

# Please Review Our Safety & Security Procedures

## MAINTAINING BUILDING SECURITY

Exterior doors must always be closed and locked. Do not open a door for someone you do not know.

- Use the intercom system to speak to/screen a visitor before opening the door. The intercom is located either in the foyer outside the office or in the office on the secretary's desk.
- If you are not certain that a person should be admitted, tell them to remain outside while you seek assistance.
- Report anything suspicious to a staff member or lay leader.

Do not touch or move a suspicious item, like a backpack. Move everyone away from the item and notify a staff member or lay leader. Sudbury Police non-emergency number is 978-443-2121.

## REPORTING AN EMERGENCY

- **Call 9-1-1.** If you do not have a signal on your cell phone, there are landline phones in the sanctuary, rear of classroom wing, and foyer outside office; or
- **Text 9-1-1.** Enter "911" in the "to" field. In the "message" field, first enter "Sudbury" and then "Congregation Beth El" and then describe the emergency.

## FIRE & OTHER SAFETY PROBLEMS

**If the fire alarm sounds, immediately evacuate the building.**



If you see fire or smoke, or smell gas, leave the building, and pull the fire alarm on your way out if you can. Evacuate to a safe space – likely in the main parking lot, furthest from the building. **Call or text 9-1-1 after evacuating.**

Fire alarm boxes are located throughout the building.

## MEDICAL EMERGENCY

If there is a medical emergency:

- **Call 9-1-1.** Announce who you are, where you are and the nature of the emergency.
- Inform a staff member or lay leader.
- Alert others in the building and ask if there is a medical professional who can assist.
- Clear a path to the door.
- Designate someone to meet the first responders at the front door.
- Comfort the patient and do not leave them alone.
- If possible, obtain the patient's emergency contact information.
- Assist first responders if they ask you to do so.

An automated external defibrillator (AED) is in the sanctuary. First aid kits are in the main office and the kitchen.

## SECURITY THREATS

**If you are uncertain about your safety:**

Pull the nearest fire alarm to trigger an immediate evacuation of the building. Immediately call the Sudbury Police Department **at 9-1-1** to report a security threat or unusual incident.

In an emergency:

- **RUN:** Quickly exit the building if there is an accessible escape path. Evacuate regardless of whether others agree to follow. Take only your cell phone. If possible, assist less mobile people to escape first. **Call 9-1-1** after you are safely away from the building.
- **HIDE:** If evacuation is not possible, find a place to hide where the attacker is less likely to find you. Lock the door(s) once everyone is inside, **call or text 9-1-1**, and remain there until you are sure it is safe to leave.
- **FIGHT:** As a last resort, attempt to disrupt and/or incapacitate the attacker. Yell and be aggressive. Throw items and use improvised weapons. Charge and attempt to injure or incapacitate the attacker.

When the police arrive, remain calm, put down anything in your hands, keep your hands visible and away from your body, and follow their instructions. Provide as much information to the police as possible.

## **Please Review Our Safety & Security Procedures**

***If you see something, say something, and if you can, do something!*** Immediately report unsafe or suspicious behavior or conditions to a staff member, lay leader, and as needed, to the Sudbury Police Department.

**Emergency: Call or text 9-1-1**

**Sudbury Police non-emergency:  
978-443-2121**

Guiding principles:

1. In an emergency, stay calm, follow instructions from staff, lay leaders, and first responders. Help others who need assistance.
2. Know the locations of emergency exits that are closest to you.
3. Do not hesitate to call **9-1-1** in problematic or uncertain security or safety situations. First responders **WANT TO ASSIST**.
4. If you have evacuated the building, let us know where you are and that you are safe. Get a message to the Beth El Office yourself or via friends & family.
5. Beth El has more doors and windows than most buildings, almost all of which are on the ground level. It is better to **RUN** than to **HIDE**, if you can. **FIGHT** if neither is possible.

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**Safety and Security  
are Shared Responsibilities:  
Help Keep Our Community Safe**

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