



The Christian Education Network

presents....

**How to Create A Safety Plan
for
Your Church**

Where are we?

- **Welcome to the workshop!**
- **Please take a moment to notice the exits, and where the restrooms are located**
- **We will take breaks but excuse yourself as needed**
- **We have beverages and snacks available**
- **If you need to respond to a phone call or text while we're in session, please silently excuse yourself from the room**
- **In the event of an emergency you will receive instructions**
- **In an emergency, we will call for help and if immediately threatened, either evacuate the building or, lock the door, and then decide if it is safest to run, hide, or fight.**

Who are we?

- **Introduction (15 minutes)**
- **Please take a piece of colored paper and in small letters at the top write your name, the name of your church, city and state. (You will use your colored paper in several ways today.)**
- **Tell us a little about the building where you worship and the town where you live.**
- **Name one thing your church community does that you consider special.**
- **What were you most interested in learning today? Use Table of Contents for reference**

Prepared but not paranoid

Why are we here?

- **Plan to create a peaceful environment. We do this intentionally out of faith, not fear**
- **Peace is not just the absence of conflict, it creates a vibrant space where life thrives, and the Spirit moves unhindered**
- **Having a plan will decrease anxiety, promote peace, and increase confidence**
- **Our plan provides a “whole church” approach to safety**
- **Each congregation is responsible for the care and safety of those who enter the church building to participate in worship, learning, and serving activities**



Two parts to the safety plan

- **A generic safety template becomes your customized safety guide to include best practices for the building, people, and activities**
- **The template is on the thumb drive**
- **10 chapters and 30 pages in the original. Try to keep it to 40 as you customize.**
- **The template was edited by a lawyer and reviewed by law enforcement.**
- **A training manual your safety team continually refines as they inform, review, train and drill**
- **The training manual is this binder and on the thumb drive as a power point presentation**
- **It may take a year to design a comprehensive safety plan that includes drills (That's a good thing 😊)**
- **You can start next week on topics you consider urgent**

Transparency

What the CENetwork can and cannot provide



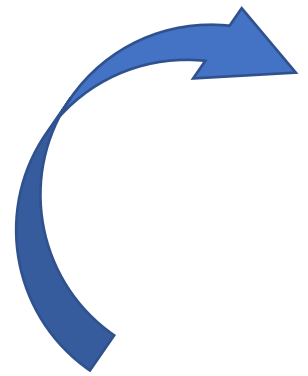
Assessment
*General but not
specific information*



Design
*A design process but
not make your
decisions*



Action
*The CENetwork of the ELCA
assumes no liability for any incident*



Feedback
*We would love to
hear from you!*
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Template to Guide

- **Learning task #1 (5 minutes)**
- **Insert the thumb drive into a usb port**
- **Select “Generic Safety Template”**
- **Open the document. It is in “read only”**
- **Go to file > Save As >**
- **Rename the document “Safety Guide for (insert your church name)”**
- **Scroll down to the first place you see “insert name of church here” Type the name and address of your church.**

The Safety Team

Plans to Create a Peaceful Environment



Assessment
*Reveals what you have
and need in a plan*



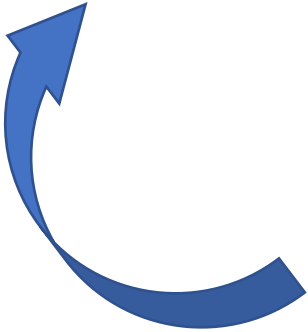
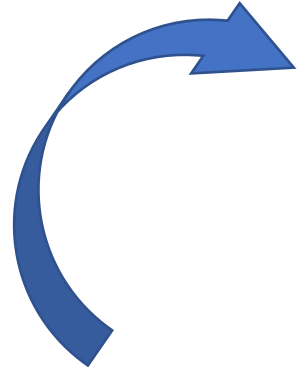
Design
*Determines how the
plan works*



Action
*Decides when to use
the plan*



Feedback
*Surveys those who
follow the plan*



What shape is your church?

