Appendix L-1

Emergency Preparedness and Procedures

BRANDEIS-BARDIN CAMPUS – AMERICAN JEWISH UNIVERSITY
1101 Peppertree Lane, Brandeis, CA 93064

EMERGENCY PREPAREDNESS AND PROCEDURES

IN CASE OF EMERGENCY IT IS EXTREMELY IMPORTANT THAT ALL STAFF REMAIN CALM. THE SENIOR STAFF MEMBER PRESENT SHALL BE THE ONLY PERSON TO COMMUNICATE WITH GOVERNMENT AUTHORITIES.

SENIOR STAFF ARE: **DANIEL MACCABEE, AARON GOLDBERG, KAREN GARELIK, JACOB MARTINEZ RAIZMAN, JENNIFER SIMPSON, SASHA DOMINGUEZ, JACKIE GRINWALD, MYRA MESKIN, ARTURO GONZALEZ, SAMMY GONZALEZ, and CESAR DELFIN.**

ONLY **AARON GOLDBERG or DANIEL MACCABEE** SHALL MAKE STATEMENTS TO ANY MEDIA REPRESENTATIVES WHO MAY BE PRESENT. NO ONE ELSE may share any information with anyone about the situation. This includes, but is not limited to, any sort of social media or texting to internal or external parties.

COMMUNICATIONS PLAN-WALKIE TALKIES

- **Channel 1:** Facilities staff.
- **Channel 2:** Alonim Directors and Head Counselors use Channel 2 to communicate throughout the day.
- **Channel 3: Emergencies.** The Front Gate, Mobile Guard, Health Center, Mobile Walkies, Pool, Art Room, Summer Office, Admin Building (Sharon Landes), and BCI (Director, Main House, and Fligelman) stay on Channel 3 so they can be alerted in case of emergency and so they can communicate directly to the Health Center if there is a medical emergency at their location.
- **Channel 4:** Gan Alonim Day Camp staff.
- **Channel 5:** CIT Advisors and Yachad Advisors use Channel 5 to communicate throughout the day.
- **Channel 6:** Alonim Technical team.
- **Channel 7:** The on-call night nurse between 10 p.m. and 7:30 a.m.
- **Channel 8:** Teva, Mountain Biking, Archery, Ropes, Horseback Riding, and other Specialty Areas
- Codes (colors) are used for various emergencies in order to facilitate communication and maintain calm. **The word "Immediately" is only used on the walkie-talkies in the event of an emergency.**

COMMUNICATIONS PLAN-CELL PHONES

Daniel Maccabee	**805 404-8977**
Aaron Goldberg	**818 635-1431**

Karen Garelik	**805 368-8873**
Jacob Martinez Raizman	**818 738-8062**
Jennifer Simpson	**818 237-6081**
Sasha Dominguez	**813 235-8761**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Michelle Brint	**646-425-9553**
Arturo Gonzalez	**805 404-8981**
Sammy Gonzalez	**805 404-5626**
Cesar Delfin	**805 404-8974**
Sharon Landes	**805 402-2328**

CAMP-WIDE EVACUATION ALARM

In the event that the camp-wide evacuation alarm sounds, everyone on the Campus will proceed in a calm, silent, and orderly manner to <u>Terry Field.</u>
(See MOVEMENT OF THE CAMPS & STAFFS)

INDIVIDUAL BUILDING FIRE ALARM

In the event that the fire alarm sounds at an individual building, that building and surrounding area must be immediately evacuated.

MOVEMENT OF THE CAMPS & STAFFS; ACCOUNTING FOR EVERYONE

CAMP ALONIM

Aaron Goldberg, *Director*
Karen Garelik, *Associate Director*
Jacob Martinez Raizman, *Assistant Director*
Jennifer Simpson*, Assistant Director*
Sasha Dominguez, *Assistant Director*

Talia Diamond and **Jonah Gershovich** will serve as **captains** and will be responsible for notifying the camp through the use of megaphones located in the Head Counselors' cottages. They will be responsible for the silent, orderly movement of the camp, in a single file line on the path toward Terry Field. They will be responsible for seating campers and accounting for all campers and staff members.

The following will serve as **monitors** and will be responsible for clearing their respective areas of all campers and staff:

A. **Jacob Benjamin & Zach Singerman**
Bunk Area: All Bunks/Tents and Bathrooms

B. **Troy Horowitz & Eliana Becker**
Mikdash, HaMakom, and Low Ropes Elements (beyond Moadon/Staff Lounge), Trailer 1 (Moadon/Staff Lounge), Trailer 2, Trailer 3, Canteen, Pritzker Dining Hall and kitchen

C. **Aiden Kirsh & Micah Ruda**
Health Center, Ulam, Ulam restrooms, Teaching Kitchen, Alonim Director's Cottage, Varble Office

D. **Vanessa Averbach, Karin Burnes, & Talia Zicklin**
All activity rooms and restrooms in the Needleman Building, all spaces and restrooms in the Rec Hall (including Gan Office), Climbing Wall, changing rooms and restrooms at the Alonim Pool, Low Ropes Activity Area behind Terry Field

E. **Malika Bouilland & Ellis Johnson**
All areas of the Chotiner Barn, STEAM Lab, Alpine Tower, Archery Range, Squirrel Hall, Gan Lunch Box

F. **Omer Mor & Shaina Rodin**
All CIT tents, restrooms, lounge, office and Laundromat #2

G. **Victoria Rivera**
Bunkhouse, Cottages 3 and 4

H. **Spencer Shalit**
Gesher Village, Cottage 14, Cottage 15 both sides (Gesher Mentors)

I. **Shannon Tepfer & Marcy Goldberg**
Lee Village (Cottages 10 and 11, Atrium and restroom)

J. **Medical Staff**
Will alert any groups who are outside the camp area on horseback rides, mountain biking rides, hikes, or overnight hikes – **via Walkie-Talkie (Channel 3)**

K. **Benji Harris**
Main Gates - will monitor all traffic in and out of the premises and guide emergency vehicles into camp as needed

L. **Marci Altman – BEGINNING JULY 28**
Fligelman Lecture Hall, Fligelman Annex (Twogleman), Dance Studio/Activity Building, BCI Rec Hall, BCI Dance Pavilion and restrooms

M. **Mitch Gelfand & Orly Star – BEGINNING JULY 28**
Cottages 5 through 9, BCI Office, Wapner Main House, Gunther Family Dining Center and kitchen, Millet Circle

N. **Micah Bernhard– BEGINNING JULY 28**
Betty's Cottage (Formerly President's Cottage), Cottage 13 (Mashgiach), laundry and restroom (behind Admin Building), Cottages 1 and 2, Laundromat #1

All staff will collect their campers and have them walk silently in a single-file line toward Terry Field. (The alternate location if Terry Field were somehow rendered inaccessible is the Gan Field, followed by the Alonim Dance Pavilion. In the event of an earthquake and Terry Field were somehow rendered inaccessible, the alternate location is the Gan Field. Senior staff will communicate using the alternate location via megaphones and walkie-talkies.) Alonim bunks should line up at the designated area, with one counselor in the front of each bunk line and one in the back. Staff not assigned to a bunk and CITs will gather in their assigned areas.

