

Eight Steps of Design©
CENetwork of the ELCA presents...
How to Create a Safety Plan for Your Church



WHO: Participants and Leaders	Workshops for 8-30 participants in each of the nine ELCA regions. All are interested in creating a safety plan to cover all ages in their unique congregational setting. All participants register through www.faithfulteaching.org starting March 1, 2018.
WHY: The Situation	Congregations often have safety procedures in place to cover children and youth, but in today's natural and social climate it is necessary to provide a safety plan that covers the entire congregation. This kind of safety planning may well create anxiety and bring up a lack of confidence for both church staff and volunteer leaders.
SO THAT: The Change	<p>We foresee that this experience and the ideas exchanged during the workshop will work so that they see and feel a decrease in anxiety and an increased confidence within a congregation. We anticipate leaders following the design method will provide reliable information pertinent to their local settings. We expect a well-informed church community that has practiced drills will be more cooperative and effective in an emergency.</p> <p>We anticipate safety considerations will become part of all church programming.</p> <p>We don't do this because we are afraid, but because we know peaceful environments can be created with intentionality and faith.</p>
WHEN: Dates and Timing	<p>9 Saturdays between April and November 2018</p> <p>10-2 p.m. Bring a sack lunch</p> <p>See dates below-Details in excel "CENetwork workshops by region"</p>
WHERE: Location and Space	<p>Region 1 Tacoma, WA, August 18th, St. Marks Lutheran by the Narrows</p> <p>Region 2 Santa Ana, Sept. 15th Pacifica Synod Office</p> <p>Region 3 Fargo, ND, Aug 25th Eastern N Dakota Synod Office</p> <p>Region 4 Omaha, NE, Apr 14th, St. Paul's. Lutheran Church</p> <p>Region 5 LaGrange, IL May 12th, Grace Lutheran Church</p> <p>Region 6 Perrysburg, OH Sept 22nd Zoar Lutheran Church</p> <p>Region 7 Hartford, CT Oct 6th, Emanuel Lutheran Church</p> <p>Region 8 Cumberland, MD Apr 21st, St. Paul's Lutheran Church</p> <p>Region 9 North Charleston, SC Apr 28th, Christ Community Lutheran</p>

	<p>Room Details: Each host/advocate receives a hospitality guide detailing the set-up requirements for the room.</p> <p>Workshop leader ships/ brings: Binders and Thumb drives; key-chains; all learning task materials; power strips and chords; CENetwork table cloth.</p>
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WHAT: Content-SKA's <i>Skills, Knowledge, and Attitudes</i>	WHAT FOR: <i>Achievement-Based Objectives</i> (BY THE END OF THIS LEARNING EVENT, PARTICIPANTS WILL HAVE...)	HOW: Program Learning Tasks and Materials
<p><u>Introductions & Opening Prayer</u> <u>15 minutes</u></p>	<p>Introduced themselves and named something special about their congregation.</p>	<ul style="list-style-type: none"> • 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
<p>Learning Task #1 Template to Guide (5 minutes)</p>	<p>Converted a generic template and safety manual into a customized safety guide and plan.</p>	<ul style="list-style-type: none"> • 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.

<p>Learning Task #2 Church buildings (10 minutes)</p>	<p>Sketched an outline of the church and identified 3 regularly attending members</p>	<ul style="list-style-type: none"> • 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 today
<p>Learning Task #3 Active Shooter Lock-down (45 minutes)</p>	<p>Analyzed the basic steps of a lock-down drill and practiced the drill in different scenarios</p>	<p><u>Resources</u></p> <ul style="list-style-type: none"> • <u>Team Scenario</u> • Safety Guide-Chapter 2D page 7 • Safety Manual-page 19-25 • Personal Experience and Knowledge • Physical tools-rope, clip board, first aid kit <p>At your table, read your team scenario below, and the guide or manual. Share your own experience with the team on this topic. Choose 2 people to be drill leaders, and together as a team, use the design process (assessment, design, action, and feedback) and the values (simplicity, clarity, immediacy) to plan and practice a response to your active shooter scenario. As a team discuss the questions below the scenarios. Assign 1 person to read the scenario and follow up questions when asked.</p> <p>Red Team: You are with 8 adults at bible study on Sunday morning. You see someone with a gun walk toward the building.</p> <p>Blue Team: You are in the nursery/pre-school with 3 adults and 10 children when you hear “Lock-down Intruder” over the intercom.</p>