- **Learning Task #2 (5 minutes)**
- **Sketch a simple outline of the shape of your church and identify major areas like the sanctuary, kitchen, offices, and education area.**
- **Draw 3 stick figures to represent 3 people you usually see at church. Place them in different areas. Write their names below each figure**
- **You will use your sketch to transfer learning**

Safety Team (2-4 people)

What they do

- **Conduct Assessments**
- **Edit and customize the guide**
- **Inform, review, train, & drill using the training manual**
- **Annual review**

What they don't do

- **Put personal contact information in the guide**
- **Act as enforcers**
- **Record or report incidents (All safety concerns should go directly through the church office)**

Before You Begin!

Grow support for a safety plan



Assessment

Meet with the pastor & church council 1st!



Design

Use the 'Table of Contents and purpose statement'



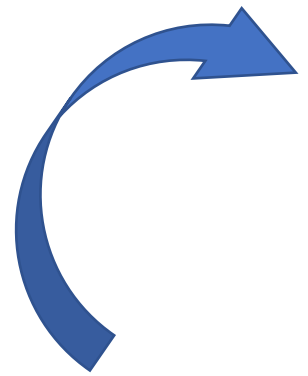
Action

Share what you propose with the congregation



Feedback

Listen to concerns & assess them



Assure Program Directors

This does not replace their work!

See page 3 of the guide to add or edit

Church Safety Plan

- **Contains the information that covers basic safety practices for the whole church.**
- **Does not replace or include program specific information**

Program Safety

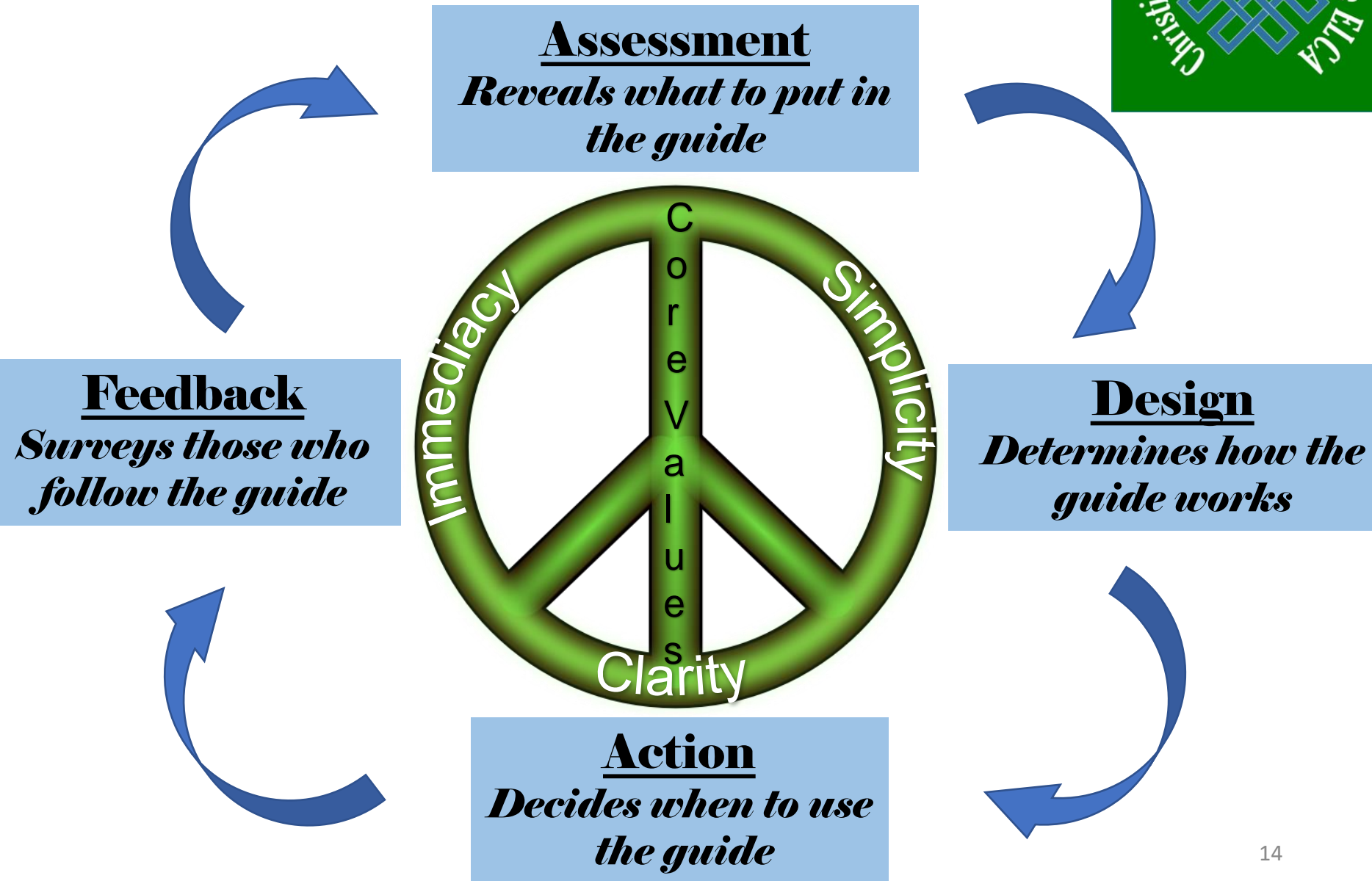
- **Will build on the basic information**
- **Allows any program specific information to stay with the program director**
- **This keeps things simple**

