? Are visitors required to be escorted to their destination by the person they are meeting or someone else?
- 6. Do receptionists provide visitors with identification badges or stickers that must be worn at all times while on the premises?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
7. Do receptionists require all friends, relatives, and non-custodial parents to present written parental permission to pick up a camper from camp?					
8. Does the camp require parents to sign campers in and out during drop off and pick up times? Are rosters checked daily?					
9. Does the camp require parents to 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)?					
10. Has office staff been trained in how to handle suspicious mail or packages (see Suspicious Mail or Packages, page 60)?					
11. Have phone operators been trained in how to respond to a caller who threatens to harm the camp or its campers (see Bomb Threat Response Checklist, page 58)?					
12. Is emergency cash kept in a discreet location in the office in the event of an emergency (e.g., Shabbos cab fare, delivery driver tips)?					

## HEALTH CARE SAFETY

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Is there a doctor, physician's assistant, nurse, Hatzalah member, or adult staff member with medical training on site at all times?					
2. Have staff and campers provided proof of immunizations, recent physical exams, and insurance to the office before the first day of camp?					
3. Is there an adequate health care center or first aid facility that has sufficient supplies?					
4. Does the health care center maintain a list of individuals in the camp with specialized skills or training that can be helpful in the event of an emergency (e.g., EMTs, nurses)?					

	Score	To Consider	Start Date	Assigned To	Completion Date
5. Is the health care center stocked with crutches, wheelchairs, Benadryl, and EpiPens, along with basic over-the-counter medications? If allowed, is the health care center equipped with oxygen that is stored in accordance with state regulations?					
6. Are all health records stored securely in compliance with HIPAA's protocols for confidentiality?					
7. Is medicine administered only by a licensed health care professional?					
8. Does the camp require that parents submit signed medical treatment and emergency forms that allow the camp to administer medications or treatment to the campers in the event of an emergency?					
9. Are all medicines, including prescription medication for campers and staff, stored securely?					
10. Is there 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?					
11. If the camp has an AED, are health care center staff and other staff trained in its use?					
12. Are health care center staff trained to treat various insect bites, remove ticks properly, and the correct way to use an EpiPen?					
13. Is an injury report completed promptly after a camper or staff member is injured?					
14. In the event of an emergency, if a camper is taken to a medical facility, is the camper accompanied by an individual who is over 18 years old and who has medical training?					
15. Are parents immediately notified if their child has a major medical emergency or a fever? If the camp is a sleep-away camp, are parents notified if their child must stay in the health care center overnight?					
16. Are campers and staff checked for lice and bedbugs at the start of camp?					

	Score	To Consider	Start Date	Assigned To	Completion Date
17. Is there an area in the health care center for a camper or staff member to be isolated if they have a contagious illness? Is proper supervision provided? Are health officials contacted?					
18. Have all key staff members been made aware of campers or staff with significant medical issues?					
19. Does the camp advise parents to have their children wear medical bracelets if they have allergies or health issues?					
20. Does a medical professional instruct counselors with campers who have medical conditions on the correct way to treat them (e.g., inhalers, EpiPens)?					
21. Are mental health professionals who specialize in treating young adults and children on site to counsel campers in the event of an emergency and/or for daily issues that may arise?					
22. Is there a procedure in place if a camper or counselor is found with or is using alcohol, tobacco, or illegal drugs? Are the tobacco and drugs confiscated and dealt with appropriately by the Camp Director?					
23. Is there a procedure in place if a camper or counselor is found with personal weapons? Are the weapons confiscated and securely locked away?					

## KITCHEN AND FOOD SAFETY

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Are smoke detectors, gas alarms, fire extinguishers, and fire blankets installed in the kitchen?					
2. Does the camp hire a fire safety professional to instruct kitchen staff in the best methods to put out kitchen fires?					
3. Does the camp ensure that the kitchen is compliant with all Health Department regulations?					

	Score	To Consider	Start Date	Assigned To	Completion Date
4. Are alternative foods offered to those with severe allergies or special dietary needs?					
5. Have all food vendors been properly screened to ensure that food will not be tampered with?					
6. Are waiters and waitresses instructed to use extra caution when serving hot food near young campers?					
7. Are all kitchen staff, waiters, and waitresses instructed not to work if they have any symptoms of illness (e.g., fever, chills, flu)?					
8. Are all uncertified food service employees trained in necessary food safety rules (e.g., gloves, hairnets) prior to any meal production or food serving?					
9. Are all kitchen staff, waiters, and waitresses instructed to:					
a. avoid wearing clothing with long, flared sleeves when cooking?					
b. monitor the kitchen when the ovens and burners are in use?					
c. use timers on crockpots and hot plates for Shabbos, as directed by the camp's rabbi?					
d. avoid using too many electrical appliances in one outlet?					
e. plug hot water urns and similar devices directly into outlets, and avoid using extension cords?					
f. always tuck electrical cords away and out of reach?					
g. follow proper protocols to store and secure all food to prevent contamination or poisoning?					
h. avoid using easily perishable food in prepackaged lunches for hikes or trips (e.g., eggs, dairy, chicken, meat)?					
i. supervise all food that is left outside, especially perishables (e.g., milk for coffee)?					