		<p>Green Team: You are in the room with 2 adults and 6 junior high students when you hear “lock-down” over the intercom.</p> <p>Yellow Team: You are in the room with 2 adults and 8 1-5th grade students when someone runs into the room screaming, “There’s a man in the building with a gun!”</p> <ul style="list-style-type: none">• What challenges/opportunities does this room present?• What could “or further instruction” mean?• What does “Run, Hide, or Fight” mean after the door has been locked?• How will your team account for everyone after the shooting incident?• How could your team give a building wide “alert”?• How can people fight/counter without a weapon?• How the team respond to law enforcement and any wounded people? <p>When asked, read your scenario to the whole group and lead a lock-down drill. After all teams conduct the drill, share sample feedback from the whole group.</p> <ul style="list-style-type: none">• Were the instructions simple and clear? Was there immediate action?• How did the scenario affect planning for a drill?• What are you feeling right now? Does having a plan reduce anxiety and increase confidence?• How is church different from other public
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		<p>environments, and how does that affect the design?</p> <ul style="list-style-type: none"> • What questions do you have? <p>Individually, reflect on steps of a lock-down drill and take notes or sketch on your church drawing. How could your church building be locked down in a minute?</p> <p>Share sample insights with the whole group.</p> <ul style="list-style-type: none"> • What additional challenges do you foresee when you consider your building? • Why do the words “Run, Hide, Fight, Lock-down, Intruder” stick in memory? • How could law enforcement help you assess your design?
<p>Learning Task #4 Screening Volunteers and Staff (45 minutes)</p>	<p>Compared current screening and training practices to lecture, demonstration, and discussion</p>	<p><u>Resources</u></p> <ul style="list-style-type: none"> • <u>Lecture</u> • Safety Guide Chapter 4 page 10 • Safety Manual Pages 29-36 • Online Resources- Demonstration of Safegatherings.com • Personal experience and knowledge • Pre-class assignment regarding insurance requirements <p>Please listen to a short lecture on criminal background screens and watch a demonstration of safegatherings.com. In your team discuss your current practice and individually write a proposed outline to get all your volunteers and staff who regularly work with children screened and trained within the next 90 days. If you</p>

already screen, how does what you do compare to what you are learning today? What would you like to add or change? Use the design process in your outline:

I Assessment

What do you currently do and who in your congregation should be included in the assessment?

II Design

Which screening agencies could you use, how will references be checked, and how will volunteers be trained? What will this cost and who is paying for it?

III Action

Which volunteers and staff need to be screened and trained now, and when will new volunteers be screened?

IV Feedback

- *How well is this working to reduce anxiety and increase confidence?*
- *Is the process respecting the rights of individuals for the good of the group?*
- *What challenges have you faced in the past regarding screening & training?*
- *What resources on this topic are available through your synod?*

Share a sampling proposal from the group.
What questions/concerns do you have?

		<p>How do different roles in the church contribute to the assessment component of the design?</p> <p>How does a pastor view background screens?</p> <p>How does a volunteer view background screens?</p>
<p>Lunch (20-30 minutes)</p> <p>Learning Task #5 Transporting youth and adults (45 minutes)</p>	<p>Researched church insurance policy, state laws, best practices, and accident statistics</p>	<p><u>Lunch Topic: “What other chapters are you interested in learning more about?”</u></p> <p><u>Resources</u></p> <ul style="list-style-type: none"> • <u>Banner</u> • Safety Guide Chapter 6 page 21 • Safety Manual pages 38-39 • Driving Statistics Handout • Pre-Class assignment on teen driving restrictions <p>As a team, go to your colored section of the banner and each person sketch a little church and name one inside program activity and one outside service activity for each church.</p> <p>Return to your table and work with a partner to read the resources available, especially chapter 6 in the guide, to answer the following questions for your events. Share your answers with your partner. Share a sample with the whole group.</p> <ul style="list-style-type: none"> • When does the event start and stop? • Where does the event start? • Who attends the events? • How do they arrive and depart? • What documentation is required? • How do you determine whether cars or charter service is used?

		<ul style="list-style-type: none"> • What are the local restrictions in your area for teen drivers? • Does your church transport seniors? • How is your church community informed about transportation guidelines? <p>What new information did you learn about transportation in this learning task? Have you had any experience regarding church transportation that could help us all learn? What questions/insights/concerns do you have? What are you feeling right now? How could your church insurance agent reduce anxiety and increase confidence in transportation?</p> <p>Look at all the great inside and outside events on the banner. This is positive work worth doing. Great work!!!! Please add all the other inside and outside activities your church is involved in.</p>
<p>Learning Task # 6 Timeline for Drills and Training (30 minutes)</p>	<p>Constructed a timeline for completing the guide and training schedule</p>	<p><u>Resources</u></p> <ul style="list-style-type: none"> • <u>Colored Paper- Side Two</u> • Table of Contents - In front pocket of safety manual • Safety Guide page 27 • Safety Manual pages 42-43 <p>At your table, use the back side of your colored sketch to draw a 12-month timeline and plot the following activities:</p> <ol style="list-style-type: none"> 1. Present ‘Whole Church’ safety plan to pastor and/or council 2. Form a Safety Team 3. Introduce scope of safety plan to congregation 4. Building section of guide complete-lock-down,

		<p>weather, and evacuation in manual</p> <ol style="list-style-type: none"> 5. People section of guide complete 6. Activities section of guide complete 7. Start screening, reference checks, and training volunteers 8. Floor plan and forms complete 9. Present 1st draft to council for approval 10. Final draft to council for approval 11. Congregational drill, new member orientation, parent meetings, leader training 12. Review and edit guide based on feedback <p>Share ideas for when and how you could conduct a whole congregation</p> <ul style="list-style-type: none"> • lock-down drill • weather drill <p>evacuation drill - <i>How will you evacuate people with disabilities?</i></p> <p>What questions do you have?</p>
<p><u>Closing</u> (15 minutes)</p>	<p>Summarized learning from workshop</p>	<p>As a group let's close with some final reflection, feedback, and prayer.</p> <p>Additional Resources Directory CENetwork Mentor Program</p>