Design Process

- **Assessment**-The process of gathering information through research and interviews and a way of looking at the same topic from different perspectives
- **Design**-Creating a simple plan for each chapter in the safety guide. One that works for a unique congregation
- **Action**-The next step to take on a topic or chapter in the safety guide
- **Feedback**-Seeking a constructive review of the plan from people who know what they are talking about.

The Safety Guide

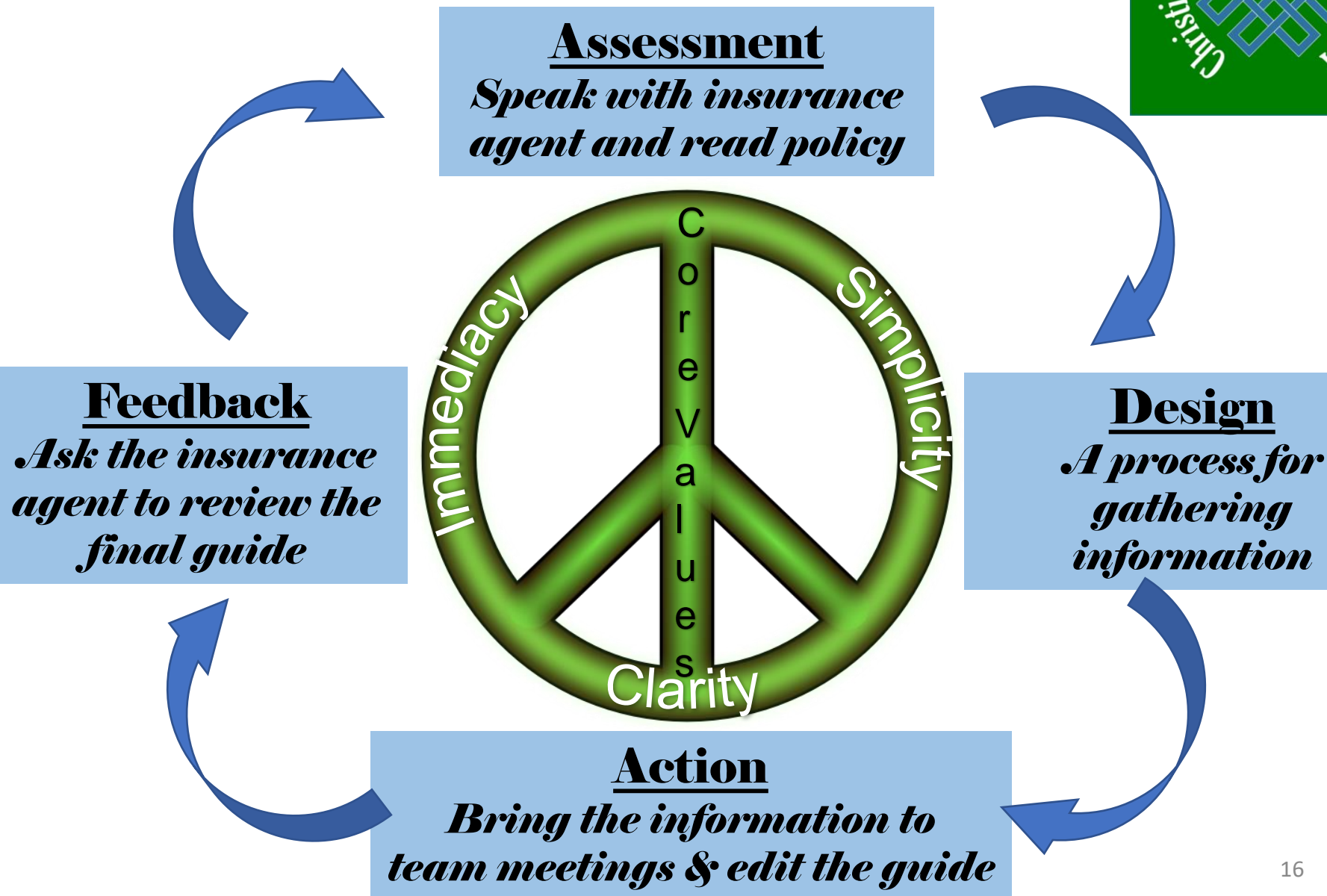
Tool Used to Create a Peaceful Environment



Tips for Customizing the Guide

- **Assign one person on the safety team to do all of the typing in the document. The wording and style will be consistent. Challenge yourselves to keep it 40-50 pages. Don't put page numbers in the 'Table of Contents'**
- **Do not put names or personal contact information in the safety guide. Do include the church name, address and phone number.**
