# SOP: Conduct Scenario Planning and Schedule Drills

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| Objective |
| To design, plan, and schedule effective missing child drills that test the preparedness of the Child Protection Team (CPT) and identify areas for improvement. This SOP ensures the scenarios are realistic, diverse, and align with the church’s unique environment, promoting continuous improvement in emergency response. |
| Procedures |

### 1. Develop Realistic Scenarios

1. **Identify Common Situations**:

* Brainstorm potential situations based on the church’s layout and typical events, such as:
  + A child leaving a classroom unnoticed during Sabbath School.
  + A child wandering away from their family during a social event.
  + A child hiding in a storage room or behind furniture during worship.

2. **Create a Scenario Template**:

* Define essential elements of the scenario, including:
  + Child’s Description: Age, clothing, distinguishing features.
  + Starting Point: Where the child was last seen.
  + Specific Challenges: Crowded spaces, limited visibility, locked doors.

3. **Incorporate Complexity Gradually**:

* Begin with simple scenarios for early drills (e.g., a child lost in one zone).
* Add complexity over time (e.g., multiple zones, simulated parent interactions, or external involvement).

### 2. Schedule Drills

1. **Establish a Drill Calendar**:

* Schedule at least two drills annually, spaced evenly across the year.
* Include one drill during a high-attendance event (e.g., worship service) and one during a less busy time (e.g., midweek meeting).

2. **Announce Drills to Leadership**:

* Share the drill calendar with church leadership to ensure alignment with other church activities.
* Notify key stakeholders, including the pastor, deacons, and the Child Protection Coordinator (CPC).

3. **Inform the Congregation**:

* Provide advance notice to the congregation, explaining the purpose and timing of the drill.
* Reassure members that drills are practice exercises to improve safety and readiness.

### 3. Prepare for the Drill

1. **Assign Roles**:

* Select a volunteer child (with parental consent) to act as the missing child.
* Assign key positions within the CPT, such as:
  + Child Safety Drill Leader: Oversees the drill execution.
  + Zone Searchers: Conduct systematic searches in designated areas.
  + Parent Liaison: Handles interactions with the simulated or real parents.
  + Communication Coordinator: Tracks progress and provides updates.

2. **Simulate Realistic Conditions**:

* Hide the volunteer child in a safe, monitored location.
* Set up the drill scenario to mimic real-life challenges, such as:
  + Dimly lit areas.
  + Crowded spaces.
  + Locked or restricted access points.

3. **Review Procedures**:

* Conduct a pre-drill briefing with the CPT to review:
  + Scenario details.
  + Search protocols.
  + Communication expectations.

### 4. Execute the Drill

1. **Initiate the Drill**:

* Use the designated code phrase (e.g., “Code Amber”) to announce the missing child scenario.
* Start a timer to track the overall response time.

2. **Monitor the Drill**:

* Observe team performance in real-time, noting strengths and challenges.
* Ensure the volunteer child remains safe and monitored throughout the drill.

3. **Provide Updates**:

* The Communication Coordinator shares progress updates with the CPT and leadership.
* Simulate interactions with parents, providing status updates and reassurance.

4. **Conclude the Drill**:

* Announce the conclusion once the child is located.
* Record the total time taken and any challenges encountered.

### 5. Post-Drill Evaluation

1. **Debrief the Team**:

* Hold a meeting immediately after the drill to discuss:
  + What went well.
  + What challenges were encountered.
  + Feedback from each CPT member.

2. **Gather Feedback from the Congregation**:

* Provide an opportunity for congregants to share their observations and suggestions.

3. **Document Findings**:

* Use a structured report to summarize:
  + Drill scenario details.
  + Response times.
  + Areas of excellence and improvement.

4. **Plan Next Steps**:

* Update training materials and procedures based on feedback.
* Adjust the scenario template and drill calendar as needed.

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| Roles and Responsibilities |

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

* Oversees the development of scenarios and the scheduling of drills.
* Ensures all CPT members are trained and ready for the drill.

2. **Child Safety Drill Leader**:

* Leads the execution of the drill, ensuring all procedures are followed.
* Monitors team performance and provides guidance during the drill.

3. **Zone Searchers**:

* Conduct systematic searches within their assigned zones.
* Report progress and challenges to the Communication Coordinator.

4. **Communication Coordinator**:

* Tracks overall drill progress and updates the CPC and leadership.
* Ensures real-time communication among the team.

5. **Parent Liaison**:

* Simulates or handles interactions with parents, providing updates and reassurance.

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| Tools and Resources Required |

1. **Drill Scenario Template**:

* A structured document outlining the details of each drill scenario.

2. **Church Property Map**:

* Clearly labeled map with designated search zones.

3. **Communication Devices**:

* Walkie-talkies or mobile devices for real-time updates.

4. **Stopwatch or Timer**:

* To track overall response time.

5. **Documentation Tools**:

* Logbooks or digital tools to record findings and feedback.

6. **Safety Equipment**:

* Flashlights, gloves, and other tools as needed for specific zones.

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| Deliverable |
| A well-structured, thoroughly planned missing child drill that effectively tests the Child Protection Team’s readiness, identifies areas for improvement, and ensures a continuous enhancement of emergency response procedures. |