## CANDLE LIGHTING SAFETY

1. Has the camp instructed staff and campers to only light candles at candle lighting stations or designated tables and never to light in other areas (e.g., bunkhouses, non-designated tables, scented candles in bathrooms)?
2. Are a fire extinguisher and fire blanket visible and easily accessible at the candle lighting station?
3. Does the camp:
  - a. set up several candle lighting stations to prevent overcrowding and to ensure people light on time?
  - b. 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)?
  - c. ensure that the candle lighting station is not set up too close to a smoke alarm or sprinkler system?
  - d. avoid placing candles under or touching any surface (e.g., shelves, walls)?
  - e. use a table covered with aluminum foil instead of a tablecloth at the candle lighting stations?
  - f. place tea lights only on top of aluminum foil trays, with no more than 48 tea lights on a sheet pan sized tray?
  - g. not put tea lights too close to the edge of the table?
  - h. keep tea lights one and a half to two inches apart to prevent the wicks from igniting a larger fire?
  - i. stand the wicks up in the air?
  - j. distribute boxes of long, barbecue style matches for lighting?
  - k. store extra tea lights and matches in a safe place near the candle lighting tables and remove them after everyone has lit?

[illegible]

	Score	To Consider	Start Date	Assigned To	Completion Date
l. for Havdalah, use a candle holder that is heat resistant, large enough to contain melted wax, and holds the candle securely?					
4. Has the camp designated staff members trained in the use of fire extinguisher to:					
a. supervise candle lighting areas and monitor the candles until they are no longer burning?					
b. make sure match boxes are not placed on the tray where the candles are being lit?					
c. ensure matches are extinguished completely after lighting, preferably in a metal tray with sand, or on a non-flammable surface (e.g., stone, metal)?					
d. periodically throw used matches into a fireproof container to prevent them from reigniting?					
e. store matches safely when no longer needed?					

## DRIVING SAFETY

	Score	To Consider	Start Date	Assigned To	Completion Date
1. Is there a clear policy established as to how old or experienced drivers must be to drive camp vehicles or transport campers on or off campgrounds?					
2. Does the camp require all staff members who will be driving on campgrounds, driving campers off campgrounds, or running errands for the camp to submit driver licenses to the office? Are their driving records checked?					
3. Are all camp vehicles, including golf carts, properly maintained?					
4. Do golf carts have horns? Are flashing lights placed on their roofs when using them at night?					
5. Are the following driving protocols reviewed and required for staff driving on or off campgrounds:					
a. not to drive campers unless they are wearing seatbelts?					

- b. to drive carefully and slowly on campgrounds?
- c. to use driving apps or have clear directions?
- d. not to drive if they are too tired?
- e. When applicable, if it is a Friday afternoon and it seems unlikely they will arrive at camp in time for Shabbos, to notify their families?  
If they are unable to reach someone at the camp, do they let police know so they can inform the camp and avoid search parties?

Score	To Consider	Start Date	Assigned To	Completion Date

## ACTIVITIES

- 1. Is there sufficient and appropriate protective gear provided for all activities? Are helmets specifically designed and approved for the activity they are used for (e.g., horseback riding, bicycling)?
- 2. Are 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)?
- 3. Are safety provisions in place for handicapped campers?

Score	To Consider	Start Date	Assigned To	Completion Date

## Swimming

- 1. Are lifeguards trained to:
  - a. be present at all pools during all pool activities?
  - b. pay attention at all times?
  - c. observe the lifeguard-to-swimmer ratio?
  - d. prohibit campers from running near the pool?

Score	To Consider	Start Date	Assigned To	Completion Date

- e. store life preservers at the pool?
  - f. ensure all doors and gates to the pool are locked when the pool is closed?
  - g. check the weather reports and cancel water activities if necessary?
  - h. always cancel water activities during thunderstorms?
  - i. create a buddy system so that no camper is left alone in the water?
  - j. remind campers of water safety rules?
  - k. test campers' swimming skills before they are allowed in deep water?
  - l. cover the outdoor pool with the lockable pool cover?
2. If maintenance staff are working in the pool area, are they instructed to keep the doors and gates locked at all times?
  3. Is an AED installed near the pool?

Score	To Consider	Start Date	Assigned To	Completion Date

## Boating

1. Are boating areas clearly delineated? Is swimming forbidden near boating areas?
2. Are life jackets stored at the boating area? Is there a sufficient amount for staff and campers to use during a boating activity?
3. Are life jackets regularly checked for rips and broken straps?
4. Are all boats regularly maintained and repaired?
5. Are all motorboats regularly checked for carbon monoxide emissions?
6. Are 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)?
7. Do counselors make sure that all campers are wearing sunscreen and hats and carrying bottled water while they are aboard?

Score	To Consider	Start Date	Assigned To	Completion Date



	Score	To Consider	Start Date	Assigned To	Completion Date
e. drink often, one half to one full quart or liter of water per hour?					
f. bring along any medication they may need (e.g., inhaler, EpiPen, Benadryl)?					
g. stay away from animals, even friendly ones?					
13. Are hiking parties always supplied with:					
a. two-way radios?					
b. enough food and water for the duration of the hike plus an additional day, just in case?					
c. nutrient-rich trail mix?					
d. a map of the area and a compass?					
e. a first aid kit?					
f. flashlights with extra batteries?					
g. waterproof matches?					
h. a tarp for shelter?					
i. a fully charged cell phone or other device with a GPS locator beacon (e.g., SPOT)?					
j. bear spray?					
k. whistles for communication?					
14. Before the hike, are campers instructed in what to do if they become lost?					
Are they trained to:					
a. avoid panicking, stay calm, and think logically?					
b. blow their whistles to attract help, or shout intermittently if they don't have a whistle?					
c. find shelter if it is not too far from their original location?					
d. spot trail markers, if any, and follow them to safety (e.g., spray painted trees, rocks, cement)?					

