



CHURCH SAFETY TEAM WORKBOOK

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**A Practical Guide to Protect Your People
and Strengthen Your Response**

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Introduction

The primary purpose of this workbook is to assist church safety teams in developing and refining their emergency preparedness and response protocols. By equipping your team with the knowledge and tools outlined in this guide, you can enhance the safety of your congregation. While this workbook provides comprehensive guidance on many common safety scenarios, it is important to recognize that not all situations or scenarios can be fully anticipated or planned for. Emergency situations can be unpredictable, and unique challenges may arise that are not specifically covered in this workbook or the accompanying class.

Goals of the Workbook

1. **Gap Analysis and Enhancement of Safety Protocols:** The workbook is designed to help you identify any gaps or overlooked areas in your current safety plan. Through a series of guided assessments and checklists, you'll pinpoint weaknesses and receive guidance on establishing robust safety measures, from equipment maintenance to emergency response procedures.
2. **Prepare for Emergencies:** Enable your team to effectively manage a variety of emergency scenarios, ensuring a swift and organized response that minimizes risk and protects all members of your church community.
3. **Promote Team Collaboration:** Foster a culture of safety that involves every team member, enhancing communication and cooperation within your safety team and the wider church community.
4. **Continuous Improvement:** Encourage ongoing assessment and refinement of safety practices to adapt to changing circumstances and new challenges.

This workbook is designed not only as a tool for setting up new safety measures but also as a resource for auditing and improving existing practices within your church.

How to Use This Workbook

1. **Team Organization:** Start by reviewing your team's structure and communication strategies. Assign roles and ensure everyone understands their responsibilities.
2. **Safety Equipment and Identification:** Inventory and map out the location of all safety equipment. Ensure all team members can quickly access and use the equipment in an emergency.
3. **Emergency Procedures:** Delve into specific procedures for various emergency scenarios, including fires, lockdowns, and medical emergencies. Regularly update and practice these procedures.
4. **Checklists and Templates:** Throughout the workbook, use the provided checklists and templates to make notes, plan improvements, and track equipment maintenance.

5. Feedback Loops: After each section, reflect on what has been learned and identify areas for improvement. Use the feedback forms to collect and incorporate feedback from your team.
6. A scheduled team meeting should be used to discuss findings from the workbook, track progress on set goals, and adapt strategies as needed.

Regular Updates and Continuous Improvement

This workbook is a living document that should be regularly updated to reflect new best practices, changes in church layout, or shifts in team membership. Continuous improvement ensures that the safety team remains effective and prepared for any situation.

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Section 1: Team Organization

Overview: This section focuses on effectively utilizing a volunteer-driven safety team by strategically positioning team members throughout the church. Each position will have defined responsibilities and necessary equipment.

Objective: To ensure each team member knows their specific responsibilities and the equipment they manage, enhancing the overall effectiveness and coordination of the safety team.

1.1 Position Mapping

Position Overview: This section is designed to help you effectively utilize the church's physical layout by assigning specific responsibilities to each volunteer based on their stationing. Each position is assigned clear, manageable tasks tailored to its location to ensure comprehensive coverage and quick responses to incidents.

Mapping Diagram: Include a diagram of the church layout here. Use this visual tool to mark key locations where team members will be stationed. These should cover all main areas including entrances, children's areas, and any other critical points that require monitoring or rapid emergency response. If available, a fire evacuation map can be used on the following page.

Building Map

Mark Positions: Clearly indicate each position on the map.

Label: Provide labels for each position (e.g., "Main Entrance", "North Hallway", "Children's Wing").

Key: Create a key that denotes each position with specific symbols or colors. See Appendix C.

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1.2 Station Descriptions and Responsibilities

Position Description Sheets

For each position marked on the mapping diagram, fill out the following template to clarify the responsibilities and equipment necessary for the volunteer stationed there.

Template for Each Station

- Station Name: [Name of the location, e.g., Main Entrance]
- Location Description: [A brief description of the area, noting any specific features relevant to safety responsibilities.]
- Assigned Responsibilities:
 - Monitor area for unauthorized access or unusual activities.
 - Assist in emergency evacuation if required.
 - In the event of an evacuation, relocate to parking lot Position A, and prepare to receive churchgoers.
 - This station is closest to the AED which is located at the Main Hall Station. In the event of a medical emergency, this station will be responsible for retrieving the AED and bringing it to the location of the emergency.
- Equipment Assigned:
 - Radio for communication with other team members.
 - Green vest with “Safety” label for use in an emergency.
 - [Any additional equipment specific to the station, e.g., First Aid kit]
- Additional Notes:
 - This station is also responsible for ensuring that the south emergency exit doors are accessible at all times.

1.3 Equipment Responsibility

Equipment Checklists

This part of the workbook includes a checklist that serves as an inventory management tool. It helps the team leader ensure that every piece of safety equipment is assigned to a specific station, and it details the maintenance requirements for each item to keep everything in operational order. See Appendix B.

Structure of the Checklist

- **Equipment List:** Start with a comprehensive list of all equipment that your safety team might need. This can include communication devices, medical supplies like AEDs and first aid kits, fire safety tools like extinguishers, and any other relevant safety items.

