

Definitions:

CVPP – Congregational Violence Prevention Plan

**BE AWARE:** *The diocese has given multiple choice options for many of the CVPP entries. Several options that might apply to your congregation have been provided. If your congregation cannot use, or decides against using, a particular option, please do not select that suggestion (if it is marked, the congregation will be held responsible for it). The chances are that in building this template, the diocese has not provided all options; if your congregation wants to do something different from what was suggested, please select “other” and fill in what your congregation will do.*

#### PART 1

**RESPONSIBILITY:** To ensure compliance with the state law and administrative directives, somebody must be responsible for this CVPP, ensuring that the committee empaneled to create and maintain this plan is as fair and equitable as possible. Further duties include establishing a training program for all people covered by the plan, ensuring timelines are kept, tracking needed updates to the plan, and providing copies of the plan as requested; among other duties.

This position is most often filled by clergy (priest or deacon), or senior lay leadership (senior or junior warden).

This may be a shared position with two people working together to fill the role. If responsibility is shared by two people, ensure that current contact information is available for both people.

Please have ready the contact information of the responsible party/ies, to include:

- Title, First Name, Last Name
- Phone Number (10 digits – i.e. 916 442 6918)
- Email Address
- Name of Congregation
- City of Congregation (there is no need to add state, as this plan fulfills California law)

**COMMUNICATIONS:** The very basis of this plan is open, honest, and collaborative communication from the newest friend of the church who has been attending only a few times to the clergy in charge, to the Office of the Bishop; and vice-versa. Several entries (with suggested possibilities) are made available for the local congregation to establish how they can most effectively carry out these duties with their, unique, population.

*Sharing the plan* with all people utilizing the church campus – All users of the church campus, from attendees at Sunday Worship, through 12 Step groups, to a full-time employee must be aware a CVPP exists and understand what is required. How will your congregation make that happen? Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

*When a threat or incident of violence is reported*, this plan outlines how the reporting person (and all involved in the incident) will receive a timely response outlining the results of the investigation. This question asks the how the notification will be made. Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

**EMERGENCY RESPONSE PROCEDURES:** This part of the CVPP lays out expectations of how the body of the congregation will respond to threatened or actual events.

*Effective means to alert* people to an incident is a key component of halting an event quickly – this may include such things as training a few congregants how to ring a bell and shout like a town crier, pulling a fire alarm station, or having a particular phrase spoken. Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

*Evacuation and sheltering plans* are necessary to provide guidance as to how people might remain safe or seek safety during an incident – In the case of an event happening nearby, it may be the best option to shelter in the church and not head home, what can be reasonably asked of the congregation in that event, or how will the church prevent gridlock with people running for their cars and trying to leave? Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

*Contacting the authorities* is not always as easy as dialing 911. In some counties, there are multiple emergency call centers and the caller is transferred until the caller is talking to the correct call takers. In some locations, 911 is answered in another part of the state and your emergency call will be delayed while that call center routes you to the correct area. It is also a possibility that sending a messenger to the office could be faster and more efficient than trying to call. Because of these factors, you will need to list:

- What law enforcement agency has jurisdiction over your campus (e.g. St. Barnabas, Mt. Shasta, is not in the jurisdiction of the Mt. Shasta Police, but is under the jurisdiction of the Siskiyou County Sheriff)
- What is the physical location of the nearest operational unit of the law enforcement agency with jurisdiction
  - This will be given in five parts:
    - Street address
    - City
    - State (should always be: CA)
    - Zip code
    - Non-emergency 10 digit phone number that is answered 24 hours a day
- If danger is imminent, we will all remember to call 911; even with the listed disadvantages dialing 911 is always an option

The CVPP requires that a member of the congregation be identified as being responsible for emergency responses at the congregations. Who will be your church’s representative responsible for emergency responses? (this can be the same person as the plan administrator)

- First Name, Last Name
- This person’s role with the congregation

What activities associated with the CVPP fall within the role of this person? (e.g. providing a line map of the facility to the on scene commander, unlocking access points if it is safe to do so, and/or providing a radio to allow responders to talk to users of the campus who may be inside the location)

- Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

Church representative’s contact information:

- Phone number? (10 digits)
- Email address

There should be at least one other person to act as representative for emergency responses, in case the primary person is unavailable. The people responsible for emergency response should not be related to each other (it is probable that a married couple would go on vacation or be dealing with a family emergency together), so that there is always a representative available.