Aaron Goldberg will possess emergency documentation, listing all campers, CITs, staff, families and guests. Roll call will be taken to verify that all campers, staff and guests are present. If anyone is missing, **Aaron Goldberg** will designate people to conduct a search. If the missing person(s) cannot be found quickly **Daniel Maccabee** shall be informed and a more formal search shall be organized with the proper governmental authorities. If any of the above

is absent **Aaron Goldberg** will appoint veteran staff members who are not bunk counselors to serve as captains and/or monitors.
If **Aaron Goldberg** is absent, **Karen Garelik** will serve as the substitute. If **Karen Garelik** is absent, **Jacob Martinez Raizman** will serve as the substitute. If **Jacob Martinez Raizman** is absent, **Jenn Simpson** will serve as the substitute. If **Jenn Simpson** is absent, **Sasha Dominguez** will serve as the substitute.

GAN ALONIM DAY CAMP
Jackie Grinwald, Director
Megan Feldman, Assistant Director

Megan Feldman will serve as **captain** and will be responsible for notifying the day camp through the use of a megaphone located in the Gan Alonim Day Camp office. She will be responsible for the silent, orderly movement of the camp in a single file line across the Squirrel Crossing (pool dip) to Terry Field. She will be responsible for seating and accounting for all campers and staff members.

Megan Feldman will appoint three Gesher Gan interns as monitors who will be responsible for clearing Gan areas of all campers, Gesher Gan interns, and staff.

All Gesher Gan counselor interns will collect their campers and have them walk silently in a single file line across the Squirrel Crossing (pool dip) toward Terry Field. Gan Alonim age groups should line up as directed, with at least one Gesher Gan intern in the front of the line and at least one in the back. Anyone not assigned to a group will line up behind the camper groups.

Jackie Grinwald will possess an emergency clipboard listing all campers, Gesher Gan interns, and staff. Roll call will be taken to verify that everyone is present. If anyone is missing, **Jackie Grinwald** will inform **Aaron Goldberg**, who will designate people to conduct a search. If the missing person(s) cannot be found quickly, **Daniel Maccabee** shall be informed and a more formal search shall be organized with the proper governmental authorities.

If any of the above is absent, **Jackie Grinwald** will appoint **Rahnie Harris** or appropriate staff members to serve as captain.

Ziering BCI Program
Rabbi Myra Meskin, Director

Myra Meskin will serve as **captain** and will be responsible for notifying the camp through the use of a megaphone located in his room. She will be responsible for the silent, orderly movement of the camp, along the right side of the road toward Terry Field. She will be responsible for seating and accounting for all BCIers, staff, guests and families.

The following will serve as **monitors** and will be responsible for clearing their respective areas to ensure that all BCIers, staff, faculty and families are informed of the emergency and proceed to Terry Field in a silent, orderly manner.

A. **Adira Rosen & Nikki Golomb & Naomi Davis**
   Cottages 1 and 2, 3A, 4A, and laundry building

B. **Hannah Snyder & Zevi Slavin & Sarah Rovin**
   Wapner Main House, Gunther Family Dining Center and kitchen, Millet Circle

C. **Shana Criscitiello & Joel Goldstein**
   Betty's Cottage (Formerly President's Cottage), Administration Building

D. **Elianna Boswell & Jared Stein & Nechama Langer**
Cottages 5 through 9

E. **Ilana Jaffe Lewis & Aki Yonekawa & Jonah Gelfand**
Fligelman Lecture Hall, Fligelman Annex (Twogleman), Dance Studio/Activity Building, BCI Rec Hall

All BCIers, faculty, staff, families and guests shall walk quickly and silently toward Terry Field, along the right side of the road. Once at Terry Field, they should be seated in cottage groups in a confined area.

Myra Meskin will possess an emergency clipboard, listing all BCIers, faculty, staff, families and guests. Roll call will be taken to verify that all BCIers, faculty, staff, families and guests are present. If anyone is missing, **Myra Meskin** will designate people to conduct a search. If the missing people cannot be found quickly **Aaron Goldberg** shall be informed and a more formal search shall be organized along with **Daniel Maccabee** and the proper governmental authorities.

If **Myra Meskin** or any of the above is absent, **Michelle Brint** will serve as the substitute.

LAX ADMINISTRATION BUILDING STAFF

Daniel Maccabee, Director of Operations
Sharon Landes, Alonim Enrollment and Communications Manager
Sam Goodman, Gan Alonim Day Camp Registrar

Upon notification of the emergency, the Alonim Enrollment and Communications Manager, **Sharon Landes**, or relief, shall notify the office staff. Office staff shall turn off all equipment and report to the area in front of the office building to receive further instructions.

Sharon Landes or her designee will possess emergency documentation, listing all office staff. Roll call will be taken to verify that all office staff is present. If anyone is missing, **Daniel Maccabee** will designate people to conduct a search. If the missing people cannot be found quickly **Cesar Delfin** shall be informed and a more formal search shall be organized with the proper governmental authorities.

Sam Goodman shall remain in Sam's office space unless evacuation of facility is necessary.

If any of the above is absent, **Sam Goodman** will serve as substitute.

FOOD SERVICE, GROUNDS, AND RANCH STAFF

Sammy Gonzalez, Associate Ranch Manager
Arturo Gonzalez, Ranch Foreman
Miguel Ramos, Head Cook

Food service, grounds and ranch staff and their families will be notified of the emergency and shall report to the designated area at Terry Field so all persons can be accounted for.

Sammy Gonzalez or his designate will select a member of the grounds staff who is bilingual to go to the main gates, unlock and open the fire gate, wait for the fire department and direct firefighters to the location of the fire.

Sammy Gonzalez or his designate will possess an emergency clipboard, listing all food service,

grounds, and ranch staff, their families and guests. Roll call will be taken to verify that all staff members, their families and guests are present. If anyone is missing, **Sammy Gonzalez** or his designate will appoint people to conduct a search. If the missing person(s) cannot be found quickly a more formal search shall be organized with the proper governmental authorities.

If **Sammy Gonzalez** is absent, **Arturo Gonzalez** will serve as substitute.

CAMP-WIDE EVACUATION

Should it become necessary to operate a **camp-wide evacuation**, the **staging area** will be at the **Rancho Santa Susana Community Center (Rancho Simi Recreation & Park District), 5005 E Los Angeles Ave.** (between Ralston Ave. and Stearns St.), Simi Valley, CA 93063. Phone: **(805) 584-4456**.