## Stream and Waterfall Hiking

1. Do all campers have dry clothes and shoes to change into after crossing the water?
2. Do staff members know how to check the water's depth and the strength of the current before allowing campers to cross?
3. Are campers warned not to jump off of waterfalls, even small ones, since the water's depth is unknown and there may be sharp rocks or other dangers hidden by the water?
4. Are campers instructed to swim only in designated, guarded areas?

Score	To Consider	Start Date	Assigned To	Completion Date

## Camping

1. When lighting a campfire, are staff members instructed to:
  - a. set up campfires at least 25 feet away from any building or car?
  - b. set campfires away from any low branches, bushes, tall grass, or electrical cables?
  - c. take a fire extinguisher to the campfire?
  - d. designate a staff member who is trained to use a fire extinguisher to supervise the campfire?
  - e. not add lighter fluid, paint thinner, gasoline, etc. to the fire?
  - f. supervise campers at all times while the fire is burning and not allow young campers to be near the fire?
  - g. be extra careful when cooking over the campfire (e.g., marshmallows, hot dogs)?
  - h. saturate the ashes with water after the fire is extinguished so they will not reignite?
2. Are staff and campers trained to store food and food refuse securely, in animal-proof packaging?

Score	To Consider	Start Date	Assigned To	Completion Date

## INTERNET SAFETY

1. Is the wifi password protected so that campers do not access the internet via their phones, laptops, Gameboys, or other devices?
2. If campers have access to internet via camp wifi or computers, is web-filtering software installed? Is it checked regularly?
3. Are campers and staff instructed on internet, social media, and cyber bullying safety?

Score	To Consider	Start Date	Assigned To	Completion Date

## TRIPS

1. Are trip sites researched prior to the trip to ensure they comply with all safety regulations (e.g., roller skating rinks, riding stables, rope courses)?
2. Have all contracts and waivers been reviewed to make sure the camp does not take on undue risk?
3. Does a staff member with medical training always accompany trips?
4. Are counselors provided a checklist of items necessary for trips (e.g., first aid kit, bags for trash, bullhorn)?
5. Are counselors and campers required to wear camp t-shirts on trips?
6. Is the weather forecast checked before the trip, and are campers advised to dress appropriately?
7. Are all campers' permission slips and/or waivers verified and on file before campers board the bus?
8. Has the camp considered providing GPS communication devices (e.g., SPOT) that can send messages via satellite for a group that is lost or to locate groups on trips in case of emergency?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
9. Has consideration been given to making buses inconspicuous and not overtly Jewish (e.g., Camp Bus 23 instead of Camp Magen Shalom)?					
10. Are campers instructed to follow the camp's rules on taking electronic devices on trips (e.g., phones, iPods, Gameboys)?					
11. Is a bus monitor designated for each bus? Is the monitor provided with a roster of campers on the trip and a list of key staff contact numbers?					
12. Are campers provided with wallet size cards that list the camper's name, camp name, phone number, address, and key staff contact name and phone numbers?					
13. Has the camp instructed the bus driver to use his cell phone in the event of an emergency only?					
14. Are emergency supplies placed on the bus (e.g., first aid kit, extra water, food)?					
15. Is the camp roster checked and roll taken each time campers get on and off the bus?					
16. Does the bus monitor ensure that all campers on the bus are seated at all times?					
17. Are the counselors and bus monitor instructed to ensure the bus driver is following the speed limit and not talking on a cell phone?					
18. Does the bus monitor forbid campers from sitting in the first row of the bus?					
19. After returning to camp, are the buses double-checked to ensure no campers are left aboard?					
20. Are counselors required to:					
a. notify key staff immediately if a camper is missing?					
b. notify the staff member with medical training on the trip and at the camp immediately if a camper becomes ill or injured?					
c. contact the camper's parents immediately if a camper is significantly injured?					

- d. ensure all campers are provided a seat, are not sitting on a counselor's lap, or are standing up?
- e. spread out throughout the bus and actively supervise their campers?
- f. implement a buddy system among campers?
- g. instruct campers to never leave the trip site for any reason?
- h. instruct campers not to wear flip-flops or crocs on the trip?
- i. remind campers to wear sunscreen and drink plenty of water throughout the day?

Score	To Consider	Start Date	Assigned To	Completion Date

## VISITING DAY

1. Does the camp provide clear, written directions to visitors, including any small roads that may not appear on a GPS or driving app? Do the directions omit any seasonal landmarks that might no longer be present (e.g., roadside stands, small stores)?
2. Does the camp have a method to monitor the main entrance carefully to prevent an intruder from slipping in with a large group of people (i.e., staff stationed at all entrances to remain alert to anyone who may not belong)?
3. Does the camp provide clear protocols to staff and parents for visiting day, including requiring parents to sign campers in and out and provide their cell phone numbers?
4. Are signs posted informing visitors which areas are off limits?