- **When you need to give specific instruction because something is a restriction or law, indicate this in the guide. Restrict the use of the word "policy" as you edit, and only use it in reference to the insurance policy.**
- **Once the guide is complete, save and distribute in "read only" format.**

Chapter 1: Insurance liability & community laws



Leadership Principle:

Effective leaders know the difference between a briefing and consensus and when to use them

Briefing

- **A briefing is a summary of fact**
- **It can be a law or an insurance regulation or restriction**
- **It can be a decision the church has made**

Consensus

- **A general agreement**
- **It can be used to arrive at a briefing**
- **It can be used to creatively figure out how to follow a briefing**

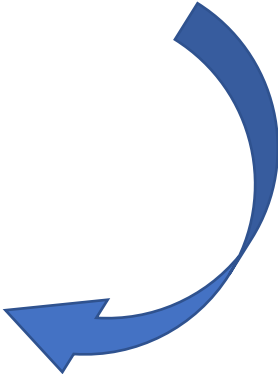
Chapter 2: Building Safety



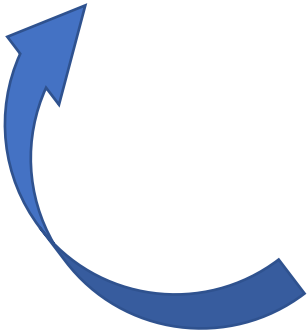
Assessment
What do have and what do need?



