Christian Education Network of the ELCA
Generic Safety Template for Churches
2018

<u>Forward</u>

<u>Introduction: Purpose statement</u>

Chapter 1: <u>Insurance liability & community laws</u>

    A. Insurance requirements
    B. Public assembly

Chapter 2: <u>Building safety</u>

    A. Floorplans-includes exits, hiding places, posted signs
    B. Natural risks-includes tornado, fire, flood, toxic fumes, earthquake
    C. Bomb threats-identify exits and gathering place
    D. Active threat/ Shooter-includes lock down procedure, outside threat, inside threat
    E. Church equipment and technology
    F. Security Systems-includes door policy
    G. Technology-includes computers; audio systems; music systems; phone & intercom systems

Chapter 3: <u>First aid supplies & equipment</u>

    A. Location of supplies & equipment
    B. Defibrillator (AED) -includes maintenance, use, & training
    C. Wheelchairs & walkers

Chapter 4: <u>General policies for employees and volunteers</u>

    A. Overview of screening, background and reference checks
    B. Supervision of ministry programs-includes adult to child ratios
    C. Discipline
    D. Injuries or illness
    E. Reporting injury, abuse, or molestation
    F. Internal Investigations
    G. Dealing with law enforcement and the media

Forward

The purpose of this generic template is to provide general safety information to churches. The content is based on research into best safety practices as discovered by the Christian Education Network of the ELCA (Evangelical Lutheran Church of America.) It is our hope that everyone who uses this generic template will customize it to fit their specific church environment. The template was written in Microsoft Word as a "read only" document. It may be "saved as" a new title, and then edited. In the changing world in which we live, recommended safety practices must be reviewed regularly.

Each church setting is unique. In addition to *church policies and procedures*, congregations are subject to specific *laws* governing the local community. A congregation may also be subject to specific *regulations* as detailed in the church insurance policy. Specific information, regarding laws and regulations, is **_not_** included in the original template.

The Christian Education Network of the ELCA assumes no liability for any incident that may occur, and everyone uses this template at their own risk.

(Insert Church Name Here)

(Insert Date Here)

Introduction: Purpose Statement

The purpose of this manual is to provide everyone at (insert church name here) a single resource for basic safety information. Safety considerations should be included in the design of all worship, learning, and serving experiences so participants of all ages thrive.

In the event of an emergency, leaders have seconds to respond. It is important to have trained leaders and an informed congregation who together have practiced drills before an emergency occurs.

All leaders are expected to follow this guide and to share the relevant information with participants. Leaders may also need to comply with additional laws and regulations, depending on the activity, and it is the leader's responsibility to discover and communicate any additional safety procedures. This is especially important when partnering with outside organizations.