**SOP: Organize and Use the Church Property Map**

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| Objective |
| To ensure the effective use of a detailed church property map for systematic search operations during a missing child drill or emergency. This SOP focuses on organizing search zones, assigning responsibilities, and maintaining the map for long-term readiness. |
| Procedures |

**1. Organize Search Zones Using the Map**

1. **Divide Property into Zones**:

* Use the pre-created map to segment the church property into logical and manageable zones (e.g., Zone A, Zone B).
* Ensure each zone is clearly labeled and covers a specific area, such as classrooms, sanctuary, parking lot, or playgrounds.

2. **Categorize Zones by Risk Level**:

* High-Risk Zones: Bathrooms, closets, stairwells, playgrounds.
* Medium-Risk Zones: Hallways, classrooms, open areas.
* Low-Risk Zones: Offices, storage units, or minimally trafficked areas.
* Highlight high-risk zones for immediate search priority.

3. **Create Zone-Specific Checklists**:

* List key areas to search within each zone (e.g., “Behind storage shelves in Zone C”).
* Include safety precautions required for certain areas (e.g., “Low clearance” or “Uneven flooring”).

**2. Assign and Coordinate Search Responsibilities**

1. **Assign Search Zones**:

* During drills or emergencies, the Child Safety Drill Leader assigns specific zones to individual searchers or teams.
* Ensure searchers are familiar with their assigned zones and can navigate them quickly.

2. **Prioritize High-Risk Zones**:

* Dispatch teams to high-risk areas first, ensuring those zones are cleared promptly.
* Allocate additional personnel to large or complex high-risk zones.

3. **Track Progress**:

* Use a central log or checklist to track which zones have been searched and cleared.
* Require searchers to confirm zone clearance with timestamps and their initials.

4. **Adjust Assignments as Needed**:

* Reassign searchers to unsearched zones or assist in larger zones based on progress updates.
* Address gaps or missed areas immediately by reviewing the map in real time.

**3. Monitor and Utilize the Map During Drills and Emergencies**

1. **Distribute the Map**:

* Provide team members with printed or digital copies of the map for quick reference.
* Ensure the Communication Coordinator has a master copy to track overall progress.

2. **Use Central Coordination**:

* The Communication Coordinator tracks which zones have been cleared and communicates updates to leadership.
* Highlight cleared zones on the map for visual clarity during real-time operations.

3. **Incorporate Feedback**:

* Collect input from searchers after each drill or emergency regarding the usability of zones.
* Note any areas of confusion or difficulty for improvement.

**4. Maintain and Update the Map**

1. **Regular Reviews**:

* Review the map every six months or after structural changes to the property.
* Confirm that all marked zones remain accurate and relevant.

2. **Post-Drill Updates**:

* Evaluate the effectiveness of the current zoning during the debrief.
* Adjust zone boundaries or labels as necessary to improve future searches.

3. **Train Team Members**:

* Ensure all team members understand the layout of the property and their roles within their assigned zones.
* Conduct walkthroughs of zones for new team members.

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| Roles and Responsibilities |

1. **Child Protection Coordinator (CPC)**:

* Oversees the map’s organization and updates.
* Ensures team members are trained to use the map effectively.

2. **Child Safety Drill Leader**:

• Assigns search zones during drills or emergencies.

• Adjusts assignments as progress is tracked.

3. **Zone Searchers**:

• Conduct thorough searches of their assigned zones.

• Report completion status promptly to the Communication Coordinator.

4. **Communication Coordinator**:

• Tracks zone clearance and updates leadership on overall search progress.

• Ensures no zones are overlooked.

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| Tools and Resources Required |

1. **Church Property Map**:

* Clearly labeled with zones and risk categorizations.
* Available in both printed and digital formats.

2. **Zone Checklists**:

* Pre-printed or digital forms for searchers to track progress within their zones.

3. **Central Logbook**:

* Used by the Communication Coordinator to document zone clearance in real time.

4. **Communication Devices**:

* Walkie-talkies or mobile devices for searchers to maintain communication.

5. **Safety Equipment**:

• Flashlights, gloves, and any necessary tools for accessing specific areas.

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| Deliverable |
| A fully developed and well-maintained church property map, effectively utilized to organize search operations during missing child drills or emergencies. This ensures a rapid, systematic, and accurate response in emergency situations. |