



The
**Chesed
Fund**
LIMITED



The Keep Your
Community
Safe Initiative



Preparing Our Community Today for a Safe and Secure Tomorrow™

The Dinovitz Edition

Pesach Program

SAFETY & SECURITY

Nissan 5780 ♦ April 2020

**SAFETY
FIRST**

BY
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In loving memory of Mr. Mordechai & Mrs. Esther Shore, ה"ע, and Rabbi Bentzion Shlomo and Mrs. Chana Lapidus, ה"ע.





SECURITY

- Discuss security expectations with program and hotel staff prior to the start of the program.
- Hire unarmed or preferably armed guard(s) for the length of the program.
- Meet with the local police department in advance and notify them of the dates of Pesach so they can arrange to have officers available during the program.
- Park one police or security vehicle at the hotel throughout the program. Request that police cars patrol the area frequently.
- Perform background checks on all program staff.
- Develop and distribute a brief yet comprehensive safety and security protocol manual to all staff members.
- Select a text messaging alert app to send notifications to staff in the event of an emergency (e.g. for security alerts, emergency weather alerts, missing persons).



STAFF

- Advise all staff to save emergency numbers on their cell phones and sign up to the program's text messaging alert system (e.g., for security alerts, emergency weather alerts, missing persons).
- Provide the front desk and key program staff with index cards of phone numbers for Hatzalah, police, security, hospitals, pharmacies, doctors, local urgent care centers, and guests who are medical professionals.
- Provide all staff with the phone numbers of the front desk, hotel security, and all program staff.
- Provide the front desk with phone numbers that have been verified for the Hatzalah member/EMT, and key program staff members.
- Ensure that at least one Hatzalah member/EMT is on the premises at all times.
- Train staff in correct responses for major emergencies, including fire alarms, medical emergencies, and

security incidents, as well as the locations of evacuation routes.

- It is preferable for staff members to have CPR and first aid certification and carry cell phones for use in the event of an emergency.
- Instruct staff and counselors in appropriate behavior between campers, counselors, and staff. Instruct them to immediately report if a camper notifies them of uncomfortable or threatening situations with other campers, counselors, or program/hotel staff.
- Advise staff to wear reflective clothing or vests when walking outside of the hotel premises at night.
- Remind staff to hydrate well, especially if the program location is in an unusually warm climate.



GUESTS

- Upon arrival, provide guests with critical safety instructions, including key staff contact information, how to dial 911 and the operator from their rooms, evacuation routes, etc.
- Remind guests to stay alert and report anything or anyone suspicious: "If You See Something, Say Something®"
- Advise guests to wear reflective clothing or vests when walking outside the hotel premises at night and walk in a group.
- Advise guests to supervise their children at all times, especially near any body of water (e.g., pools, water slides, ponds, fountains).
- Remind guests to hydrate well, especially if the program is located in an unusually warm climate.
- Remind guests to instruct their children not to run in lobbies or hallways.



FIRE SAFETY

- Use extra precautions when guests are lighting candles for Shabbos and Yom Tov (see *Communal Candle Lighting Safety Guide* enclosed or download free at chesedfund.com).

- Instruct guests never to light candles in their rooms. If performing bedikas chometz in their rooms, they should only use a flashlight, never a candle.
- Designate a site for chometz burning; instruct guests to burn chometz only at the designated place and time.
- Supervise children at all times while the fire is burning. Do not allow children to linger near the fire.
- Instruct kitchen staff in fire prevention safety and the most appropriate methods of putting out kitchen fires.
- Plug hot water urns and similar devices directly into outlets; tuck cords away and out of reach.

WATER SAFETY

- Lifeguards should be present at all pools during open hours and should lock the pool area when leaving.
- Post a sign clearly stating pool hours and rules. If lifeguards are not on duty during all pool hours, specify during which hours lifeguards are present.

FOOD SAFETY

- Train all uncertified food service employees in essential food safety rules.
- Do not include easily perishable food in prepackaged lunches (e.g., eggs, dairy, chicken, meat).
- Notify guests when any of the foods served contain common allergens.

FACILITIES

- Ensure that there are clear paths into the dining room and other areas for wheelchairs, walkers, and strollers.
- Check constantly to ensure emergency exit doors remain absolutely clear of obstructions (e.g., tables, chairs).
- Purchase full insurance coverage to cover all possible situations that could affect the program, including program cancellation due to unforeseen circumstances.

- Insure Sifrei Torah and store them in a secure location.



SIGNAGE

- Post a sign at the front desk with the phone numbers for the Hatzalah member/EMT, and key program staff members.
- Post signs in guest rooms warning guests not to hang items from the sprinkler heads.



PROGRAMMING

- Designate one staff member as the point person for each planned event.
- Require staff supervising activities to use safety equipment and ensure that guests wear appropriate safety gear (e.g., place cushioned mats at moon bounce exits; provide helmets, life jackets, padding, and other protective gear).
- Require staff supervision at activities in which children can easily become injured (e.g., rock wall climbing, trampolines)
- Ensure extreme sports activities are run by a properly trained professional.



PROGRAM TRIPS

- Provide all key staff members with the bus or van driver's cell phone number.
- Forbid the driver from using his cell phone while driving.
- Ideally, use buses or vans with seat belts and ensure all passengers use them.
- Have someone with medical training accompany all day trips.
- Ensure there are emergency supplies on the bus (e.g., first aid kit, extra water and food).



DAY CAMP & DAY CAMP TRIPS

- Distribute a list of rules to counselors for day camp and camp trips.
- Advise campers to immediately notify counselors or key staff if a camper or staff member makes them feel threatened or uncomfortable.
- Have someone with medical training accompany all day camp trips.
- Require counselors to call roll from the camp roster before departing for a trip and before leaving the trip site to make sure no campers are left behind. They should also double-check that the bus is empty of campers when returning from a trip.
- Designate a bus monitor to ensure that all children on the bus remain seated at all times and that any infants or toddlers are secured.
- Counselors should perform frequent headcounts and use a buddy system for campers.
- Establish a policy regarding counselors keeping cell phones turned on but not in use when they are with campers.
- Establish protocols for counselors and key staff if a camper goes missing.
- Advise counselors that if a camper becomes unwell or injured, the counselor should immediately notify the nearest individual with medical training and key staff, who will notify the camper's parents.
- Forbid campers from sitting in the first row on the bus.

- Counselors should instruct campers that they may only leave the trip site with permission from a key staff member.
- Counselors should frequently remind campers to drink plenty of water while at the hotel and especially on trips.



DRIVING SAFETY

- Advise guests that when driving they should always wear seat belts and use car seats for young children.
- Ensure extra precaution is taken by staff and guests driving golf carts, especially at night (e.g., flashing roof lights, reflective tape).
- Forbid children from driving the golf carts.



GUEST SERVICES

- Install internet filters at the computer stations so children cannot access inappropriate content.
- Fill a large cooler with water bottles, especially before trips, and place it in the lobby for guests to take.
- Distribute earplugs at every concert, especially to young children and those sitting closer to the stage.
- Provide a fully stocked first aid kit at the program front desk. Include over-the-counter medications (e.g., Advil, Aleve, Motrin, Tylenol, Benadryl) as well as an EpiPen, if possible. Check if the medications are kosher for Pesach and that dispensing them will not cause liability issues.



Please DO NOT leave your room if you have all of the following symptoms: fever, cough, and shortness of breath. It would be putting everyone at the hotel in danger of catching the coronavirus. please call your primary care provider or the local hospital promptly to determine your next steps.

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Visit chesedfund.com for additional safety and security guides and other helpful publications.

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