For buses for a camp-wide evacuation, the 24-hour dispatch number for First Student Transportation is (323) 377-8009: Routing Manager Cell

CAMP-WIDE SHELTER IN PLACE

If the Fire Department and Law Enforcement order the Camp to **SHELTER IN PLACE the camp-wide evacuation alarm sounds, everyone on the Campus will proceed in a calm, silent, and orderly manner to <u>Terry Field.</u>**
(See MOVEMENT OF THE CAMPS & STAFFS)

Similar to the CAMP WIDE EVACUATION PROCEDURE, Aaron Goldberg will possess emergency documentation, listing all campers, CITs, staff, families and guests. Roll call will be taken to verify that all campers, staff and guests are present. If anyone is missing, **Aaron Goldberg** will designate people to conduct a search. If the missing person(s) cannot be found quickly **Daniel Maccabee** shall be informed and a more formal search shall be organized with the proper governmental authorities. If any of the above is absent **Aaron Goldberg** will appoint veteran staff members who are not bunk counselors to serve as captains and/or monitors.
If **Aaron Goldberg** is absent, **Karen Garelik** will serve as the substitute. If **Karen Garelik** is absent, **Jacob Martinez Raizman** will serve as the substitute. If **Jacob Martinez Raizman** is absent, **Jenn Simpson** will serve as the substitute. If **Jenn Simpson** is absent, **Sasha Dominguez** will serve as the substitute.

SILENCING AN ALARM AND COMMUNICATING AN EMERGENCY'S CONCLUSION

<u>ALL CLEAR NOTIFICATION</u>

When the source of the alarm has been identified and it is safe to return to all areas of camp, **Arturo Gonzalez** will notify **Daniel Maccabee**, who will in turn contact **Aaron Goldberg** (Alonim), **Jackie Grinwald** (Gan), and **Myra Meskin** (BCI).

If **Arturo Gonzales** is not present, **Sammy Gonzalez** will notify **Daniel Maccabee**. If **Sammy Gonzalez** is not present, **Cesar Delfin** will notify **Daniel Maccabee**.

If **Daniel Maccabee** is not present, **Cesar Delfin** will stand in for him.

INDIVIDUAL BUILDING ALARM

Following the emergency, where the alarm on an individual building has been pulled, the following staff members are designated to silence and reset the alarm: **Sammy Gonzalez, Arturo Gonzalez, Cesar Delfin, Daniel Maccabee.**

CAMP-WIDE EVACUATION ALARM

Upon conclusion of a drill or actual fire emergency, a senior staff member will inform **Sharon Landes**, Alonim Enrollment and Communications Manager. Upon notification, **Sharon Landes** will silence the evacuation alarm, and will inform the security guard and staff member at the main gates by calling **805 387-0135** (cell).

At times when the offices are closed, a designated senior staff member (Sammy Gonzalez, Arturo Gonzalez, Cesar Delfin or Daniel Maccabee) will silence the evacuation alarm.

Specific Emergency Procedures:

FIRE

In the event of a fire on the Brandeis-Bardin campus, the person spotting the fire shall alert the Alonim Directors using the Walkie-Talkie communication system on Channel 2 by saying **IMMEDIATELY RED** (the code for a fire) **along with the location of the fire**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

IF A FIRE OCCURS WHEN THE MAIN OFFICES ARE OPEN
Mondays through Thursday: 8:30 a.m. – 5:00 p.m., Friday: 8:30 a.m. – 2:30 p.m.

The person spotting the fire or a Director shall then call **Camp Alonim's Enrollment and Communications Manager, Sharon Landes** [dial **"731"** from any BBC phone or **(805) 915-0731** from a cell phone] and inform her of the exact location and strength of the fire.

Sharon Landes will inform **senior staff members**, by calling (in this order) **Daniel Maccabee, Aaron Goldberg, Myra Meskin, Karen Garelik, Sammy Gonzalez, Arturo Gonzalez**, **Jacob Martinez Raizman, and Jennifer Simpson. Sharon Landes** will assist in making these calls.

Senior staff will be dispatched to the location of the alarm. They will determine if the Ventura County Fire Department shall be notified. In that event, they will inform the fire department [Dial **911**].

If the fire is in an area that must be evacuated, the person spotting the fire should pull the fire alarm at the building nearest to the fire. The immediate area must then be evacuated.

Simultaneously an alarm will be sounded at the Administration Building. Upon hearing that alarm, **Sharon Landes** will inform **senior staff** by calling their cell phones. Office personnel

named above will assist in making these calls.

Other steps will be followed as stated above.

Senior staff members will determine if an all-camp evacuation is necessary. If it is, the evacuation alarm located just outside the front door of the Administration Building will be pulled.

IF A FIRE OCCURS WHEN THE MAIN OFFICES ARE CLOSED
Mondays through Thursdays – before 8:30 a.m. and after 5:00 p.m.
Fridays – before 8:30 a.m. and after 2:30 p.m.
ALL HOURS on Saturdays – Sundays

In the event of a fire on the Brandeis-Bardin Campus, the person spotting the fire shall call the following staff in order, until they are able to reach a staff member:

Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Karen Garelik	**805 368-8873**
Jacob Martinez Raizman	**818 738-8062**
Jennifer Simpson	**818 237-6081**
Sammy Gonzalez	**805 404-5626**
Arturo Gonzalez	**805 404-8981**
Daniel Maccabee	**805 404-8977**
Sharon Landes	**805 402-2328**

and inform them of the exact location and strength of the fire. Staff members who are nearby shall assist in making these calls. The staff member who is alerted must call the other senior staff members.

When senior staff members dispatch to the location of the fire, they will determine if the Ventura County Fire Department shall be notified. In that event, they will inform the fire department [Dial **911**].

If senior staff does not respond immediately and there is no question as to the severity of the fire, the person spotting the fire should call the Ventura County Fire Department [Dial 911 (9-911 from a BBC landline)].

Senior staff members will determine if an all-camp evacuation is necessary. If it is, the evacuation alarm must be pulled at the Administration Building.

Once the Fire Department has been informed, inform the Front Gate Guard: 805 387-0135 (cell) and Walkie Channel 3.

EARTHQUAKE

EARTHQUAKE PROCEDURES ARE THE SAME AS THOSE FOR A FIRE, EXCEPT:

IF INDOORS, EVERYONE SHALL:

1) DROP
2) COVER THEIR HEADS AND NECKS
3) CROUCH LOW AGAINST A WALL WHERE THERE ARE NO HAZARDS ABOVE

IF OUTDOORS, EVERYONE SHALL BE DIRECTED TO AN OPEN AREA. MOVE AWAY FROM ALL TREES, BUILDINGS, WALLS AND POWER LINES.

After the earthquake has subsided, the Alonim Directors using the Walkie-Talkie communication system shall activate the earthquake response plan on Channel 2 by instructing all staff to be on Channel 3 (the emergency walkie channel). Directions will be given regarding the appropriate meeting place if the usual locations are inaccessible.

The procedures as written for a fire emergency shall be followed to ensure the safety of the entire camp population. It is very important to remain as calm as possible. To be best prepared, it is advisable for each person to keep a pair of shoes and a flashlight near his/her bed should an earthquake occur during the night.

