



# Congregational Violence Prevention Plan (CVPP)

## Pre-Planning Worksheet

### Responsibility

Who is the administrator for the CVPP and has the authority and responsibility for implementing the provisions of this plan? This person would be able to make decisions while something is happening, and is, generally, clergy or senior warden.

**Name:**

**Phone Number:**

**Email:**

**Congregation/Affiliation (name only, no city):**

**Church City:**

**Does anyone else bear responsibility for this CVPP? Y/N**

(leave blank if this does not apply)

**Name:**

**What is their role in the congregation:**

**What responsibilities for this plan does this person hold:**

**Phone Number:**

**Email:**

### Communication with Church Staff, Congregant, or Non-Church Organization

We recognize that open, two-way communication between church leadership, staff, diocesan staff, and other churches, about church campus violence issues is essential to a safe and productive church campus. The following communication system is designed to facilitate a continuous flow of church campus violence prevention information between church leadership and church staff in a form that is readily understandable by all church staff, congregants, or non-church organizations utilizing the church campus. The communication system consists of one or more of the following:

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- New church staff, congregants, or non-church organization's orientation includes church campus violence prevention policies and procedures
- Church campus violence prevention training programs
- Regularly scheduled meetings that address security issues and potential church campus violence hazards
- Frequent communication between church staff, congregants, or non-church organizations and congregational leadership about church campus violence prevention and violence concerns
- Ensuring that church leaders and church staff, congregants, or non-church organizations can communicate effectively and in the church staff, congregant, or other person's first language
- Posted or distributed church campus violence prevention information
- Method(s) by which church staff, congregants, or non-church organization can anonymously report a violent incident, threat, or other violence concerns without fear of reprisal or adverse action.
- Method(s) by which church staff, congregants, or non-church organization can non-anonymously report a violent incident, threat, or other violence concerns without fear of reprisal or adverse action.
- Posted or distributed contact information for who to call for emergency response
- Sharing training materials and incident reports with other churches or organizations to ensure a coordinated response to any incidents
- Other (please specify):

**Church staff, congregant, or other person's concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. Results of investigations shall be provided via:**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Updates given at safety meetings
- Updates given at staff and/or leadership meetings
- Updates given at meetings with other organizations sharing the facilities
- Email announcements
- Direct phone calls
- Postings
- Other (please specify):

## Emergency Response Procedures

**What measures will you use to alert church staff, congregants, or non-church organizations of the presence, location, and nature of church campus violence emergencies?**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Audible tone alarm (e.g. fire alarm, or panic alarm)
- Visual alarm
- Public Address (PA) announcements
- Text alerts
- Verbal Announcement
- Other (please specify):

**All congregations shall have an evacuation or sheltering plan. Which of these will be included in your plan?**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Map(s) of evacuation routes
- Location(s) of emergency exits
- Instructions for sheltering in place
- Safe assembly point
- Procedures to assist those who speak different languages
- Procedures to assist those with disabilities or mobility needs
- Other (please specify):

**What is the name of your local police department?** (what agency has jurisdiction in your area)

**What is the street address and city of your local police department?**

**What is the non-emergency phone number of the police?**

**What is the name of the church representative responsible for emergency response at your location?** (may be the same as the party with authority, however, it should be somebody who can provide focused attention to the situation)

**What is the role of the church representative responsible for emergency response at your location?** (are they key holders, can they provide a floorplan, are they simply a communicator to bridge between responders and somebody better suited, etc.)

