



Shared Campus Security Communications: Best Practices

Prizmah encourages all schools to check with their security personnel and advisors before making any decisions. These best practice suggestions are culled from conversations with directors of security and executive directors at JCCs that share the campus with a day school.

- Have a single campus emergency response manual.
- All drills should be done as an entire campus.
- If entities can share staff (business managers, receptionists, marketing directors, etc.), then all of those people have equal obligations to all operations of the campus.
- Make sure there is intentional communication and coordination with all staff on an ongoing basis, not just in times of crisis or emergency.
- That communication should be clear and to the point.
- Visit each other's buildings, and know the spaces and the staff.
- Have regularly scheduled meetings for staff of the entire campus, including preschool and day school faculty; have them in different buildings during the year.
- If one executive director can oversee the entire operation and that fits with your leadership model, it will help ensure collaboration and smoother communication.
- Build relationships with local law enforcement agencies before you need them to respond to an emergency call; invite them for coffee and meet them so they know who you are and where you work.
- Have cell phone and email contacts for local law enforcement personnel and make sure they have yours.
- Make opportunities to share your work; invite JCC staff to a program at the day school; invite the faculty and staff of the day school to an event at the JCC.
- Have shared meetings of JCC and day school leadership, sometimes with a business agenda and sometimes in a social context.
- Be sure all operations work well together before an emergency occurs and that finances are in place in case of an unexpected security need.
- If possible, have one campus notification system.
- Be sure a recent site assessment is completed and on file.
- If the nonprofit DHS gGrant is offered in your area, have representatives attend any local workshops that are offered.
- Have radios for all department heads with a known protocol: separate emergency channel and verbiage when it is not an emergency.
- Trust each other. No one person can know everything.
- When you do strategic campus planning, include leaders from all agencies.
- Have a clear hierarchy of who is called in an emergency.
- Have all personnel who answer phones understand process if a threat comes in.
- Have a threat assessment plan in place, guided by your security experts.