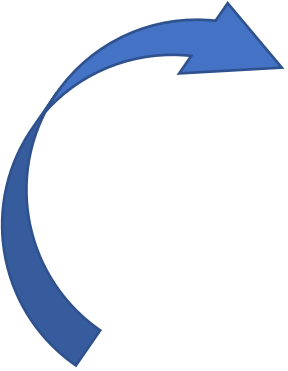
Design
Address topics A-G



Action
Conduct training and drills



Feedback
Ask law enforcement and fire dept. to walk the building w/you



Chapter 2: Building Safety

2D Active Shooter Lock-Down



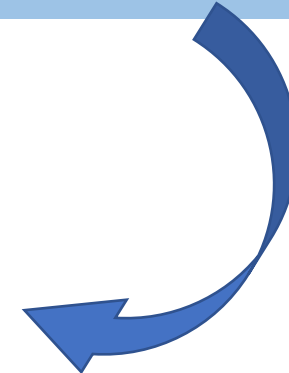
Assessment

Where are the doors and windows?



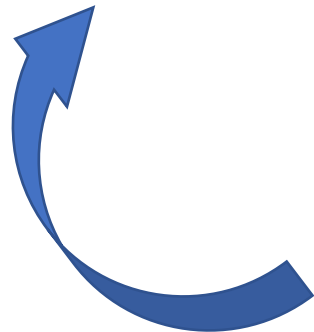
Design

Use pages 7 & 8 in the safety guide to create a plan



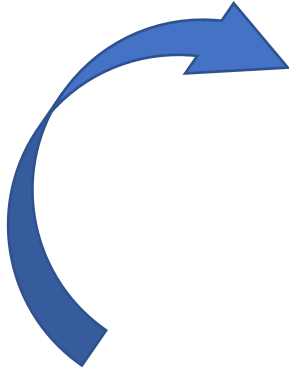
Action

Conduct training and drills



Feedback

Ask law enforcement to review the plan



The Learning Tasks

Teaching method used for training



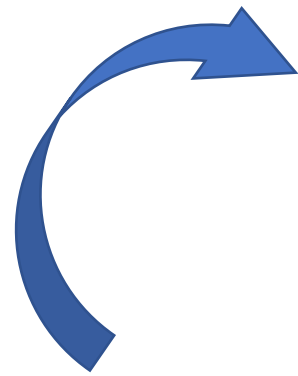
Assessment
Reveals what to teach



Design
Creates the learning tasks



Action
Allows the student to take responsibility for their own learning



Feedback
Incorporates the learning in future learning tasks



Resource: Learning Task #3: Active Shooter Lock-Down (20 min)

- **External Threat**

- 1. Loudly communicate “lockdown!”**
- 2. Lock doors and windows, create obstacles.**
- 3. Children outside retreat to hiding area.**
- 4. Leaders account for everyone**
- 5. Move children away from doors and windows-hide when possible**
- 6. No one leaves until the “all clear” *or further instruction***

Resource: Learning Task#3: Active Shooter Lock-Down

• Internal Threat

- 1. Loudly communicate “lockdown!”**
- 2. Lock doors and windows, create obstacles.**
- 3. Seclude children in any way possible**
- 4. Be very quiet and still**
- 5. No one leaves until roll call and “all clear”
*or further instruction***
- 6. Adults remember “Run, Hide, Fight”**
- 7. How can we fight without a weapon?**

Resource: Learning Task #3: Alert-Empower people to act!

- **In addition to a “lock-down” command, someone may be alerted to danger**
- **The sound of gunfire or “fire crackers” or “wood splitting” or any unusual and concerning sight or sound**
- **Screams or shouts about a gun or shooter**
- **Move to the door to lock it and then listen. If nothing else occurs, carefully look.**
- **If there is a threat remember run, hide, fight**
- **Call 911**
- **Grab attendance chart**

Learning Task #3 Demonstration

- **Demonstrate the lock down drill**
- **How does it work with adults who can all run?**
- **How does it work with infants in the room, toddlers, disabled, elderly?**
- **Where is the attendance chart?**
- **Who called 911?**
- **Practice the lock down drill**
- **Where would you run or hide**
- **How can you fight without a weapon?**
- **Law enforcement**
- **Light**
- **Sound**
- **Silence**
- **Tripping, overpowering**

Learning Task #3: Active Shooter Lock-Down-Reflection-Take Away

Use sketch to draw arrows from people to doors and windows to get them locked in 1 minute.

