

**Congregational Security Protocols**  
**The Emanuel Synagogue, West Hartford**  
**160 Mohegan Drive, West Hartford, Connecticut 06117**

*Please read and familiarize yourself with the contents of this document, the emergency exits, and the action plan outlined herein to assist in ensuring the continued safety and security of our staff, congregants, and guests.*

**I. Your Role in the Security of The Emanuel.**

The importance of your role in our security cannot be emphasized enough. Please be mindful of the following:

- A. **The Emanuel's external doors must remain locked from the outside at all times.** *Please do not prop doors open.*
- B. Pay attention to your surroundings, and if you notice something that does not seem right, please immediately report it to our clergy, staff, a board member, or the police (911), i.e., "see something, say something."
- C. When you enter the building, please take note of people "piggybacking" (people tagging along with you as you gain entrance to the building).
- D. If you do not recognize someone, introduce yourself to get a sense of who the individual is. As you speak with them, pay attention to how they respond (are they acting like they have a purpose in the building?), consider how they are dressed (are they wearing unusual or bulky clothing that is inconsistent with the weather?), and notice what they are carrying (are they carrying a backpack or large satchel?). If something seems odd or suspicious, do not hesitate to report it to our clergy, staff, a board member, or the police (911).
- E. If you have concerns about dramatic changes in the behavior of a family member, friend, or loved one, please share your concerns with our clergy.
- F. If you receive any threatening or questionable emails, call the police (911) and take the following steps to preserve the email: if possible, leave the email open; if not possible, print or take a screen shot of the email, document the time the email was sent, what was in the subject line, and the email address from which it was sent.

## **II. Emergencies**

### **A. Should You Hear the Fire Alarm**

In the event that the fire alarm is sounded, evacuate immediately in an orderly manner through the nearest and safest exits identified below. Proceed to the back parking lot or front lawn and stand away from the building.

### **B. Should a Suspicious Package Be Found or a Bomb Threat Be Made**

Notify individuals in the building to evacuate immediately in an orderly manner through the nearest and safest exit (identified below), instruct individuals to proceed to the gathering spaces away from the building (identified below), and Call 911.

### **C. In the event of a threat realized within the building/sanctuary (such as an active shooter or intruder) – Call 911 and share the location of the shooter/intruder.**

Individuals should try to **RUN**, if not possible **HIDE**, and as a last resort **FIGHT**

#### **1. RUN**

- Shut interior doors with locks (Sanctuary, Chapel, Auditorium, Koret, Door between the Chapel and the Beth Hillel Community Room, or the sets of Doors Leading to the School and School Lobby) to delay the movement of an active shooter or intruder (before shutting any of these interior doors, instruct any individuals or students in the hallways to come through the doors).
- Escape through the nearest and safest exit identified below (See Section III below).
- Leave personal belongings behind.
- Put your hands in the air to signal that you are unarmed to law enforcement responders.
- Once clear of the building, keep going, get clear of the area and allow others to also escape.
- Take others with you, but do not stay behind because others refuse to leave.
- Gather at Summerwood, Carolyn Topol's house, or King Philip Middle School (see Section IV below).

## **2. HIDE**

- May be necessary for people who cannot run or are unable to exit safely.
- Places to hide:

**Sanctuary** – close the doors in the rear and by the Ritual Director's office to lock them, move the kids' activity cart in front of the door leading in from Koret, hide on the ramp, behind the bimah, or in the loft.

**The Women's and Single Accessible Bathrooms adjacent to Silverman Auditorium** - lock the doors.

**The Men's Bathroom across from the Office** – lock the door.

**The Women's and Men's Bathrooms across from the Sanctuary near the Small Board Room** – lock the doors.

**The Library** – close both sets of doors to lock them.

**The Chapel** – close the doors to lock them.

**Offices** – close the doors to lock them.

**Classrooms** – close the doors to lock them.

**The Girls' and Boys' Bathrooms in the Hebrew School Wing near the Youth Lounge, Beth Hillel Community Room, and Library** – lock the doors.

**Inner Hallway in the Hebrew School Office** – close the outer hallway doors, the door to the reception area, and the door to the copy room

- Before closing and locking doors, take a quick peek into the hallway and instruct any individuals or students in the hallways to come into the rooms.
- Barricade the locked doors with heavy furniture, if possible.
- Close and lock windows and close blinds or cover windows (release lockdown shades).
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Look for other avenues of escape.
- Identify ad-hoc weapons.
- When safe to do so, use strategies to silently communicate with first responders, if possible (e.g., in rooms with exterior windows, make signs to

silently signal law enforcement and emergency responders to indicate the status of the room's occupants).