Score	To Consider	Start Date	Assigned To	Completion Date

## SIGNAGE

1. Is signage on the roads to camp sufficient for emergency responders to locate the camp?

Score	To Consider	Start Date	Assigned To	Completion Date

	Score	To Consider	Start Date	Assigned To	Completion Date
2. Is signage sufficient to deter intruders from entering the campgrounds (e.g., “No Trespassing,” “Private Property,” “Surveillance Camera in Use”)?					
3. Has the camp considered using English signage instead of Hebrew at camp entrances?					
4. Do signs provide no more information than necessary, to avoid drawing unwanted attention (e.g., avoid specifying Jewish, stating “Girls’ Camp”)?					
5. If the camp is part of a shared facility, is there clear signage for the camp entrance posted on the route to the camp, as well as immediately near the camp entrance?					
6. Are there clear signs directing campers, staff, and visitors to enter the camp only via the main entrances?					
7. Are there signs instructing visitors to go directly to the main office when they arrive at the camp entrance?					
8. Is a diagram and/or map posted in every office, building, library, bunkhouse, gym, shul, etc., indicating where the room is located within the building and camp? Do these clearly depict the locations of safe rooms, emergency exits, and escape routes?					
9. Do the diagrams also show the location of secondary exits to prevent crowding at escape routes in more populated locations within the camp?					
10. Is a lockdown checklist posted in every office, building, library, bunkhouse, gym, shul, etc. (see Lockdown Checklist, page 57)?					
11. Are emergency exit signs with arrows installed directly above all doors?					
12. Do all emergency exit doors have clear signage (e.g., “Emergency Exit Only—Alarm Will Sound When Opened”)?					
13. Are all building and office doors clearly marked with numbers for easy identification by emergency responders?					

	Score	To Consider	Start Date	Assigned To	Completion Date
14. Do all buildings and activity areas have signs that identify them clearly, so that emergency responders can easily locate them (e.g., dining room, basketball court)?					
15. Are safe rooms clearly marked in a manner that would not be obvious to an intruder?					
16. Is a non-authorized visitors list posted at all entrances and receptionist areas (e.g., non-custodial parents, suspicious individuals)?					
17. Are signs posted on automatic locking doors warning of automatic locks?					
18. Are direct numbers for police and other emergency services posted throughout the camp?					
19. If the camp is part of a shared facility, does the emergency contact list, posted at the front desk, also include contact information for the facility key staff?					
20. Is contact information posted prominently at the front desk, office, and health care center for key staff, medical staff, Security Coordinator, guard, police, Hatzalah, Shomrim, Chaverim, Misaskim, local hospitals, doctors, urgent care centers, and pharmacies? Has the contact information been provided on index cards for key camp staff as well?					
21. Is a sign posted at the office and health care center listing the camp's distance from and directions to all hospitals, urgent care centers, and 24-hour pharmacies? Are clear, written directions provided to the driver?					
22. Is there a Suspicious Mail or Packages checklist posted at all appropriate locations (see Suspicious Mail or Packages, page 60)?					
23. Is a sign posted in the office indicating where all fire hydrants are located on campgrounds?					
24. Are alarm company signs placed at the entrance to camp and other appropriate locations?					

	Score	To Consider	Start Date	Assigned To	Completion Date
25. Are alarm company stickers placed on windows and doors?					
26. Are the following posted in the parking lot:					
a. appropriate signage (e.g., "No Parking," "Handicapped Parking")?					
b. signage to indicate designated pick-up and drop-off locations for campers, staff, and visitors?					
c. signs stating signs stating "CAUTION: Bus Drop Off & Pick Up"?					
d. "Slow" and "Children at Play" signs?					
27. Is the name of the camp, camp address, and cross streets posted at emergency phones?					
28. Are fire extinguishers numbered for ease of identification during fire inspections?					
29. Do all fire extinguishers have signs posted nearby stating, "Emergency use only—do not tamper," as well as operating instructions?					
30. Is there a large sign posted near candle lighting stations listing basic fire safety rules including advising staff and campers to:					
a. be aware of sleeves, scarves, and hair?					
b. light the tea lights at the back of the table first?					
c. not reach across or near lit candles?					
d. not move a lit candle?					
e. never pass unprotected candles from person to person at any time?					
31. Are signs stating, "Staff and Campers Must Wash Hands" placed prominently in appropriate locations (e.g., bathrooms, kitchens, health care center)?					
32. Are there clearly visible signs posted at pool areas warning campers not to run near the pool?					

	Score	To Consider	Start Date	Assigned To	Completion Date
33. Have signs been posted near AEDs stating, "AED Located Here," along with operating instructions?					
34. Are signs stating, "Emergency Flashlights Here" posted next to emergency flashlights?					
35. Are fire safety and prevention signs posted throughout the camp?					
36. Are all doors marked with "Push" or "Pull" signs, "Entrance" and "Exit," and "Caution, Open Door Slowly" signs where appropriate?					
37. Are signs posted near emergency exit doors stating, "Do Not Block with Furniture or Debris"?					
38. Are CPR and Heimlich maneuver posters displayed prominently in the dining rooms?					
39. Are "Watch Your Step" signs posted on walls or on the ground next to any tripping hazards throughout the buildings and grounds? Has the camp considered painting tripping hazards, such as uneven pavement, bright red or yellow?					
40. Are signs posted in an inconspicuous area in each dining room, identifying campers who have special needs, food issues, or allergies, and how to respond if they have an allergic reaction?					
41. Has the camp posted clear signage throughout the premises alerting campers and staff to the need for vigilance (e.g., "If You See Something, Say Something™")?					

## INSURANCE

	Score	To Consider	Start Date	Assigned To	Completion Date
1. If the camp is part of a shared facility, does the facility have insurance coverage?					
2. Does the camp have insurance coverage and/or has it been re-evaluated recently?					
3. Does the camp have an umbrella policy?					