Daniel Maccabee will contact **Sammy Gonzalez** and **Arturo Gonzalez** to direct the grounds staff in the shutting off of gas and water lines. The following staff, in the following order, are directed to shut off the gas and water lines should Sammy Gonzalez and Arturo Gonzalez be off the grounds: **Miguel Ramos** and **Antonio Espinoza**.

MISSING INDIVIDUAL/SEARCH AND RESCUE

Should a member of the community be reported as missing, a group of staff will be organized (under the supervision of the individual program director) to conduct a search of the immediate camp area. The campus medical staff will also be notified. Individual camp program directors are:

Camp Alonim – **Aaron Goldberg**	**818 635-1431**
Gan Alonim Day Camp – **Jackie Grinwald**	**818 720-5203**
BCI – **Myra Meskin**	**818 523-9701**

Jackie Grinwald and **Myra Meskin** shall notify **Aaron Goldberg** as soon as practicable if a member of their programs is reported as missing.

In the event of a missing individual, the emergency response plan should be activated by using the Walkie-Talkie communication system to alert the Alonim Directors on Channel 2 and saying **IMMEDIATELY PINK** (the code for a missing individual) **along with your location**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

Directors will interview fellow campers/BCIers and staff in an effort to collect information regarding the most recent whereabouts of the missing individual, as well as a description. Be sure you know the following information about the individual:

- Name
- Bunk/Cottage
- Description, including clothing and shoes
- Approximate time person was noticed missing
- State of mind
- Any issues
- Last known location

Search team members will carry whistles to facilitate communication across large areas. These whistles can be found in the top drawer of the nurse's station in the health center.

If the individual has not been found in the immediate camp area within thirty minutes, **Daniel Maccabee** and **Cesar Delfin** shall be notified. If they are both absent, this duty transfers to **Sammy Gonzalez.**

STRANGER IN CAMP

Never approach someone you do not recognize by yourself. If you see someone, of any age, who you do not recognize – and *only* if you believe the situation is safe – please try if at all possible to approach him/her with someone, welcome this person to camp, and ask politely for his/her name.

Anyone in the camp community becoming aware that a potential stranger is in camp should notify senior camp personnel immediately.

In the event of a potential stranger in camp, the emergency response plan should be activated by using the Walkie-Talkie communication system to alert the Alonim Directors on Channel 2 and saying **IMMEDIATELY YELLOW** (the code for a stranger in camp) **along with the location and a description of the potential stranger**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

In addition, on weekdays (except July 4th) between the hours of 8:30 a.m. and 5:00 p.m. (until 2:30 p.m. on Fridays), notify the **receptionist** [dial **"0"** from any campus phone or **(805) 582-4450** from a cell phone]. Report the sighting of a stranger – as well as the location and description of the individual, including clothing – to the receptionist, who will notify camp directors and ranch personnel.

On weekends, and on weekdays before 8:30 a.m. and after 5:00 p.m. (after 2:30 p.m. on Fridays), notify all of the following (in this order):

Gate Security	**805 387-0135 (cell) or 805 915-0136 (land)**
Daniel Maccabee	**805 404-8977**
Cesar Delfin	**805 404-8974**
Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Karen Garelik	**805 368-8873**
Jacob Martinez Raizman	**818 738-8062**
Jennifer Simpson	**818 237-6081**
Sammy Gonzalez	**805 404-5626**

Arturo Gonzalez	**805 404-8981**

Camp program directors and/or ranch personnel will take appropriate action to search for and locate intruders. Should the camp staff and security personnel not be able to locate intruders or need assistance in handling them, the Ventura County Sheriff's department and/or Simi Valley Police department will be contacted [**dial 911**].

HOSTILE EVENT / LOCKDOWN

An intruder who may have the intention of imminently harming anyone is classified as Hostile Event / Lockdown.

In the event of a potential Hostile Event, the emergency response plan should be activated by using the Walkie-Talkie communication system to alert the Alonim Directors on **Channel 2** and saying **IMMEDIATELY LOCKDOWN** (the code for a potential hostile event) **along with the location and a description of the potential intruder**. A Director will then instruct all staff or select staff to switch to **Channel 3** (the emergency walkie channel) to communicate, and will communicate the situation to the security guards on Channel 3.

When the Hostile Event/Lockdown Emergency Action Plan is activated, all staff should take all campers/participants in their care and immediately run to the nearest shelter area as defined below. (If not near any listed shelter area or otherwise unable to get to a listed shelter area safely, staff should help campers/participants shelter in place in the best possible nearby location.)

Once inside a shelter, group all individuals furthest from any doors and windows. Stay low to the ground. Lock doors that are able to lock and move furniture to block entry points. Turn off lights. The best action is to be *out of sight and silent*. Once your area is secure, do not let anyone in your room without confirming that person's identity.

Radio silence should be maintained and all individuals should shelter in place.

A Director (or, if a Director is unreachable, a staff member) shall report the potential hostile event – as well as the location and description of the individual(s) – to as many of the following as possible (in this order) for as long as it is safe to do so:

Emergency Services	**911 (9-911 from a BBC landline)**
Gate Security	**805 387-0135 (cell) or 805 915-0136 (land)**
Daniel Maccabee	**805 404-8977**
Cesar Delfin	**805 404-8974**
Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Karen Garelik	**805 368-8873**
Jacob Martinez Raizman	**818 738-8062**
Jennifer Simpson	**818 237-6081**
Sammy Gonzalez	**805 404-5626**
Arturo Gonzalez	**805 404-8981**

When calling 911, the location to be given is **"American Jewish University – Brandeis-Bardin Campus at 1101 Peppertree Lane – take Tapo Canyon Road south past Guardian Street."**

All individuals should shelter in place until hearing the words **"Brandeis is clear, Bardin is**

clear" over radios/megaphones from a Director or first-responders. When that is called, everyone will quickly walk to Terry Field for an all-camp count unless an alternate location is given by a Director. (See "Movement of the Camps & Staffs" above.) If possible, senior staff members will be on golf carts informing each shelter area to quickly walk to the all-camp count. **Only Directors may begin radio conversations during this time.**

The Hostile Event Emergency Action Plan has ended only when **Aaron Goldberg or a Director** communicates that the all-camp count and an assessment of camp has completed.

Alonim and Gan recommended shelter areas are:

- **Art Room and Music Room** (Needleman Building)
- **Teaching Kitchen** (Ulam Building)
- **Health Center** (Ulam Building)
- **Alonim Summer Office** (Dance Pavilion Area)
- **Alonim Kitchen** (Pritzker Dining Hall Building)
- **Tent Bathrooms** (Bunk Area)
- **CIT Bathrooms** (CIT Area)
- **Moadon** (Staff Lounge)
- **Summer Office** (Mobile Modular Trailer)
- **Head Cottages**
- **Squirrel Hall Interior** (Gan)

BCI recommended shelter areas are:

- **BCI Cottage Rooms**
- **BCI Kitchen** (Gunther Family Dining Hall Building)
- **North and South Reading Rooms** (Main House)
- **Molle Library Office** (Main House)
- **Fligelman Annex (Twogleman)**
- **Dance Studio**

Groups out of main camp (e.g., at HOB or Hidden Valley) should shelter in place and stay on Channel 3 unless and until they receive alternate instructions by a Director via walkie.