- 1. Who communicates lock down and how?**
- 2. How many doors could your 3 people lock?**
- 3. What interior doors can be locked?**
- 4. What questions do you have?**
- 5. What other resources can you share?**

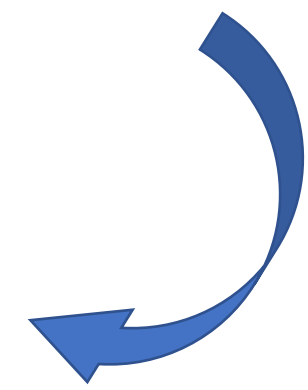
Chapter 3: First aid supplies and equipment.



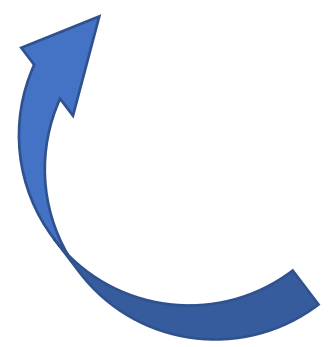
Assessment
What equipment do we have & what do we need?



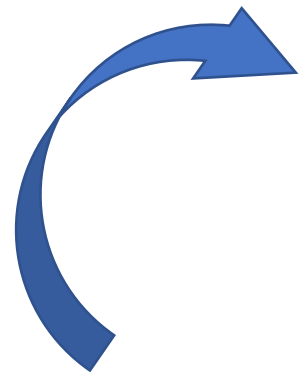
Design
Use pages 9 & 10 to edit the guide



Action
Include training and drills



Feedback
Ask fire dept. to review during Walk through



Chapter 4: Best Practice for employees and volunteers



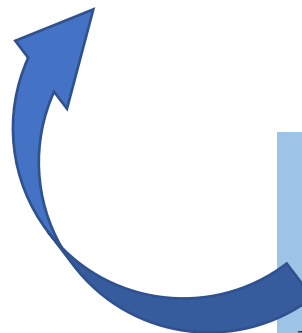
Assessment
What do we have and what do we need?



Feedback
Survey leaders

Design
Use pages 10-14

Action
*Conduct Leader Training
For worship, education, & service*



History of screening and training volunteers Learning Task #4 (20minutes)

- **Listen to a short lecture and watch a demonstration of safegatherings.com**
- **As a group discuss the different agency options available in the region**
- **Share ideas for how the cost is covered**
- **What questions/concerns do you have about screening volunteers?**
- **What if any push back do you get on this practice?**
- **Review guide starting on page 10 for more information.**

Learning Task #4: Screening & training regular staff & volunteers who work with children

- **Chapter 4A (Customize your guide with your Church practice regarding screening)**
 - 1. “Does your church currently screen volunteers and staff who work with children?”**
 - 2. If yes, you may want to add specific information to improve how you do it?**
 - 3. If no, leave the chapter intact and explain why you don’t and how you do recruit and train leaders.**
 - 4. If you don’t know, this will be part of assessment.**

Resource: Learning Task #4: Steps to start the screening process

- **If the church decides to screen**
 - 1. Choose a reputable agency-share if you could recommend one.**
 - 2. Decide on how the cost will be covered.**
 - 3. Inform the congregation as a briefing**
 - 4. Screen all regular staff & volunteers by a designated date and then screen all new staff and volunteers before they are allowed to serve on a regular basis.**

Resource: Learning Task #4: Elements of a background check

- **Best Practices**

- 1. Criminal Background Check**
- 2. References Contacted**
- 3. Finger prints taken**
- 4. Recheck background annually or bi-annually**
- 5. Some recheck references and require fingerprints again.**

Reflection: What information do you want to take back to your church?