**What are they responsible for?**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Emergency response
- Coordinating emergency response procedures
- Hazard identification
- Communicating with employees about the plan
- Conducting safety inspections
- Coordination and communication with other businesses and organizations
- Other (please specify):

**What is the phone number for the church representative responsible for emergency response at your location?**

**What is the email address for the church representative responsible for emergency response at your location?**

**What is the name of the secondary church representative responsible for emergency response at your location?** (who will hold responsibility for this position when the primary person is on vacation, ill, or otherwise unavailable)

**What is the role of the secondary church representative responsible for emergency response at your location?** (may be the same jobs as the person with primary responsibility, however, this person may also be a supplement to the person with primary responsibility)

**What are they responsible for?**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Emergency response
- Coordination and communication with other businesses and organizations
- Hazard identification
- Coordinating emergency response procedures
- Conducting safety inspections
- Communicating with employees about the plan
- Other (please specify):

**What is the phone number for the secondary church representative responsible for emergency response at your location?**

**What is the email address for the church representative responsible for emergency response at your location?**

**Do you have any other emergency response procedures? y/n**

**Please list your additional emergency response procedures, using one line for each procedure.** (leave blank if this does not apply)

**Church Campus Violence Hazard Identification and Evaluation**

**Both the Diocesan Injury & Illness Prevention Plan and the Congregational Violence Prevention Plan require periodic inspection to identify unsafe conditions and behaviors. How often will this be done?"** (the absolute minimum required by law is once a year)

- once a month
- quarterly
- bi-annually
- once a year

**What is the name of the designated individual who will perform periodic inspections to identify and evaluate church campus violence and hazards?** (can be the same as somebody holding responsibility for another part of the plan)

**What area/department/specific location of the church campus will this individual be responsible for (i.e., building security, overall supervision, etc.)?**

**Are there other individuals who are responsible for performing periodic inspections to identify and evaluate church campus violence and hazards?** Y/N (if yes, we will need to know the same information – name and area of responsibility – for each person)

**What is the name of the designated individual who will perform periodic inspections to identify and evaluate church campus violence and hazards?** (leave blank if this does not apply)

**Which of these are items that may need to be assessed during inspections as risks for church campus violence at your location?**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Effective location and functioning of emergency buttons and alarms.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- The need for violence surveillance measures, such as mirrors and cameras.
- The exterior and interior of the church campus for its attractiveness to burglars and robbers.
- Whether church staff, congregant, or non-church organization have access to a telephone with an outside line.
- Whether church staff, congregant, or non-church organization have effective escape routes from the church campus.

- Whether church staff, congregant, or non-church organization have a designated safe area where they can go in an emergency.
- Adequacy of church campus security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Church staff, congregant, or other person's skill in safely handling threatening or hostile service recipients (example: security guards).
- How well our church's leadership and church staff, congregants, or non-church organization communicate with each other.
- The use of behaviors such as the "buddy" system for specified emergency events.
- The availability of church staff, congregant, or other person's escape routes.
- Effectiveness of systems and procedures that warn others of actual or potential church campus violence danger or that summon assistance, e.g., alarms or panic buttons.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the church campus.
- Access to and freedom of movement within the church campus by non-church staff, congregants, or non-church organization, including recently separated church staff, congregants, or non-church organization or persons with whom one of our church staff, congregants, or non-church organization is having a dispute.
- Frequency and severity of church staff, congregant, or other person's reports of threats of physical or verbal abuse by church leaders or other church staff, congregants, or non-church organization.
- Procedures for church staff, congregants, or non-church organization response during a robbery or other criminal act, including any policy prohibiting church staff, congregant, or non-church organization, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Other (please specify):

### Church Campus Violence Hazard Correction

**Which of these are *additional* procedures to correct church campus violence hazards that are identified at your location?**

(bullet points are only suggestions that may be utilized by the congregation, please feel free to add a course of action that will work in your setting)

- Ensure adequate escape routes.
- Improve lighting around and at the church campus.
- Establish a policy for prohibited practices, such as a no-weapons policy.
- Hire security guards and have them patrol the church campus interior and perimeter.
- Install security surveillance cameras in and around the church campus.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Provide procedures for a "buddy" system for specified emergency events.
- Limit the amount of cash on hand and use time access safes for large bills.
- Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Install effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure church staff, congregants, or non-church organizations have access to a telephone with an outside line.
- Provide church campus violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the church campus and to dissuade criminal activity.
- Ensure that church staff or other contract disciplinary and discharge procedures address the potential for church campus violence in bylaws and/or personnel handbooks.
- Increase awareness by church leadership and staff, congregants, or non-church organizations of the warning signs of potential church campus violence. (example: post "Power of Hello" posters in areas where people "get ready" for worship and are easily seen by ushers/greeters, post the contact information for local responders [911 if appropriate or 10 digit number when 911 will cause unnecessary delays] and the church street address in plain site, have a code of conduct clearly visible, etc.)
- Control access to, and freedom of movement within, the church campus by non-church staff, congregants, or non-church organizations, including recently discharged church staff, congregants, non-church organizations, or persons with whom one of our church staff, congregants, or non-church organizations is having a dispute.
- Other (please specify):