BOMB THREAT

Typically, bomb threats are received by phone. Bomb threats are serious until proven otherwise.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the **Bomb Threat Checklist** immediately. Write down as much detail as you can remember. Try to get exact words. **A Bomb Threat Checklist is in the Administration Building and the Alonim Summer Office.**
7. Immediately upon termination of call, DO NOT HANG UP. Use a different phone to contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:
• Handle note as minimally as possible.

If a bomb threat is received by e-mail:
• Do not delete the message.

In the event of a potential bomb threat, the emergency response plan should be activated by using the Walkie-Talkie communication system to alert the Alonim Directors on Channel 2 and saying **IMMEDIATELY BLACK** (the code for a bomb threat) **along with the location of the person who has identified the potential threat (e.g., the person who received the call)**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

Upon confirming a bomb threat was received, a Director (or, if a Director is unreachable, a staff member) shall report the potential bomb threat to as many of the following as possible (in this order):

Emergency Services	**911 (9-911 from a BBC landline)**
Gate Security	**805 387-0135 (cell) or 805 915-0136 (land)**
Daniel Maccabee	**805 404-8977**
Cesar Delfin	**805 404-8974**
Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Karen Garelik	**805 368-8873**
Jacob Martinez Raizman	**818 738-8062**
Jennifer Simpson	**818 237-6081**
Sammy Gonzalez	**805 404-5626**
Arturo Gonzalez	**805 404-8981**

When calling 911, the location to be given is **"American Jewish University – Brandeis-Bardin Campus at 1101 Peppertree Lane – take Tapo Canyon Road south past Guardian Street."**

After **alerting authorities, Aaron Goldberg** shall evaluate the threat using the FBI and Department of Homeland Security's Bomb Threat Assessment matrix below. Based on the Threat Assessment, the Director in charge shall consider taking one or more of the following steps before authorities arrive:

- Take no further action until authorities arrive.
- Restrict access to building(s) or area(s)
- Conduct partial or full lockdown
    - Decide whether to require "shelter in place" or "take cover in shelter areas" (see above for locations)
- Conduct partial or full evacuation (see "Movement of the Camps & Staffs" above)
    - If evacuation is initiated, select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared.
- Initiate all-camp evacuation
    - **Senior staff members** will determine if an all-camp evacuation is necessary. If it is, the evacuation alarm located just outside the front door of the Administration Building will be pulled.

If **Aaron Goldberg** is absent, **Karen Garelik** will serve as the substitute. If **Karen Garelik** is absent, **Jacob Martinez Raizman** will serve as the substitute. If **Jacob Martinez Raizman** is

absent, **Jennifer Simpson** will serve as the substitute.

Bomb Threat Assessment

- **Low Risk**
  - *Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.*
    - Threat is vague and indirect.
    - Information contained within the threat is inconsistent, implausible, or lacks detail.
    - Caller is definitely known and has called numerous times.
    - The threat was discovered instead of delivered (e.g., a threat written on a wall).
- **Medium Risk**
  - *Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.*
    - Threat is direct and feasible.
    - Wording in the threat suggests the perpetrator has given some thought on how the act will be carried out.
    - May include indications of a possible place and time.
    - No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility.
    - Indication the perpetrator has details regarding the availability of components needed to construct a bomb.
    - Increased specificity to the threat (e.g., "I'm serious!" or "I really mean this!")
- **High Risk**
  - *Specific and Realistic: Threat appears to pose an immediate and serious danger to the safety of others.*
    - Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of device.
    - Perpetrator provides his/her identity.
    - Threat suggests concrete steps have been taken toward carrying out the threat.
    - Perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance.

SUSPICIOUS ITEM

A suspicious item is anything (e.g., package, vehicle) that is reasonably believed to contain explosives, an IED, or other hazardous material that requires a bomb technician to further evaluate it. Potential indicators are threats, placement, and proximity of the item to people and valuable assets. Examples include unexplainable wires and electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally anything that is **H**idden, **O**bviously suspicious, and not **T**ypical (**HOT**) should be deemed suspicious.

Individuals handling mail should be aware of the following signs of a suspicious package:

- No return address
- Strange odor
- Poorly handwritten
- Foreign postage
- Excessive postage
- Strange sounds
- Misspelled words
- Restrictive notes
- Stains
- Unexpected delivery
- Incorrect titles

In the event that someone believes there is a suspicious item, **DO NOT touch**, tamper with, or move the item. One person shall keep the item in sight and other people away from the item, while another person steps away from the immediate vicinity (100 feet away) and activates the emergency response plan using the Walkie-Talkie communication system to alert the Alonim Directors on Channel 2 – saying **IMMEDIATELY BLUE** (the code for a suspicious package) **along with the location of the package**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

If the suspected suspicious item is located in an Alonim program/living area:

- **Aaron Goldberg** shall evaluate the threat as Director in charge. If **Aaron Goldberg** is absent, **Karen Garelik** will serve as the substitute. If **Karen Garelik** is absent, **Jacob Martinez Raizman** will serve as the substitute. If **Jacob Martinez Raizman** is absent, **Jennifer Simpson** will serve as the substitute.

If the suspected suspicious item is located in a BCI program/living area:

- **Myra Meskin** shall be contacted to evaluate the threat as Director in charge.

If the suspected suspicious item is located anywhere else on the property:

- **Daniel Maccabee** shall be contacted to evaluate the threat as Director in charge. If **Daniel Maccabee** is absent, **Cesar Delfin** will serve as the substitute.

Considerations for Director in charge, according to FBI and Department of Homeland Security:

- Not all items are suspicious.
- An "unattended item" is anything (e.g., bag, package, vehicle) not in someone's possession and where there are no obvious signs of being suspicious (see above), especially if no threat was received.
- The discovery of one suspicious item does not mean that it is the only such item. More suspicious items may be present.

If the Director in charge believes there may be a suspicious item, the Ventura County Sheriff's department and/or Simi Valley Police department shall be contacted [**dial 911 (9-911 from a BBC landline)**]. When calling 911, the location to be given is **"American Jewish University – Brandeis-Bardin Campus at 1101 Peppertree Lane – take Tapo Canyon Road south past Guardian Street."**

If authorities are contacted, the Director in charge shall instruct another staff member to contact **all** of the following people (in order):

Gate Security	**805 387-0135 (cell) or 805 915-0136 (land)**
Daniel Maccabee	**805 404-8977**
Cesar Delfin	**805 404-8974**
Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Karen Garelik	**805 368-8873**
Jacob Martinez Raizman	**818 738-8062**
Jennifer Simpson	**818 237-6081**
Sammy Gonzalez	**805 404-5626**
Arturo Gonzalez	**805 404-8981**

The Director in charge shall also consider taking one or more of the following steps before authorities arrive:

- Restrict access to building(s) or area(s)
- Conduct partial or full lockdown
    - Decide whether to require "shelter in place" or "take cover in shelter areas" (see above for locations)

- Conduct partial or full evacuation (see "Movement of the Camps & Staffs" above)
    - If evacuation is initiated, select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared.
- Initiate all-camp evacuation
    - **Senior staff members** will determine if an all-camp evacuation is necessary. If it is, the evacuation alarm located just outside the front door of the Administration Building will be pulled.