# Abuse PREVENTION

## Guidelines for Counselor-Camper Contact

Debbie Fox, LCSW, Founder and Director of Magen Yeladim International

NAME \_\_\_\_\_ CAMP \_\_\_\_\_

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

### 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.

### 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.

## 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 I feel too stressed to deal with campers in a healthy manner I will ask for help.
- ♥ If I encounter a particularly difficult child, I will seek the assistance of a supervisor or administrative staff member.

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

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

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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# Lockdown Procedures

## **ALWAYS USE COMMON SENSE IN ALL AREAS OF LOCKDOWN PROCEDURES**

A lockdown should take place if a crisis occurs inside a camp building or on the campgrounds, in which any movement on the premises may place campers or staff in danger. The Camp Director and/or Security Coordinator should be the primary person(s) authorized to call for a lockdown. A counselor noticing suspicious activity should lock down his or her own bunk area and then notify all other staff via text, so that a full lockdown can be implemented. Please note while ordinarily, the most common response to a threat is a lockdown, evacuation may sometimes be a better choice and should be carefully considered by the Security Coordinator/Camp Director.

***As soon as the need for an actual lockdown has been verified,  
begin lockdown procedures:***

1. The Camp Director/Security Coordinator should announce over the PA/phone system that a lockdown has begun.
2. If there is a lockdown and the camp is part of a shared facility, immediately notify key staff at the facility.
3. The Camp Director/Security Coordinator or key personnel should call 911 when it is safe to do so, and alert emergency responders that the camp is under lockdown. They should be notified that the threat is at a Jewish institution. Remain calm and provide as much information as possible concerning the nature of the emergency. Do not hang up the phone until advised to do so.
4. Counselors should not call to confirm a lockdown. If they hear a lockdown announcement, they should immediately follow lockdown procedures.
5. Campers in offices, dining rooms, gyms, auditoriums, libraries, etc., should follow camp protocol: either stay where they are or move to designated safe rooms.
6. Campers who are outside should move to the closest safe room. Campers who are outside and not near a safe room should run away as far as possible or to the designated evacuation site.
7. Pre-designated staff members should check restrooms and other high-traffic areas to make sure everyone in the building is relocating to the closest safe room. Staff members with strategic response roles should perform their pre-designated tasks.
8. Office staff should immediately lock all interior and exterior building doors.

9. Each area of the camp should have a designated person responsible for locking the doors.
10. Doors must not be opened during a lockdown after 15-30 seconds, even for campers or staff outside the building, office, bunkhouse, or room.
11. A counselor who is outside with campers and cannot enter the building must err on the side of caution, take campers to pre-designated evacuation sites, and await further instruction.
12. Young campers and campers with disabilities should be escorted to the nearest safe room or bunkhouse.
13. All lights, computer monitors, and radios in occupied buildings, bunkhouses, offices, and rooms should be turned off.
14. All cell phones should be set on “silent” mode, not on vibrate.
15. All windows and doors in occupied buildings, bunkhouses, offices, and rooms should be closed and locked. If there are keyed deadbolts on doors, lock them.
16. Camp emergency protocols should be followed with regard to pulling down shades and covering windows in occupied buildings, offices, bunkhouses, or rooms.
17. Door stoppers, desks, cabinets, tables, cubbies, beds, etc. should be used to barricade the door.
18. Position staff and campers along interior walls, away from any threat and to minimize visibility from windows and doors.
19. Staff and campers should sit on the floor, remain absolutely silent, and await further instruction.
20. If it is possible to do so without drawing attention to themselves, when there is critical information to relay to other staff members, counselors should attempt to text a message to their camp group list.
21. If campers are anxious or panicky, counselors should do their best to comfort them calmly and quietly and reassure them that help is on the way, preferably in writing so as to remain silent.
22. If the fire alarm sounds during a lockdown, no one should evacuate unless it has been verified that there is an actual fire, or they have been advised to evacuate by law enforcement or the Camp Director/Security Coordinator.
23. Building, office, bunkhouse, and room doors should not be opened for any reason, even if someone outside knocks on the door or someone inside needs to use the restroom.
24. The Camp Director/Security Coordinator should be the primary person(s) to determine that the lockdown is over.
25. Doors should only be opened after the end of the lockdown has been announced over the PA/phone system.

***As soon as the safety of campers and staff is no longer in question, begin post-lockdown procedures:***

1. If necessary, first aid should be administered to any injured persons.
2. If the camp is part of a shared facility, notify the key staff of the facility that the lockdown is over.
3. Campers should report to their assigned areas.
4. Counselors should take roll call and immediately report any missing campers to the Camp Director/Security Coordinator.
5. Pre-designated administrative staff members should ensure that all staff and visitors are accounted for.
6. The Camp Director/Security Coordinator should advise when to begin notifying parents.
7. The Security Coordinator should submit a detailed report to the Camp Director, the camp board, and law enforcement.

***Please make enlarged copies of this sample emergency card to be kept in high traffic areas on campgrounds.***

**THIS IS NOT A DRILL!**

**PLEASE  
REMAIN  
ABSOLUTELY  
SILENT.**

***Help is on the way.***

***Please make copies of the lockdown procedures, and distribute to your staff.***

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# Lockdown Checklist

## ALWAYS USE COMMON SENSE IN ALL AREAS OF LOCKDOWN PROCEDURES

- ☐ Check all rooms and direct any nearby campers or staff to the nearest safe room.
- ☐ Close and lock all doors and windows.
- ☐ Barricade a room or office entrance by putting a door stopper under the door, and then moving desks, cabinets, tables, cubbies, beds, etc. in front of the door.
- ☐ Based on camp lockdown protocol, cover room and door windows.
- ☐ Turn off all lights and computer monitors.
- ☐ Set all cell phones to silent mode, not vibrate.
- ☐ Staff, counselors, and campers should remain absolutely silent.
- ☐ Staff, counselors, and campers should sit on the ground against interior walls to avoid being seen.
- ☐ Staff, counselors, and campers should help any staff or campers who need special assistance.
- ☐ Staff, counselors, and campers should not leave their areas, even to go to the restroom.
- ☐ Wait until the all-clear signal has been announced over the PA/phone system before returning to pre-lockdown activities.

