

EMERGENCY OPERATIONS PLAN



LIGHT OF THE VALLEY
—LUTHERAN CHURCH—
SHINING THE LIGHT OF JESUS

EMERGENCY OPERATIONS PLAN FOR LIGHT OF THE VALLEY

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INTRODUCTION

Purpose

Any emergency that involves Light of the Valley could impact the operations of the church, cause physical damage to the facilities, disrupt regular activities, and threaten the church's ability to serve its congregants and the community. The purpose of this guide is to provide clear direction concerning reasonable safety measures and procedures for the timely and efficient response to threats and emergencies.

Facility Information

Church Name: **Light of the Valley Lutheran Church**
Church Address: **1074 N Fairfield Rd, Layton, UT 84041**
Telephone Number: **801-444-1691**

Year facility was built: 1984
Type of Construction: Wood frame, brick exterior
Number of Stories: 1

Electric Utility Company: **Rocky Mountain Power**
Gas Utility Company: **Dominion Energy**
Internet Provider: **XMission / Utopia**

Location of Utility Shut-offs:

- Fuse Box in storage room near the kitchen sink
- Gas Meter on north outside wall
- Water shut off on the northwest corner of the property

Type of Security Alarm System: N/A
Security Alarm Company: N/A
Location of Security Alarm Panel: N/A

Type of Fire Alarm System: N/A
Fire Alarm Company: N/A
Location of Fire Alarm Panel: N/A

Facility Access procedures (to include areas with controlled access, such as use of doorbells or other notification devices, during off hours): Key box with code; pastor and trustee have keys & code

EMERGENCY RESPONSE TEAM

Definition: The Emergency Response Team includes designated members of our congregation who are knowledgeable about our Emergency Operations Plan and, in the event of an emergency, can work together to ensure the safety of the congregation.

Members of the Emergency Response Team may work together to:

- periodically review and update the Emergency Operations Plan
- communicate information from the Emergency Operations Plan to the congregation
- coordinate emergency training and drills

In the event of an emergency, members of the Emergency Response Team should **call 911**, if necessary; identify themselves as such to any responding emergency personnel (e.g. police officers, paramedics, etc); and assist those emergency personnel as they are able.

★ Direction and Control

Pastor, Congregational President, and Congregational Vice-President

Definition: Direction and Control includes the members of our church leadership who have the authority to make time-sensitive emergency decisions on behalf of the congregation and facility.

In the event of an emergency, Direction and Control may be responsible for:

- working with other Emergency Response Team members to evaluate an emergency
 - making time-sensitive **emergency decisions** regarding the welfare and safety of the congregation and the security of the property
 - speaking with the **media** on behalf of the congregation
-

★ Building Coordinator

Head Trustee, Ushers

Definition: A Building Coordinator is a staff member or volunteer trained to know the floor plans of the building and the emergency evacuation procedures for any emergency.

In the event of an emergency, a Building Coordinator may be responsible for:

- working with other Emergency Response Team members to evaluate an emergency
 - directing congregation members where to go in event of a **evacuation, lockdown, or shelter-in-place**
 - relaying information about the building and property to the emergency agency/agencies involved (e.g., law enforcement, fire department, paramedics, emergency management, etc.)
-

★ Incident Coordinator

Staff Member or Activity Leader on Duty at Time of Incident

Definition: Any staff member or volunteer leading activities at church assumes responsibility for implementing the Emergency Operations Plan in response to an incident and providing leadership until other Emergency Response Team members or emergency personnel arrive on scene.

In the event of an emergency, an Incident Coordinator may be responsible for:

- providing calm leadership and guidance to congregation members during an emergency
- working with other Emergency Response Team members to evaluate the emergency
- **calling 911 or contacting other emergency agencies** (e.g., law enforcement, fire department, paramedics, emergency management, etc.) as necessary and relay to them any pertinent information about the incident
- ensuring proper **communication** during an emergency, including **delegating** emergency actions
- assisting in (or directing, if a Building Coordinator is unavailable) an evacuation, lockdown, or shelter-in-place

★ Security Team

Ushers

Definition: A Security Team member is a staff member or volunteer who has been trained to provide a sense of safety to church members and guests. Security Team members must be familiar with the layout of the buildings and understand emergency means of egress and traffic patterns. Military/Law Enforcement experience is suggested, and members must receive training for this position.