- **How did this practice get started and why?**
- **Interviews**
- **Awareness**
- **Known deterrent**
- **Why at church?**
- **Separating parents from children**
- **What are the perceptions?**
- **Pastor**
- **Volunteers**
- **Paid Staff**
- **What is the current screening practice?**

Tips for creating a peaceful place where life thrives

- 1. Follow the adult-child ratios on pg. 11 and always have a minimum of two adults in eye sight of the children.**
- 2. Allow people to spontaneously volunteer but make sure they are never alone with a child**
- 3. People who volunteer more than twice a year should be screened.**

Adult-Child Ratios

Minimum 2 adults

- 1. Infants to age 2: 2 + 1 for every additional 2 infants.**
- 2. Children age 2-10: 2+ 1 for every 4 additional children.**
- 3. Youth age 11-16: 2 + 1 for every 8 additional children.**
- 4. Adults programs w/childcare follow the ratios.**
- 5. Mentoring in the church means a private conversation in a public place. All ages**

Tips for applying ratios

- **Research the ratio standards for your area**
- **There should always be two adults in eye sight of the children.**
- **In an evacuation, someone is going to need to pick those infants up, and it's hard to carry three!**
- **Parents are told in an evacuation, they should follow the evacuation route from where they are, and not try to get to their kids.**
- **If you don't want them to move against the stream demonstrate that you can safely get them out of the building or secured in a lock down whole congregation drill.**

Chapter 5: Additional middle & high School Guidelines



Assessment

What do we have and what do we need?



Design

Use pages 15-21



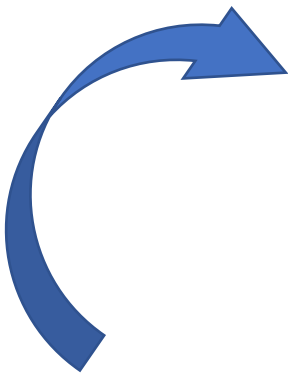
Action

Conduct Leader Training & parent information sessions

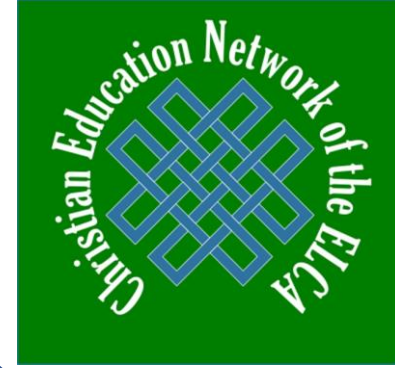


Feedback

Survey leaders, parents, & youth



Chapter 6: Transportation



Assessment

What are the laws and what does our insurance policy state?

Feedback
Survey leaders, parents, & youth

Design
Use pages 21-23

Action
Verify the driver's license, age, and Insurance for any church sponsored activity



Transportation-Learning Task #5 (15 min)

- **Minimize transportation risks**
- **Use the banner to draw inside & outside church events.**
- **When does a church event start and end?**
- **Where does a church event start and end?**
- **How can using charter transportation reduce stress on volunteers?**
- **Why shouldn't an adult drive a single student home?**
- **Do you transport seniors? What are some special considerations to note when transporting seniors?**
- **Take notes to share with your safety team**
- **Share with the group**

Chapter 7: Partnering with outside organizations



Assessment

*Who else uses the building
& where does our church go
to serve?*

Design

Use pages 23-24

Action

*Use written contracts with outside
groups that use the building & provide chapters 2-3*