- All the same information is needed as for the primary representative
- This person can have duties that are different from the primary, may be a simple back-up for the primary, or may be a mix of both

Some emergency response procedures were suggested and there was a request for any in your plan that are not in the list of suggestions. Are there other procedures unique to your congregation and are part of the plan? It’s OK to say “no”, and if your congregation would like to do something else (e.g. evacuate through the underground tunnel to the Krypton Corporation), please mark “yes” and list that procedure.

**VIOLENCE HAZARD IDENTIFICATION & EVALUATION:** This part of the CVPP attempts to mitigate threats before they occur. Hazard identification and evaluation is useful not only for mitigation of violence but also in assessing the congregation’s liability regarding physical hazards (e.g. cracked and heaving walkway, exposed electrical wires, or damp spots on the walls/ceiling).

*An inspection of the campus* must be made at least once per year. This question provides several options for scheduling, please chose what fits your congregation’s schedule (e.g. once a year during the greening of the church, or, maybe, twice a year on the Senior Warden’s birthday and the feast of the church’s patron).

*Who will be responsible* for inspecting the campus? Provide the first and last name of the inspector, as well as what part of the campus will be inspected by that person (e.g. nave/sacristy/offices, narthex/parking lot, parish hall, etc.)?

*If the duties are shared by several people*, please list all the same information for all individuals involved in the inspections. This option can be repeated as needed.

*What will be inspected?* Not everything needs to be inspected (furnace filters may not, significantly, impact violence prevention), but some places are absolutely necessary (e.g. building security, escape routes and assembly points, and utility shut-offs, etc.).

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- Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

**HAZARD CORRECTION:** Once identified, any hazards must be corrected so that we can care for our members to the best of our abilities.

*Beyond inspecting and evaluation*, how will the congregation address the hazards? (e.g. replace blinds with curtains, have door locks repaired, clean the lenses of cameras, etc.)

- Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

**POST INCIDENT RESPONSE & INVESTIGATION:** This section is specific to how the congregation will support those involved in the incident. This section does not ask the congregation to define how an investigation will be conducted.

Does your church have any response, recovery, support, etc. procedures that are not required by this law? (e.g. office space rented to a trauma therapist who has agreed to work with the church in time of crisis, subscription to an employee assistance program, the congregation participates in the local Voluntary Organizations Active in Disaster and can draw on emotional & spiritual care programs from there, etc.)

- Select “yes” or “no” and provide a listing of these resources.

**TRAINING AND INSTRUCTION:** The very basis of the CVPP is sharing it with those whom it protects.

What is the congregation doing that is above and beyond the requirements of the law? (e.g. printing pocket guides, monthly exercises/practices, installing closed circuit cameras, etc.)

- Several suggestions are provided, which may or may not work in your congregation, and not all possibilities are covered so feel free to select “other” and write in your congregational plans.

**CREATION OF THE DOCUMENT:** This section of CVPP is a record of the process by which the creation of the plan was made.

How many people were involved in planning? This is a simple number answer.

- An employee (e.g. clergy, musician, custodian, etc.), regardless of how many hours they are expected to work, must be a part of the planning
- The person certifying the CVPP (e.g. clergy, warden, safety coordinator, etc.) should be a part of the planning
- The names, emails, and phone numbers of all planners needs to be entered as well

Who is entering the data for this plan? The person filling in the form does not have to be a member of the planning committee, but we do need the information for the person doing the entry.

- Name, email, and phone number

Who in the congregation has the authority to certify the CVPP? This person must have the authority to speak on behalf of the congregation and to enact programmatic change and activity. Generally, this person is a responsible clergy member, or one of the wardens.

- Name, position in the church, email, and phone number

The form will then ask for the date the form is submitted (cannot be after the current date), and for a signature or mark from the certifying person.

- To sign the document, the certifying person will need to be present and have a mouse or touchpad to draw something similar to their signature

If something has not been covered in this CVPP pre-planning guide, please contact Sherry Wallmark, Missioner for Disaster Resilience, at [Sherry@norcalepiscopal.org](mailto:Sherry@norcalepiscopal.org).