Standard Operating Procedure (SOP) for Creating a Property and Floor Plan Map for a Missing Child Drill

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| Objective |
| This SOP provides a step-by-step guide to creating a property map and floor plan to be used during a missing child drill in a church setting. These maps ensure clarity, consistency, and effective emergency response. |
| Procedures |

### 1. Collect Building Exit Maps

**A. Identify Existing Maps**

* Locate emergency exit maps or evacuation plans already posted in the building or stored in administrative records.
* Ensure the maps are up-to-date and reflective of the current building layout.

**B. Digitize the Maps**

1. Scan physical copies or take high-quality photographs for digital use.
2. Save the files in common formats such as PDF, JPEG, or PNG for easy editing and sharing.

**C. Verify Accuracy**

* Compare maps with the actual building layout.
* Annotate maps manually or digitally if discrepancies are found.

### 2. Obtain Property Boundary Information

**A. Access County GIS Resources**

* Visit the local county assessor’s office or their website to locate property boundary maps.
* Download or print the property map, which typically includes boundary lines, neighboring properties, and landmarks.

**B. Use Satellite Tools for Reference**

* Use Google Maps, Google Earth Pro, or similar tools to capture a satellite view of the property.
* Save screenshots or print images to use as a background layer for the final map.

**C. Identify Key Outdoor Areas**

* Highlight important outdoor areas, such as:
  + Parking lots
  + Playgrounds
  + Outdoor gathering spaces
  + Emergency assembly points

### 3. Combine Building and Property Maps

**A. Manual Combination**

* Print both the digitized building exit map and the property boundary map.
* Use tracing paper or overlays to merge the property lines onto the building map.

**B. Digital Combination**

1. Import both maps into an editing tool (e.g., Canva, Adobe Acrobat, Google Slides).
2. Align and scale the building map over the property map.
3. Draw property boundaries and annotate key areas, including exits and assembly points.

**C. Label Important Features**

* Clearly mark:
  + Building entrances and exits
  + Emergency assembly points
  + Search zones (e.g., parking lot, sanctuary, classrooms)
  + Any obstacles or restricted areas

### 4. Validate the Map

**A. Walk the Property**

* Use the draft map to physically inspect the property and building layout.
* Confirm that boundaries, exits, and key features match real-world conditions.

**B. Seek Feedback**

* Share the draft map with the safety team, church leadership, and emergency response coordinators for review.
* Incorporate feedback to improve accuracy and usability.

### 5. Finalize and Distribute the Map

**A. Create Clear and Accessible Formats**

* Ensure the final map is easy to read with clear labels and high-contrast visuals.
* Use color-coding for property lines, exits, and search zones.

**B. Save in Multiple Formats**

* Save the map as a PDF for printing and digital sharing.
* Keep an editable version (e.g., Canva, PowerPoint) for future updates.

**C. Print and Post**

* Print copies to distribute to safety team members and drill participants.
* Post maps in strategic locations, such as main entrances, classrooms, and common areas.

### 6. Review and Update

**A. Periodic Updates**

* Schedule annual reviews of the maps to ensure accuracy.
* Update maps immediately after any building modifications or property changes.

**B. Drill Debriefs**

* After each missing child drill, assess the map’s effectiveness and incorporate any necessary revisions.

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| Roles and Responsibilities |

**1. Safety Coordinator**

* Oversees the creation, validation, and maintenance of the maps.

**2. Volunteers**

* Assist in map review and provide feedback during drills.

**3. Church Leadership**

* Approves final maps and ensures they are properly distributed.

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| Tools and Resources Required |

1. **GIS Mapping Resources**

* Online property boundary maps from county assessor websites.

1. **Editing Software**

* Canva, Adobe Acrobat, Google Slides, or similar tools for digital map creation.

1. **Printing Equipment**

* High-quality printer for physical copies.

1. **Satellite Imagery**

* Google Maps or Google Earth Pro for aerial property views.

1. **Training Materials**

* SOP documentation for reference and implementation.

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| Deliverable |
| A finalized, accessible property and floor plan map, validated and distributed to all necessary stakeholders, ensuring effective response during missing child drills. |