***Please post in all appropriate rooms.***

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# BOMB THREAT RESPONSE CHECKLIST

Bomb threats are usually received by phone and are to be taken seriously until proven otherwise. All office staff should be trained to respond appropriately and to complete this checklist thoroughly. The School Director/Security Coordinator, along with law enforcement, should evaluate the threat and make an informed decision regarding the need to evacuate.

*If you receive a bomb threat, 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.
- 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 coworker (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? \_\_\_\_\_  
(If the camp is part of a shared facility, try to get the caller to specify where in the facility the bomb is located.)
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What type of bomb is it? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name and callback number? \_\_\_\_\_
- Where are you? \_\_\_\_\_

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

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

Date: \_\_\_\_\_ Time call began: \_\_\_\_\_ Time caller hung up: \_\_\_\_\_

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

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

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

Based on the description of the bomb location, did the caller seem familiar with the building? ☐ Y ☐ N

Was the call a recorded message? ☐ Y ☐ N

***Please post at all switchboards and appropriate phones.***



## BOMB THREAT RESPONSE CHECKLIST CONT.

### Caller's Voice

- ☐ Male
- ☐ Female
  
- ☐ Adult
- ☐ Juvenile
- ☐ Child
  
- ☐ Loud
- ☐ Soft
- ☐ High Pitched
- ☐ Deep
- ☐ Raspy
- ☐ Distorted/Muffled
- ☐ 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) \_\_\_\_\_

### Call Background

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

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

Additional comments: \_\_\_\_\_

**Please post at all switchboards and appropriate phones.**

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# Suspicious Mail or Packages

***If your camp receives mail or packages with some or all of these suspicious signs...***

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Excessive and/or foreign postage          | <input type="checkbox"/> Unexpected, lumpy, or uneven content                   | <input type="checkbox"/> Restricted endorsements, such as "Personal" or "Private"; "Fragile," "Rush," or "Do Not Delay" | <input type="checkbox"/> Inaccurate names or titles in the address  |
| <input type="checkbox"/> No return address                         | <input type="checkbox"/> Unprofessionally wrapped, using masking tape or string |   | <input type="checkbox"/> Homemade labels or cut-and-paste lettering |
| <input type="checkbox"/> Strange odor                              |   |   |   |
| <input type="checkbox"/> Protruding wires, tinfoil, or oily stains |   |   |   |

***Please take the following steps:***

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Do not open, shake, or move the suspicious envelope or package                 | <input type="checkbox"/> Ensure that every person who has touched the suspicious envelope or package washes their hands with soap | <input type="checkbox"/> Evacuate the room and floor where the suspicious mail or package is located | Coordinator, appropriate personnel, and the postal inspector |
| <input type="checkbox"/> Isolate the suspicious envelope or package by cordoning off the immediate area | <input type="checkbox"/> Notify local police, the Security and water  |  |  |

***Please post at all appropriate locations.***

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# Security Incident Report

***Please detail any security incidents (either suspicious activity or actual breaches) on this sheet. Be sure to provide copies to any relevant authorities and staff, and store copies securely in the camp's records.***

1. Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. Where incident occurred: \_\_\_\_\_
3. Camp personnel involved: \_\_\_\_\_
4. Camper(s) involved: \_\_\_\_\_
5. Law enforcement personnel involved: \_\_\_\_\_
6. Detailed description and identity of perpetrator(s) involved: \_\_\_\_\_
7. Detailed description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Reported to: \_\_\_\_\_
9. Actions taken: \_\_\_\_\_
10. Follow-up/resolution: \_\_\_\_\_

***Please use additional paper if necessary.***

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

# Emergency Contacts

	Name	Land Line	Cell Phone	Email
Local Police Dept.				
State Police				
Sheriff's Department				
Homeland Security				
Bomb Squad				
SWAT				
Public Safety				
Local Fire Department				
Ambulance				
Hospital				
Poison Control				
CDC				
Hatzalah				
Shomrim				
Chaverim				
Misaskim				
Camp Director				
Assistant Camp Director				
Security Coordinator				
Guard				
President				
Chairman				
Facility Managers				
Gas & Electric				
Water Company				
Alarm/Security				
Plumber				
Electrician				
HVAC Company				
Phone System				
IT Management				