- Hide in an area out of the shooter's view - along the wall closest to the exit might be the best option for ambushing the shooter and for possible escape if the shooter enters or passes by the room.
- Remain in place until given an all clear by identifiable law enforcement.

### **3. FIGHT**

- As a last resort and only when your life is in imminent danger.
- Act with physical aggression and throw items at the active shooter.

**D. In the event of a threat realized outside the building (such as an active shooter or intruder) - Call 911 and share the location of the shooter/intruder.**

Run and gather at Summerwood, Carolyn Topol's house, or King Philip Middle School (see Section IV below).

Or, if that is not possible, get inside the building and hide as instructed above.

**E. In the event of a medical emergency, first, call 911, and, then, ask if there is a medical provider available in the building. There is a defibrillator and Ambu Breathing Bag in the closet area outside the Ritual Director's office off the front hallway.**

## **III. Please Be Aware of Your Nearest Exits:**

### **From the Sanctuary**

The sanctuary has exits in the front and rear.

Front Exit: as you face the bimah, exit through the emergency doors to the left of the bimah.

Rear Exit: if the bimah is behind you, exit through the doors at the rear of the sanctuary on your left.

### **From Silverman Auditorium**

Exit through the doors located in the glass wall on the north side of the Auditorium. Alternatively, leave Silverman Auditorium through the doors in the movable partition between Silverman and Koret, and proceed through the emergency exit on the north side. Another alternative is to exit the

auditorium through the doors opposite the glass wall, cross the back lobby, and proceed through the door leading to the back parking lot.

### **From Koret Hall**

Exit through the emergency exit on the north side of Koret. Alternatively, leave Koret Hall through the doors in the movable partition between Koret Hall and Silverman Auditorium and proceed through the emergency exits in the glass wall on the north side of Silverman. Another alternative is to exit Koret through the doors opposite the glass wall and proceed through the front (Mohegan Drive entrance) or back (off the back parking lot) doors of the synagogue.

### **From the Chapel**

Exit through the main entrance to the chapel which is located in the rear to the lobby. Turn left in the lobby to exit through the front (Mohegan Drive) synagogue entrance. Alternatively, proceed down the ramp in the front right of the chapel and proceed through the emergency exit door leading to the outside.

### **From the Beth Hillel Community Room**

Exit through the emergency exit door in the short hallway leading to the chapel to the outside. Alternatively, exit through the door leading to the school wing, turn right, and proceed through the Youth Lounge to the emergency door leading to the outside front of the building.

### **From the Library**

Exit through the door leading to the school wing and proceed through the Youth Lounge to the emergency door leading to the outside front of the building. Alternatively, turn right, proceed through the Beth Hillel Community Room, and exit through the emergency exit door in the short hallway between the Beth Hillel Community Room and the Chapel.

### **From the Youth Lounge**

Exit through the emergency door leading to the outside front of the building.

### **From the Lobby**

Depending on where you are standing, the front (Mohegan Drive) door or rear door off the parking lot may be the closest exits. Alternatively, proceed down the ramp in the front right of the chapel and exit through the emergency exit door leading to the outside front.

### **From the Small Board Room or Banks Garden**

Exit into the Lobby and proceed to the front (Mohegan Drive) door to exit the building. Alternatively, proceed down the ramp in the front right of the chapel and exit through the emergency exit door leading to the outside front.

### **From the Main Office**

Exit into the Lobby and leave through the front (Mohegan Drive) door or rear door off the parking lot. There is also an emergency exit in the glass wall on the north side of the Auditorium.

### **From the Hebrew School Office or Hebrew School classrooms 306 and 307 (Hebrew School Wing)**

Exit through the Hebrew School entrance or through the emergency door in the Youth Lounge leading to the outside front of the building.

### **From the upstairs Hebrew School classrooms**

Exit through the Hebrew School entrance or through the stairs between classrooms 206 and 208. Alternatively, walk down the hallway stairs and proceed from the School wing into the Synagogue building and leave through the front (Mohegan Drive) door or rear door off the parking lot. There is also an emergency exit on the north side of Koret.

### **From the ECE room and downstairs Hebrew School classrooms**

Exit through the Hebrew School entrance. Alternatively, proceed via the stairs from the School wing into the Synagogue building and leave through the front (Mohegan Drive) door or rear door off the parking lot. There is also an emergency exit on the north side of Koret.

## **IV. Where to Go Once You Have Exited the Building:**

Proceed to Mohegan Drive, cross the street, head north towards Simsbury Road, cross over Simsbury Road, and gather at Summerwood. If necessary, proceed left on Mohegan Drive, turn left at Lyman Road, and gather at Carolyn Topol's home, 36 Lyman Road. King Philip Middle School is another alternative gathering place. Proceed left on Mohegan Drive and enter the King Philip Middle School property through the path by the stop sign opposite Seminole Circle.