- **Station Assignment:** For each item on the equipment list, specify which station it will be assigned to. This ensures that all areas of the church are equipped according to the potential risks and requirements of that specific location.
- **Responsibility Assignment:** Next to each station assignment, indicate which role is responsible for that piece of equipment. This makes someone specifically accountable for ensuring the equipment is present, functional, and accessible.
- **Maintenance Schedule:** Include a column for maintenance schedules, which is critical for equipment like AEDs and fire extinguishers that require regular checks. This schedule should align with the manufacturer's recommendations and any regulatory requirements.
 - Weekly Checks:
 - Radios and communication devices
 - First Aid Kits
 - Monthly Checks:
 - AED's
 - Fire Extinguishers
 - Quarterly Checks:
 - Emergency lighting
 - Evacuation route markers

Example Entry in the Equipment Checklist

Equipment	Station	Date Checked	Maintenance Due
AED	Main Entrance	01/01/2024	07/01/2024
Fire Extinguisher	Children's Classroom 1	01/01/2024	01/07/2025
First Aid Kit	Main Office	01/01/2024	03/30/2026

Instructions for Use

- **Regular Reviews:** This checklist should be reviewed at least semi-annually, or more frequently if needed, to ensure all equipment is in place, functional, and has been recently maintained.
- **Update As Needed:** Whenever there are changes in the team, updates in equipment, or after any incident, revisit this checklist to make necessary updates. This might involve reassigning responsibilities or updating maintenance dates.
- **Accessibility:** Make sure that this section of the workbook is easily accessible to all team members, perhaps by maintaining a digital copy that can be quickly updated and shared.

The idea is to create a system where the management of equipment is not only proactive but also preventive, ensuring that in the event of an emergency, all tools and devices are ready, and the team members know exactly where they are and how to use them.

1.5 Regular Review and Adjustment Framework

This framework is designed to guide the team leader in making informed adjustments to the safety team's station assignments and equipment responsibilities. Regular reviews ensure the team's setup remains effective and responsive to the dynamic environment of the church.

Steps for Making Adjustments

Step 1: Collect Feedback

- **Method:** Use feedback forms, post-event debriefs, and regular team meetings to gather input from all team members.
- **Focus Areas:** Ask specific questions about the adequacy of current station assignments, effectiveness of the equipment, and any challenges faced during emergencies or drills.

Step 2: Assess Changes in Church Layout or Usage

- **Physical Changes:** Periodically review any changes to the church's physical layout, such as construction, renovation, or repurposing of spaces, which might affect safety protocols.
- **Usage Changes:** Consider how changes in the usage of the church space (e.g., new activities, increased congregation size) might impact safety needs.

Step 3: Review Team Availability and Skills

- **Availability:** Update the team schedule to reflect any changes in availability or new persons joining the team.
- **Skills Update:** Incorporate any new skills or certifications that team members have acquired which may influence their station assignments or responsibilities.

Step 4: Adjust Station Assignments and Equipment Responsibilities

- **Adjustment Worksheet:** Use an adjustment worksheet to reallocate resources and responsibilities. This worksheet should include:
 - **Current Assignment:** What is currently in place.
 - **Proposed Changes:** Suggested modifications based on feedback, layout changes, or volunteer updates.
 - **Rationale:** Reasons for each change, ensuring they align with improved safety and efficiency.
 - **Implementation Plan:** Steps to enact the changes, including timelines and any required training.

Step 5: Implement and Communicate Changes

- **Implementation:** Follow the plan laid out in the adjustment worksheet to make the necessary changes to station assignments and equipment responsibilities.
- **Communication:** Ensure that all team members are informed of the changes. Use team meetings, emails, or a dedicated communication app to disseminate updates effectively.

Step 6: Monitor and Evaluate

- **Monitoring:** Once changes are implemented, monitor how effectively the new setup addresses the issues identified.
- **Evaluation:** Use subsequent feedback sessions and drills to evaluate the impact of the changes and make further adjustments as needed.

This framework provides a systematic approach for adapting the safety team’s structure and operations to ensure optimal responsiveness and effectiveness, leveraging ongoing feedback and evolving circumstances within the church community.

Adjustment Worksheet Sample

Current Assignment

Station Name	Equipment Assigned	Responsibilities
Main Entrance	Radio, Incident Clipboard	Monitor entries and exits
Children’s Area	First Aid Kit, AED	Oversee child safety

Proposed Changes

Station Name	New Equipment Assigned	Revised Responsibilities	Change Reason
Main Entrance	Radio, Incident Clipboard, Megaphone	Monitor entries and exits, direct congregation in emergencies.	Enhanced emergency communication.
Children’s Area	First Aid Kit, AED, Emergency Light	Oversee child safety, ensure visibility during power outages.	Increase safety measures in low-light conditions.

Rationale for Changes

- **Main Entrance:**
 - **Change:** Addition of a megaphone to existing equipment.
 - **Reason:** Enhances the ability to communicate effectively during large gatherings or emergencies when ambient noise levels are high.
- **Children's Area:**
 - **Change:** Addition of emergency lighting.