

Usher/Greeter Security Checklist

<u>GREETER/USHER SECURITY CHECKLIST</u>		<u>Y/N</u>
1)	Do I know the policies of my Rabbi or other leaders about my security role?	
2)	Do I have a G/U post assignment?	
3)	Do I know where other G/Us are supposed to be?	
4)	Have I talked with other G/Us to develop plans about emergency responses?	
5)	Am I comfortable being assertive with a suspicious person or situation?	
6)	Do I know the best route to every exit in my synagogue building?	
7)	Do I know how to covertly signal another G/U to call 911 or to assist me?	
8)	Do members of my synagogue know my role if an emergency occurs?	
9)	Have I walked the route from my G/U post to every exit in my synagogue building?	
10)	Have I ever practiced getting to another area while staying low?	
11)	Do I have a plan for how I can separate a suspicious person from other people in the lobby or sanctuary?	
12)	Do I know what items or areas in every part of the building would provide the best protection, barricade or concealment?	
13)	Do I know where mechanical and utility areas and items are located and how to access them? (Electrical boxes, water supply, alarms, gas, fire extinguishers, ladders, tools, potential weapons, office keys, etc.)	
14)	Do I know where crawl spaces, overhead storage and closets are located and if they would be useable for concealment?	
15)	Could I lock every front door quickly?	
16)	Do I know which interior doors have locks?	
17)	Do I know the best location outside for viewing each parking area?	
18)	Do I know where there is a flashlight in several areas of the building?	
19)	Have I ever checked to see if I could move a pew, desk, table or other item if it was necessary to do so in an emergency?	
20)	Do I have a plan for how I might respond to an emergency in a variety of synagogue areas? (Lobby, during the service, classroom, social hall, parking lot?)	

For more information on our Security Program, please contact:

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A few examples of questions to ask:

"Good afternoon, how can I help you today?"

"Welcome to Temple _____, what brings you here today?"

"Shabbat Shalom, how are you? I don't think we've met before - I'm _____"