***Please post where appropriate.***

# Resources

***Visit these important sites for more information.***

American Camp Association:	<a href="http://www.acacamps.org">www.acacamps.org</a>
American Red Cross:	<a href="http://www.redcross.org">www.redcross.org</a>
Community Security Service:	<a href="http://www.thecss.org">www.thecss.org</a>
Department of Homeland Security:	<a href="http://www.dhs.gov">www.dhs.gov</a>
Magen Yeladim Child Safety Institute:	<a href="http://www.mychildsafetyinstitute.org">www.mychildsafetyinstitute.org</a>
Federal Bureau of Investigation:	<a href="http://www.fbi.gov">www.fbi.gov</a>
Federal Emergency Management Agency:	<a href="http://www.fema.gov">www.fema.gov</a>
Gleis Security Consulting, LLC:	<a href="http://www.gleisconsulting.com">www.gleisconsulting.com</a>
Jewish Community Relations Council of New York:	<a href="http://www.securityblog.jcrcny.org">www.securityblog.jcrcny.org</a>
Misaskim:	<a href="http://www.misaskim.org">www.misaskim.org</a>
National Clearinghouse for Educational Facilities:	<a href="http://www.ncef.org">www.ncef.org</a>
National Security Council:	<a href="http://www.nsc.org">www.nsc.org</a>
New York Alert:	<a href="http://www.nyalert.gov">www.nyalert.gov</a>
Poison Control:	<a href="http://www.poison.org">www.poison.org</a>
Ready:	<a href="http://www.ready.gov">www.ready.gov</a>
Secure Community Network:	<a href="http://www.scnus.org">www.scnus.org</a>
U.S. Department of Education:	<a href="http://www.ed.gov">www.ed.gov</a>

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

***[www.KeepYourCampSafe.org](http://www.KeepYourCampSafe.org)***

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# FRANK STORCH

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**SAFETY. SECURITY. SOLUTIONS.**

## PROFILE

Inquisitive, resourceful, and naturally intuitive safety and security specialist with 40 years of experience and proven ability to identify risk management concerns, pinpoint process gaps, and produce eye-opening reports and recommendations that inform and prompt action. Developed relationships with law enforcement and first responder partners, working closely throughout career with local, city, county, and state agencies. Founded and led numerous community organizations centered on safety, security, crime prevention, and crisis response, being known as a key community resource. Problem solver who leverages private detective background to serve as the “eyes and ears” of the police department, called frequently to assist as supplemental event security.

## INSTITUTIONAL

- Partnered with numerous schools, camps, and organizations in the U.S. and internationally to upgrade security, identifying potential threats to student and staff safety and taking action to reduce vulnerability.
- Identified and shared keen insight into the safety and security concerns of local healthcare and hospitality facilities, pursuing the health and wellbeing of others by identifying opportunities to tighten internal controls and patient safety and security.
- Partnered with a local school to provide practical recommendations to improve bus transportation safety for students.
- Provided detailed reports of security risks and safety concerns for hospitality venues, healthcare facilities, and schools, lending critical eye to help organizations pinpoint and prioritize concerns. On multiple occasions, coordinated emergency response efforts while a hotel guest.

## CORPORATE/COMMERCIAL

- Recognized with the Governor’s Crime Prevention Award for efforts in the safety and security of a portfolio of commercial properties—as VP of M. Leo Storch Management Corp.—creating first-time systems and processes to proactively manage risk and prevent crime.
- Addressed security concerns in multiple facilities in Israel, receiving the Maccabiah Award for generous donation of time and attention to protect Israel’s citizens. Implemented risk management practices at sites such as Ben Gurion Airport, Western Wall, and Jerusalem Mall.

## COMMUNITY

- Founder and President of Project Ezra of Greater Baltimore, Inc., a security and safety organization that oversees community safety and security awareness activities and initiatives as well as the publication and distribution of critical security guides.
- Founder and President of The Chesed Fund, Limited, a nonprofit organization offering 40+ charitable programs to members of the community, focusing on improving the health, welfare, and well-being of individuals and families. Examples of active offerings include an automated external defibrillator (AED) program that has already saved two lives; a helmet program that in 25 years has given away, or offered at cost, thousands of bicycle helmets; a program to offer no-charge earplugs to help minimize hearing damage; a reflective safety belt program that has given away thousands of belts to enhance nighttime safety; and a program that has taught thousands of individuals first aid and CPR.

## HIGHLIGHTS

- Co-founded the Northwest Citizen's Patrol, currently the largest civilian patrol in the U.S.—provides safety and security monitoring, CCTV deployment, event security, and more—working with law enforcement partners to prevent crime in the community.
- Co-founded a branch of CERT, Community Emergency Response Team, a Homeland Security initiative focused on educating the community about disaster preparedness, for the Baltimore Jewish community. Assisted neighborhood residents and worked in concert with first responders on numerous occasions following emergencies.
- Funded and dedicated Chaverim of Baltimore—a motorist assistance community organization responding in the local area to traffic accidents, disabled vehicles, and other safety incidents and accidents—in memory of father, M. Leo Storch.
- Launched the Fallstaff Safety and Security Patrol and served as the president for 5 years, fueling such low incident rates that the organization was no longer deemed necessary.
- Worked alongside the Baltimore Police Department to coordinate security arrangements for visiting dignitaries—including Benjamin Netanyahu—and special community events.
- First responder during crises in the community, assisting citizens during and following storms, floods, and other natural disasters. Serve as a 'go-to' resource for the community in coordinating response efforts, establishing lines of communication, and partnering with law enforcement.
- Facilitator and instructor on the topic of safety and security, with 25 years of experience educating diverse process stakeholders in prevention and response techniques.
- Assisted in planning and coordinating missing person searches in the Pittsburgh and New York City areas, working as a partner with law enforcement and bringing a unique background to searches; played a leading role in the successful conclusion of one of the searches.
- Set up a one-of-a-kind mobile fire safety trailer to educate members of the community.

## M. LEO STORCH MANAGEMENT CORPORATION

### Vice President

- Involved, for 40 years, in the development and management of commercial properties throughout the region, protecting investments through avid risk management and security plans.

