

Congregation Keneseth Israel
Policies, Practices & Guidelines

Policy, Practice or Guideline: Security Protocol

Source: Security

Date Adopted: 8/2022

Date Revised: 1/2023

- I. Introduction: It is incumbent upon the Leadership of KI to provide, Clergy, staff, members and guests a secure environment. To that end protocols to assure their safety were developed
- II. Practice Statement: It is the policy that at Ki an armed Security guard will be present for all religious services and events.
- III. Procedure:
- a. Ushers are the eyes and ears of KI during services. Suspicious activities or potential threats must not be ignored - call to 911 immediately
 - b. In the event that it becomes necessary to interrupt services or evacuate the building, an usher, head usher, or member of the security committee takes charge and notifies the Rabbi that an announcement must be made.
 - i. The Rabbi will notify the congregation that a special situation has arisen.
 - ii. The emergency spokesperson makes announcements directly from the Bimah and depending on the situation, the congregation may be asked to stay in place or to exit in an orderly manner.
 - iii. In the case of an evacuation, it will be important to announce which exits are safe to use at that time, and where it is safe to regroup outside the building.
 - iv. Ushers assist people to the usable exits. During the day, the bathroom should be checked occasionally just in case someone has taken ill and needs attention. An occasional sweep of the upstairs hallway may be needed if it appears that people are gathering there.
 - v. Under the direction of the emergency spokesperson, ushers or their designee will be asked to assist and may be needed to “sweep” the building after evacuation to look for stragglers.
 - c. Door procedure:
 - i. The 23rd. street door and the front door are unlocked by KI staff one hour or more before services are scheduled.
 - ii. Use of the exterior kitchen door is discouraged, but not totally prohibited.
 - iii. As services begin, the 23rd. Street door is locked unless a security guard is assigned.