SNAKE SIGHTING

In the event of a potential snake in camp, the emergency response plan should be activated by using the Walkie-Talkie communication system to alert the Alonim Directors on Channel 2 and saying **IMMEDIATELY GREEN** (the code for a snake sighting) **along with the location of the snake**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

In the event of a snake sighting when the main offices are open *Mondays through Thursdays (except July 4th) 8:30 a.m. – 5:00 p.m., Fridays 8:30 a.m. – 2:30 p.m.,* one person shall keep the snake in sight while another calls the **receptionist** [dial "0" from any BBC phone or (805) 582-4450 from a cell phone] to inform her of the exact location of the snake sighting.

The **receptionist** will inform **agricultural staff** by calling **Arturo Gonzalez** and **Sammy Gonzalez.** Senior staff members – **Aaron Goldberg, Jackie Grinwald, Myra Meskin,** and **Daniel Maccabee** – will also be notified, depending on the snake's reported location.

Agricultural and senior staff will be dispatched to the location of the sighting.

In the event of a snake sighting when the main offices are closed *Mondays through Thursdays – before 8:30 a.m. and after 5:00 p.m., Fridays before 8:30 a.m. and after 2:30 p.m., ALL HOURS on Saturdays – Sundays – and July 4th,* one person shall keep the snake in sight while another calls **Arturo Gonzalez**. Should Arturo Gonzalez not respond immediately, the person will call **Sammy Gonzalez.**

Agricultural and senior staff will be dispatched to the location of the sighting.

Arturo Gonzalez	**805 404-8981**
Sammy Gonzalez	**805 404-5626**
Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Daniel Maccabee	**805 404-8977**

WILDLIFE

The Brandeis-Bardin Campus is the natural habitat for many animals. It is populated by and surrounded by various forms of wildlife. This is one reason it is important for program participants to always have someone with them ("buddy system") and not to venture out alone. Hikes should be in groups, routes should be approved in advance, and hikers should bring a walkie-talkie set to Channel 3. Avoid walking alone between dusk and dawn. Avoid areas with

evidence of freshly-killed animals.

In the event a potentially dangerous wild animal is spotted by a camp participant, the emergency response plan should be activated by using the Walkie-Talkie communication system to alert the Alonim Directors on Channel 2 and saying **IMMEDIATELY GREY** (the code for a wildlife sighting) **along with the location of the animal and any observed behavior**. (If on a hike out of camp, Channel 3 should be used.) A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

Only if it is safe to do so, the person spotting the wild animal should keep the animal in sight until assistance arrives – always from a safe distance. *Never* approach or corner a wild animal.

A Director will provide instructions to staff, depending on the type and location of the potential threat, and any observed behavior. Possible actions to take will include:

- Instructing everyone to stay clear of the area where the animal has been sighted.
- Directing campers and staff to the safest indoor locations away from the threat. (This may include buildings with windows/doors that are able to be locked.)

A Director will inform **agricultural staff** by calling **Arturo Gonzalez** and **Sammy Gonzalez.** Senior staff members – **Aaron Goldberg, Jackie Grinwald, Myra Meskin,** and **Daniel Maccabee** – will also be notified, depending on the animal's reported location.

If it is safe, agricultural and senior staff will be dispatched to the location of the sighting.

Arturo Gonzalez	**805 404-8981**
Sammy Gonzalez	**805 404-5626**
Aaron Goldberg	**818 635-1431**
Jackie Grinwald	**818 720-5203**
Myra Meskin	**818 523-9701**
Daniel Maccabee	**805 404-8977**

Mountain Lions

It is very unlikely that a participant will encounter a mountain lion. Such animals generally are reclusive and avoid making any contact with humans.

To distinguish a mountain lion from similar animals: Adult mountain lions have a tan-colored coat. Adult males will measure 6 to 8 feet from nose to tail tip and females 5 to 7 feet. The most recognizable feature of the American lion is its long and heavy tail, which measures almost one-third of the lion's total length.

If a mountain lion is encountered, the following specific steps should be taken:

1. **Do NOT run away. (This is very important.)**
2. Do NOT turn your back to the animal. Maintain constant eye contact with the animal.
3. Do NOT approach the animal. Do NOT corner the animal. Give the animal room and time to move on.
4. Make yourself appear as BIG as possible. Stand tall. Look bigger by using your clothing and raising your arms.
5. If the lion approaches, slowly wave your arms and speak LOUDLY and firmly.
6. In the rare event of an attack, fight back – including with objects around you. Protect your neck.

As soon as possible once the situation is no longer imminent, the Wildlife emergency-response

procedure should be activated.

MEDICAL EMERGENCY

The Medical Emergency Action Plan will be activated in the event of a medical emergency – any injury or illness that includes any of the following:

- Change in level of consciousness (due to potential heat illness or any other reason)
- Significant blood loss
- Suspected fracture
- Head or neck trauma
- Electric shock
- Poisoning
- Breathing problems
- Signs of anaphylaxis and/or administration of an epi-pen
- Seizures
- Or any life-threatening situation

The senior-most staff member who witnessed the incident resulting in the medical emergency will follow the procedure below. All other staff members are responsible for maintaining a calm atmosphere and keeping the area clear of other people. Continue activities in area as much as possible.

1. **Immediately alert the Health Center by switching to Channel 3 and communicating with the Health Center the following information**:

- **IMMEDIATELY ORANGE** (the code for a medical emergency) **followed by the location of the victim.**
- Name of victim, if known
- Program
- The apparent condition/status of the victim.
- Any pertinent information about the incident. (Do not delay the message in order to gather this information.)

If there is no staff member with a walkie-talkie nearby, the staff member should send another staff member (or CIT/camper if no staff are present) to go immediately to the Health Center to relay this information. If a phone is nearby, call the Health Center at x1754 or (805) 582-4454.

2. Only approach the victim if the area is safe from obstacles or dangers that could injure you.

3. Render first aid if certified, but do not move the victim unless absolutely necessary. If any bodily fluids are involved, use universal precautions (gloves and masks) to protect yourself. Try to help the victim remain calm and never leave the person alone.

4. Designate someone to move other people away from the area.

5. Stay with the victim until qualified medical staff arrives.

6. Fill out an incident report in the office with a Director.

Upon being alerted about a potential Medical Emergency, a Health Center staff member who is not otherwise engaged in responding to the emergency directly shall

switch to Channel 2 temporarily and say **IMMEDIATELY ORANGE** (the code for a medical emergency) **followed by the location of the victim and any pertinent information**. A Director may then instruct all staff or select staff to switch to Channel 3 (the emergency walkie channel) to communicate on this issue.

