

## Terms of Reference: Safety and Emergency

### 1 Authority

- (a) The Temple Shalom Board of Management is responsible for ensuring that all congregants and visitors are safe from any mishap, threat or attack while they are on Temple Shalom Grounds.
- (b) One Member of the Board of Management is designated as having responsibility for Safety and Emergency and will oversee all aspects of security.
- (c) The Board Member with responsibility for 'Safety and Emergency' reports to the President and the Board of Management.
- (d) The Board Member with responsibility for 'Safety and Emergency' will produce a written report for the monthly Board of Management meetings and for the AGM.

### 2 Responsibilities

- (a) The Board Member with responsibility for 'Safety and Emergency' coordinates a team of volunteers to carry out surveillance tasks at services and events. The Board Member with responsibility for 'Safety and Emergency':
  - i. encourages members of the congregation to volunteer for a surveillance role,
  - ii. contacts those who are willing to volunteer,
  - iii. coordinates with the Board of Management to establish dates and occasions where surveillance volunteers are needed and
  - iv. develops rosters to provide coverage using available personnel.
- (b) The Board Member with responsibility for 'Safety and Emergency' ensures that grounds and building entry is monitored and controlled during Temple services and events. The Board Member with responsibility for 'Safety and Emergency':
  - i. develops a Procedures Manual, specific to Temple Shalom,
  - ii. arranges for periodic training for surveillance volunteers,
  - iii. ensures that surveillance volunteers are fully aware of, and effectively carry out, the procedures and protocols for allowing entry to the grounds and the Temple building during services and events.
- (c) The Board Member with responsibility for 'Safety and Emergency' carries out ongoing risk assessments. The Board Member with responsibility for 'Safety and Emergency':
  - i. regularly checks the grounds and buildings to identify potential hazards or security risks then reports them to the President and the Board of Management and
  - ii. works with CSG and other external organisations to monitor, report on and respond to any change in the perceived level of risk to the wider Jewish community and to Temple Shalom in particular.
- (d) The Board Member with responsibility for 'Safety and Emergency' monitors the condition of the building and security equipment. The Board Member with responsibility for Safety and Emergency:
  - i. checks that building entrances and exits comply with State and Council regulations,
  - ii. checks that all surveillance equipment including cameras, monitors, gates and the speaker system are functioning correctly,
  - iii. ensures that all first aid and emergency equipment is up to date and in good working order.