Responsibilities include:

- monitoring the property (especially before, during, and after church events) for anyone or anything out of place
- identifying questionable behavior

In the event of an emergency, Security Team members may be responsible for:

- **calling 911** or contacting other emergency agencies regarding any behavior that could escalate out of control and relaying to them any pertinent information about the incident
- confronting a potential threat
- working with the Building Coordinator in directing congregation members where to go in event of a evacuation, lockdown, or shelter-in-place

★ Medical Response Team

Definition: A Medical Response Team member is any member of the congregation who has been trained in medical emergencies and is able to respond to the emergency event.

In the event of an emergency, Medical Response Team Members may be called upon (by the Incident Coordinator) to:

- work with other Emergency Response Team members to evaluate a medical emergency
- provide first aid to those incurring a medical emergency until emergency medical personnel arrive on scene
- delegate emergency medical actions as necessary

★ Safety Response Team

Definition: The Safety Response Team members include any other staff members or volunteers who understand and are prepared to aid in facilitating a safe and effective response to any emergency situation based on our Emergency Operations Plan.

In the event of an emergency, Safety Response Team members may be called upon (by the Incident Coordinator, Building Coordinator, or Security Team) to:

- help Emergency Response Team members to evaluate the emergency
- help direct congregation members where to go in event of a evacuation, lockdown, or shelter-in-place
- help to minimize hazards
- help ensure proper communication during an emergency

EMERGENCY PROCEDURES

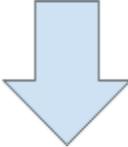
Notification Procedures

Light of the Valley Church will receive severe weather alerts via cell phone.

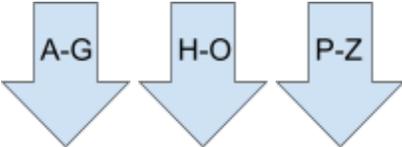
In the event of a threat of a suspicious condition, potential active shooter, or other incident which will affect the congregation, information will be disseminated to the congregation/facility users via the following phone tree.

PHONE TREE

Pastor -or-
Congregational President -or-
Congregational Vice President



Elders



Congregation Members
(according to alphabetical groupings)

Response Procedures

→ Intruder/Vandalism/Active Shooter

If an intruder is discovered in the building or if a breakin is suspected:

- **Call 911** immediately and provide as much information as possible.
- Do not approach the intruder or intervene in any ongoing activity by the intruder.
- If possible, provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapon(s), if any.
- Notify members of the Emergency Response Team as discreetly as possible.

If a hostile person(s) is actively causing physical or deadly harm, or has threatened deadly harm, or is barricaded within a building, the following procedures should be followed:

- **Call 911** immediately and provide as much information as possible.
- If possible, exit the building or lock yourself in the room you are in at the time of the threatening activity.
- Don't stay in open areas.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Stay calm and be as quiet as possible. Silence electronic devices.
- Remain in place until given an all clear by the Security Team or law enforcement.

If you are caught in an open area such as a hallway or main congregation area, you may need to evaluate the risks of taking the following actions:

- **Running.** If possible, get away from the area. Leave personal belongings behind. Do not run in a straight line. If possible, keep objects between you and the hostile person(s). Use trees, vehicles or any other object to block you from view as you run. When away from immediate danger, summon help and warn others.
- **Hiding.** Make sure you are well-hidden. This can be risky, as you may be found as the intruder moves through the building.
- **Playing dead.** If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead by lying among other victims.
- **Fighting back.** Try to disrupt or incapacitate the shooter by using aggressive force and items around the area, such as fire extinguishers or chairs.