"On behalf of President Weizman, I wish to thank you for sending him a copy of your **important security observations and recommendations**...the time and effort you devoted to this critical subject are truly appreciated and we trust that your recommendations will be implemented by the appropriate authorities."

— Office of the President, The Director General, State of Israel

On behalf of the Mayor, thank you for your concern for the security of the people of Jerusalem. I am sure that your efforts on behalf of the people of this city will help make a **positive contribution to our future security**." — Municipality of Jerusalem, State of Israel

"First of all, allow me to thank you for the attention that you paid to the Canion Yerushalayim, we have no doubt that your **assistance and contribution was very great**... we have implemented some of your suggestions [and] some are still in the process..."

— Canion Yerushalayim

"We appreciate your attention, devotion, and investment that you made for the benefit of us all... [thank you for] your **detailed and eye-opening report** that you prepared on the security at Ben Gurion Airport." — Office of the Minister of Justice, State of Israel

■ **Keep Your School Safe**

■ **Keep Your Camp Safe**

■ **Stay Safe in Israel**

■ **Stay Safe Abroad**

■ **Communal Candle Lighting Safety**

■ **A Guide to Guards**

■ **Pesach Program Safety & Security**



TheKeepYour  
Community  
SafeInitiative

# A GUIDE TO GUARDS

## Dear Schools, Shuls, Camps, and Jewish Organizations,

Recently, throughout the world, we have seen a marked rise in antisemitism and terror. This upswing is a wake-up call for all Jewish communities everywhere to increase security. The following is a brief outline to help ensure that your institution selects the most appropriate security personnel.

### 1. SWAT (Special Weapons and Tactics)

**ADVANTAGES:** These elite police officers are highly respected in their field and have spent their careers preparing for hostile situations in a civilian setting. They have specialized training in multiple areas and excel in high-stress situations. They specialize and instruct other officers in active shooter scenarios. They are conditioned to make critical decisions calmly in any situation. Their superior training and experience make them the optimum choice. Additionally, former or retired SWAT members are likely available to work set hours without scheduling conflicts.

**DISADVANTAGES:** Cost varies throughout the country.

### 2. Off-Duty Police Officers

**ADVANTAGES:** Officers are drilled in a wide variety of skills, including firearms, basic first aid, criminal law, ethics, etc. Typically officers have training for active shooter situations. They can reach on-duty officers for immediate assistance.

**DISADVANTAGES:** Off-duty police may be called back to duty for serious emergencies.

### 3. Retired Police Officers

**ADVANTAGES:** Like off-duty policemen, they are trained in a wide variety of skills. They have many years of experience and may be automatically licensed to carry concealed weapons.

**DISADVANTAGES:** Their security background can vary widely, based on when and where they were trained. After 9/11, anti-terrorism training was significantly increased. Depending on when these officers retired, they may or may not have the updated training necessary.

### 4. Former IDF Soldiers

**ADVANTAGES:** Former IDF soldiers can be meticulously trained and unquestionably loyal. Some may have received additional, specialized training to enhance defensive maneuvers in a civilian setting.

**DISADVANTAGES:** Not all former IDF soldiers are experienced in managing security incidents or have the training ideal for a school, shul, camp, or office setting.



## 5. Military Veterans

**ADVANTAGES:** These personnel are honorable men and women who have devotedly served our country. They are trained for combat in a military environment. They may be automatically licensed to carry concealed weapons.

**DISADVANTAGES:** They are not usually trained for defense of a school, shul, camp, or office. Regrettably, some suffer from Post-Traumatic Stress Disorder (PTSD) due to combat stress. They are not police officers and have no arrest powers.

## 6. Special Police Officers

**ADVANTAGES:** Special police officers can be armed and have some training (e.g., campus police). They have arrest powers.

**DISADVANTAGES:** They have arrest powers only on the property to which they are assigned. They generally do not have active shooter training or other appropriate qualifications.

## 7. Armed Guards

**ADVANTAGES:** Their primary function is as a visual deterrent to criminal activity. As they are armed, these guards can take necessary action to stop threats and protect lives. Training varies by company. Some armed guard companies (especially Israeli-owned) provide their guards with excellent, rigorous training.

**DISADVANTAGES:** The lack of extensive practical handgun training in high risk situations could be dangerous, as some security companies supply their own training. They may or may not have active shooter training or other appropriate qualifications. They are not police officers and have no arrest powers.

## 8. Unarmed Guards

**ADVANTAGES:** These guards are used as a visual crime deterrent or for crowd control. They are good for protecting construction sites and work areas. They are the most affordable option.

**DISADVANTAGES:** These personnel are unarmed. They often have minimal training and are typically paid low wages. They generally do not have any active shooter training or other appropriate qualifications. They are not police officers and have no arrest powers.

### Recommended Security Company Questions:

1. How long have you been in business?
2. Please provide references.
3. What pay & benefits do you provide to your guards?
4. How much liability insurance do you have?
5. How do you stay up to date with technology?
6. What methods do you use to train your guards?
7. Are you licensed, bonded, and insured?
8. Do your guards have lockdown, active shooter, and handgun training?
9. Are your guards trained in CPR, first aid, and automated external defibrillator use?
10. What equipment are your guards provided with?

For more information, contact Frank Storch, Founder and President of The Chesed Fund and Project Ezra of Greater Baltimore, Inc.

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This free guide can be downloaded at [www.chesedfund.com](http://www.chesedfund.com)

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