In emergency situations, for injuries or illnesses beyond the scope of the resources available in camp, when immobilization is deemed necessary, or when an epi-pen is administered, 911 will be called (9-911 from a landline).

When calling 911, the location to be given is **"American Jewish University – Brandeis-Bardin Campus at 1101 Peppertree Lane – take Tapo Canyon Road south past Guardian Street."** Describe the medical situation and give the present location of the injured/ill individual (e.g., the camp's Health Center).

Once the 911 call is placed, the Health Center staff, a director if present, or another senior staff member who is present shall do all of the following:

- **Contact a Director** (channel 2) if one is not already present
- **Call the front gate** (818 441-4992 (cell) or 805 915-0136 (land)) or walkie the front gate (channel 3) to tell the guard on duty that emergency vehicles are coming on site and where they should be directed.
- **Contact Tech staff** (channel 2) or another staff member in a vehicle (preferred) or on a bicycle and instruct him/her to go to the front gate to guide emergency responders into camp and directly to the location of the injured/ill individual.
- **Contact the Head Counselors** (channel 2) to keep other campers and staff a safe distance away from the location of the injured/ill individual.

POWER FAILURE/ROTATING OUTAGES

In the event that we are notified that a rotating outage will occur, individual camp program directors and ranch staff will be informed by cell phone. Directors will re-schedule activities, locate flashlights and make other plans, as appropriate for each age group.

All cottages, bunks and public rooms are equipped with emergency flashlights. Additional flashlights and batteries are stored in the following areas:

Camp Alonim:
- Health Center
- Head Counselor Cottages
- Alonim Summer Office
- Alonim Kitchen
- Needleman Activities Building (Art Room)

Gan Alonim Day Camp:
- Squirrel Hall

BCI:
- Wapner Main House Patio tech room
- Molle Library tech room
- Gunther Dining Hall Kitchen

K'tonton:
- Fligelman Lecture Hall/Silberman Childcare Center

Once power is cut, staff members ("monitors" – see earlier in this manual) must be dispatched to turn off all lights, air-conditioners, computers and any other non-essential items to avoid a power surge and avoid unnecessary usage when electricity is restored. Refrigerators, freezers and ice machines should remain plugged in.

During a power outage, the doors of refrigerators, freezers and ice machines should remain closed as much as possible.

CONTACTING ALONIM PARENTS IN THE EVENT OF AN EMERGENCY/EVACUATION

In the event of an emergency/evacuation for which all parents must be contacted:

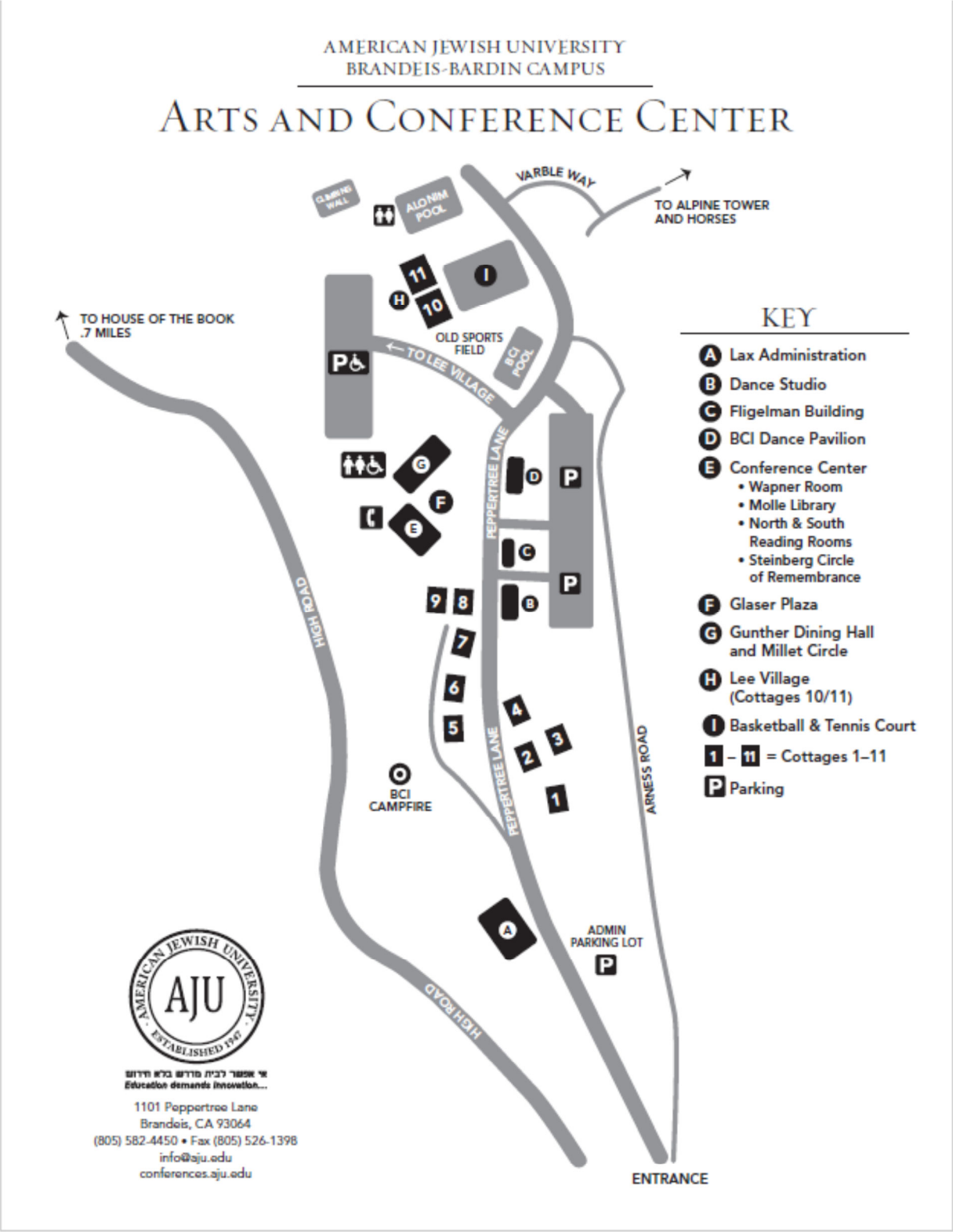
Marci Altman will contact parents of Alonim campers with last names: **A-D**
Teddy Schneiderman will contact parents of Alonim campers with last names: **E-H**
Talia Diamond will contact parents of Alonim campers with last names: **I-K**
Michal Berkson Powell will contact parents of Alonim campers with last names: **L-O**
Renee Wasserman will contact parents of Alonim campers with last names: **P-S**
Meredith Raber & Caitlin Shrum (Rishon) /Beth Hoffman (Sheini) will contact parents of Alonim campers with last names: **T-V**
Naama Simoni will contact parents of Alonim campers with last names: **W-Z**

Marcy Goldberg will contact parents of Gan campers with last names: **A-H**
Megan Feldman will contact parents of Gan campers with last names: **I-R**
Shannon Tepfer will contact parents of Gan campers with last names: **S-Z**

In the event of an emergency situation or natural disaster, in addition to the measures we will already be taking to contact parents directly, **Aaron Goldberg** may designate a staff member to send mass emails to Alonim parents to keep them apprised and/or update camp's Facebook page (facebook.com/campalonim) with pertinent information for parents regarding the camp's situation and any pick-up procedures. NO ONE ELSE may share any information with anyone about the situation. This includes, but is not limited to, any sort of social media or texting to internal or external parties.