## Procedures for Post Incident Response and Investigation

**Does your congregation have procedures after the event that are in addition to what is required by the law? Examples: Support and resources, such as counseling services, are provided to affected church staff, congregants, or non-church organization (These resources could include referrals to counseling services, information about church staff, congregant, or other person's assistance programs, and time away if necessary.)**

Y/N? (this is not a legal requirement under the law, but is a good idea for all traumatic events)

**Please describe the other post incident procedures, using one line for each procedure.**

## Training and Instruction

**Which of the following are additional training or instruction opportunities your location will provide?** (these possible congregational resources are not required under the law, but are a good idea for all congregations so help prepare congregants for the worst case scenario)

- None
- Church staff, congregant, or other person's routes of escape.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- RUN – HIDE – FIGHT training, and other response training as congregation deems appropriate
- Emergency medical care provided in the event of any violent act upon church staff, congregant, or other person
- Post-event trauma counseling for church staff, congregant, or other person desiring such assistance.
- Strategies to avoid/prevent church campus violence and physical harm, such as:  
How to recognize church campus violence hazards including the risk factors associated with the four types of church campus violence, Ways to defuse hostile or threatening situations.
- Other (please specify):

## A Few Questions About Your Ministries

**Organized Groups:** (please indicate if any of these ministries are active in your congregation)

- Adult faith formation
- Alcoholics Anonymous (AA)/Narcotics Anonymous/Twelve Step
- Bible study
- Boy Scouts
- Brotherhood of St. Andrew
- Choir
- College student group
- Daughters of the King
- Education for Ministry (EFM)
- Episcopal Church Women (ECW)
- Eucharistic Ministers/Visitors
- FORMA
- Girl Scouts
- Girl's Friendly Society
- Godly Play
- Good News Gardens
- Habitat for Humanity
- Journey to Adulthood (J2A)
- Lay pastoral care (e.g. Stephen Ministry, Community of Hope)
- LGBTQ group
- Men's group
- Neighborhood associations
- Nursery
- Preschool
- Young adult group
- Youth faith formation/Sunday school
- Youth group

**Property Assets:** (please indicate the physical resources of your church campus that can be put to use in case of a large disaster event)

- Ability to house volunteers overnight
- Episcopal Cathedral
- Back-up power
- Classrooms

- Commercial kitchen
- Garden space
- Gymnasium
- Kitchen
- Large parking lot
- Large meeting space
- Meeting spaces
- Shower facilities

## Employer Reporting Responsibilities

**How many individuals assisted in preparing this document?**

- 1
- 2
- 3
- 4

**Preparer #1 Name:**

**Preparer #1 Email:**

**Preparer #1 Phone Number:**

**Preparer #2 Name:**

**Preparer #2 Email:**

**Preparer #2 Phone Number:**

**Preparer #3 Name:**

**Preparer #3 Email:**

**Preparer #3 Phone Number:**

**Preparer #4 Name:**

**Preparer #4 Email:**

**Preparer #4 Phone Number:**

**Name of the individual submitting this document:**

**Email address of the individual submitting this document:**

**Phone number of the individual submitting this document:**

**Name of the individual certifying this document:** (same person listed on page 1 who has authority and responsibility for this plan)

**Position/title of the individual certifying this document:**

**Email address of the individual certifying this document:**

**Phone number of the individual certifying this document:**

**Submission date:**

**NOTE: The person certifying this document, must be available to make a digital signature via touchpad or mouse, upon completion of data entry**

For questions:

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