Feedback

*Hire an attorney to
review your safety
plan & contracts*



Chapter 8: Protecting data & Security systems



Assessment
*Where is data stored?
Is there electronic security?*

Design
*Use pages 24-26
Do not put personal
information in the
safety guide*

Action
*Protect personal information by
limiting access & location*

Feedback
*Church
Administrator &
program leaders*



Chapter 9: Training & Drills

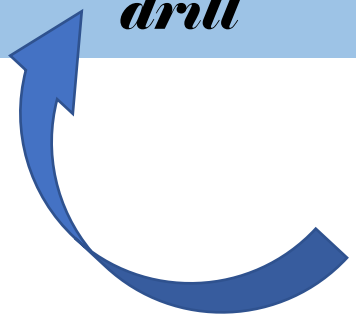


Assessment
*How often do you
conduct evacuation &
lock down drills?*



Design
Use page 27

Feedback
*Provide an
opportunity for
people to ask
questions after a
drill*



Action
*Include training and drills
Inform new members*



Training and Drills-Learning

Task #6 Your plan is wonderful and worthless if you don't drill 😊

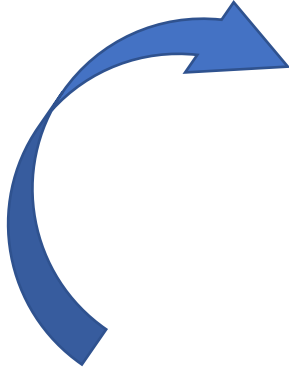
- **Work with a new partner to share your plans**
- **What is the first topic or chapter you want the safety team to address?**
- **How do imagine using the guide and the training to inform, review, train, and drill?**
- **Once the guide is complete, how will you distribute it, back it up, and annually review it?**
- **Who gets copies of the safety guide?**
- **What benefit would there be to having an attorney review the final safety plan?**

Chapter 10: Forms & Floorplan



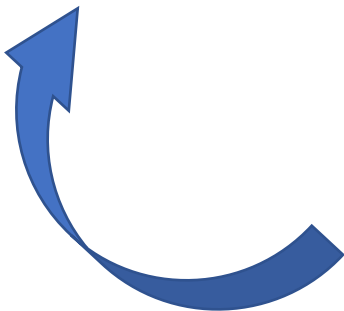
Assessment

Do you have a central location for forms & a floorplan



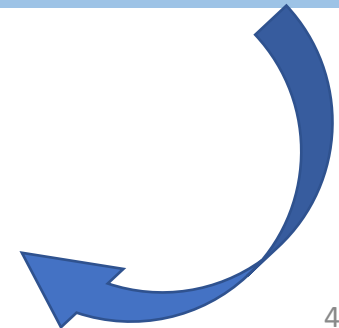
Feedback

Ask leaders to give feedback on forms



Design

Use page 28-31 use program leaders to design additional forms.



Action

*Use forms from the guide
For consistency*

Feedback Having a plan changes the conversation from “Please help me create a plan” to “Please review our plan” It is a much more reasonable request and allows you to seek specific information.

- **Feedback recommended from:**
- **Volunteers and Staff who live with the plan**
- **Insurance Agent**
- **Law Enforcement**
- **Fire Department**
- **Screening Agency**
- **IT specialist**
- **Security specialist**
- **Synod**
- **Churchwide**
- **Lawyer**
- **Community service directory is on the thumb drive**

Thank You!



- **We hope this helps you create a peaceful and safe environment at church.**
- **Please let us know what you think of our plan, we welcome your feedback.**
- **www.faithfulteaching.org**
- **Find us on Facebook**



About the Template and Training Manual

- **Copyright © 2017 by Judy Washburn for the Christian Education Network of the ELCA**
- **“The Christian Education Network of the ELCA Generic Safety Template for Churches” is designed to be used as a digital template. The original is a “read only” document. The user “saves as” and renames it for personal use and editing.**
- **This guide and training manual are intended to provide general safety information and practices, and the Christian Education Network of the ELCA assumes no liability for any incident that may occur to an individual or group. Every user downloads and customizes these materials at their own risk.**
- **The content is based on research into “best practices” and was included when repeatedly found to be the recommendation of federal and local law enforcement, and emergency management professionals.**
- **For more information about the Christian Education Network of the ELCA go to www.faithfulteaching.org**