

Synagogue Conference & Special Event Security



When planning a conference, special event or large gathering, careful attention must be paid to issues of safety and security. The safety and well-being of attendees should be a primary consideration at every stage of planning, and the event should only start after a detailed security plan has been created.

Organized by simple action steps, an event security plan can be easy to create.

STEP 1:

Share information about the event schedule, promotion plan and intended audience with the facility security director. Make sure the facility security director knows the schedule for each day, and the different facility spaces that will be used during the event.*

STEP 2:

Determine how communication with attendees, vendors, guests, etc. will happen during the event. Whether an app is used, email, or text messages, attendees should know how important information will be shared.

STEP 3:

Connect with the Federation security director in the region where the event is taking place. Email the Secure Community Network (SCN) Duty Desk at dutydesk@securecommunitynetwork.org for contact information.

STEP 4:

The Federation security director will coordinate with the facility security director and local law enforcement regarding relevant safety information that may impact the event (and any offsite events that are being planned), such as protests, excessive traffic for large events, crime trends, etc.

STEP 5:

Work with the Federation security director to conduct an event facility security assessment, and to evaluate plans for offsite events, addressing issues of transportation, security guards, and facility assessments.

STEP 6:

Discuss the possible need of providing off-duty law enforcement or security guards with the Federation security director, and if those guards should be armed. Some considerations that might inform this decision:

- a. Does the facility allow private security?
- b. Does the facility allow armed security?
- c. Does the facility secure meeting rooms and event areas when not in use?
- d. Is the facility in a heavily trafficked area where the public may be walking through?
- e. Do attendees have any expectations about armed vs. unarmed security?

STEP 7:

Ensure name badges and, when possible, branded lanyards are provided to all attendees. When distributing badges and lanyards, alert attendees that badges must be worn at all times while attending the event, and that they need to be removed when in public.

STEP 8:

Create a digital map of the event area that will be shared with attendees and local law enforcement, clearly identifying all emergency exits, pathways to exits, and doors. Maps are often available from the facility security director. Maps should also indicate emergency reunification points and reminders to remain vigilant and to always utilize situational awareness.

STEP 9:

Share highlights of the security plan at the event opening, and then again as reminders at points throughout the rest of the event. Make sure attendees know about the importance of wearing badges, situational awareness, location of emergency exits, and where they can find the event map. When possible, invite the Federation security director to speak about these items to attendees.

**If there is no facility security director, work directly with the Federation security director on all event related security matters.*

By incorporating these steps into your event planning, organizers and attendees will have a more rewarding experience, knowing that they are well prepared for an unlikely security event.