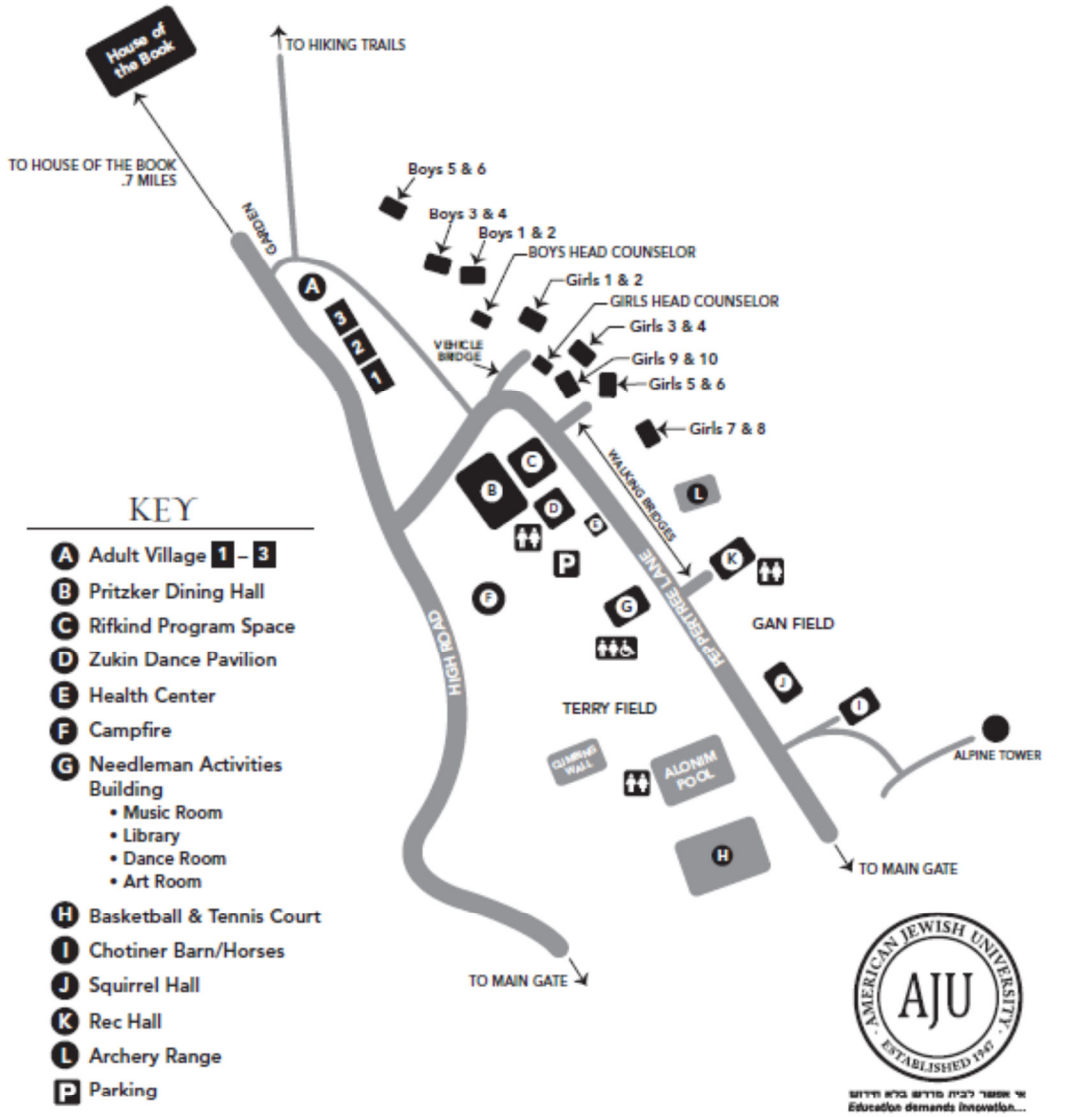
Emergency	"Immediately"	Pages
Fire	Red	7-8
Earthquake		8
Missing Individual / Search and Rescue	Pink	9
Stranger in Camp	Yellow	9-10
Hostile Event/Lockdown	Lockdown	10-11
Bomb Threat	Black	12-13
Suspicious Item	Blue	14-15
Snake Sighting	Green	15-16
Wildlife	Grey	16-17
Medical Emergency	Orange	17-18
Power Failure / Rotating Outages		18-19

CAMPUS MAPS


AMERICAN JEWISH UNIVERSITY
BRANDEIS-BARDIN CAMPUS
ARTS AND CONFERENCE CENTER
VARBLE WAY
TO ALPINE TOWER AND HORSES
ALONIM POOL
TO HOUSE OF THE BOOK .7 MILES
OLD SPORTS FIELD
BCI POOL
TO LEE VILLAGE
PEPPERTREE LANE
HIGH ROAD
ARNESS ROAD
BCI CAMPFIRE
ADMIN PARKING LOT
ENTRANCE
KEY
A Lax Administration
B Dance Studio
C Fligelman Building
D BCI Dance Pavilion
E Conference Center
• Wapner Room
• Molle Library
• North & South Reading Rooms
• Steinberg Circle of Remembrance
F Glaser Plaza
G Gunther Dining Hall and Millet Circle
H Lee Village (Cottages 10/11)
I Basketball & Tennis Court
1 – 11 = Cottages 1–11
P Parking
AMERICAN JEWISH UNIVERSITY
AJU
ESTABLISHED 1947
Education demands innovation...
1101 Peppertree Lane
Brandeis, CA 93064
(805) 582-4450 • Fax (805) 526-1398
info@aju.edu
conferences.aju.edu

AMERICAN JEWISH UNIVERSITY
BRANDEIS-BARDIN CAMPUS

CAMP ALONIM AND PEACHY & MARK LEVY CAMPUS CENTER



AMERICAN JEWISH UNIVERSITY
AJU
ESTABLISHED 1947
אי אפשר לבית מדרש בלא חידוש
Education demands innovation...
1101 Poppertree Lane
Brandeis, CA 93064
(805) 582-4450 • Fax (805) 526-1398
info@aju.edu
conferences.aju.edu