Once law enforcement arrives, clearly identify yourself and obey all commands such as getting down on the ground, dropping all objects (including cell phones) from hands and putting hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Once identified and cleared, the Security Team should meet with first responders and provide as much information as possible (i.e. location of safe zones, last known location of the threat, facility access points and childcare location and access, etc.). Continue to manage safe zones and assist first responders, as directed.

→ Medical Emergency

Regular CPR/First Aid training is recommended for all leaders.

Minor injuries can be treated with supplies in the first aid kits located:

- in the kitchen on the south wall
- in the Sunday School room in the second cabinet from the door, on the top shelf

In case of a major medical emergency:

- **call 911** and be prepared to provide information about the location, the person(s) involved, and the nature of the injury or illness
- stay on the line until help arrives
- do not move the ill or injured person unless necessary for safety reasons

When professional help arrives:

- allow responding units to take control of situation
- stand by (along with Emergency Response Team members) to assist as needed
- fill out an Incident Report (in [Appendix 1](#))
- if needed, initiate a phone tree (see [NOTIFICATION PROCEDURES](#))

→ Severe Weather

If indoors, the general responses to a severe weather (wind, thunderstorm, or tornado) warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings (Sanctuary or Narthex)
- Move away from the building perimeter area (Meeting room, offices, nursery)
- If moving to a safer location in the building is not possible, get under a desk or table in an interior room within the facility.
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" signal is given. If circumstances change and new dangers are present, seek a different safe place.

If outdoors, the general responses to a severe weather warning are:

- Move indoors to an interior room
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground.

Designated safe areas within the facility for use as a tornado shelter:

- Fellowship Hall
- Sunday School Room

→ Fires and Smoke

If you detect smoke or fire, or if a smoke detector sounds:

- Evacuate immediately, using the nearest exit. Walk quickly. Do not run. Emergency Response Team members should direct congregation members to gather outside at the Emergency Designated Meeting Area* for a headcount.
- **Call 911** and be prepared to provide information about the location and emergency situation
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.

***Emergency Designated Meeting Area:**

Cell phone tower at southeast corner of the property

→ Earthquake

Evacuate immediately, using the nearest exit. Walk quickly. Do not run. Emergency Response Team members should direct congregation members to gather outside at the Emergency Designated Meeting Area* for a headcount.

***Emergency Designated Meeting Area:**

Cell phone tower at southeast corner of the property

Reunification Procedures

1. Family members will reunite at the Emergency Designated Meeting Area.*
2. Family members will be provided with timely, accurate, and relevant information.
3. Those affected will be provided crisis counseling or psychological support during and after the incident.

***Emergency Designated Meeting Area:**

Cell phone tower at southeast corner of the property

CHILD PROTECTION POLICY

For Sunday School, Bible Camp, and other activities involving minors

(Updated: Apr 2022)

Code of Conduct

Those who accept the responsibility of working with children at Light of the Valley agree to:

- treat children with respect and dignity;
- do their best to prevent abuse, neglect, and exploitation of children participating in activities;
- not engage or condone acts of physical, emotional, or sexual abuse;
- report any abuse, inappropriate behaviors, or possible policy violations.

Supervision Guidelines

Two-Adult Leadership

Whenever possible, two unrelated adults should be present at all activities involving children, including Sunday School.

If absolutely necessary, an adult may work alone with children so long as:

- there is visual access to the room (e.g. open door or room with window in the door)
- there are many other people in the church (e.g. Sunday morning), and
- parents are informed that there will only be one adult present and are encouraged to check in.

Physical Displays of Affection

Common expressions of affection (e.g. hugs), affirmation (e.g. pats on the back, high fives), support or physical caretaking, when done without sexual connotations, are appropriate in this community of Christian brothers and sisters. Expressions of affection should not be excessive or imposed upon others. No child should be made to feel guilty if they do not wish to participate in these expressions of affection and will be made aware that they're free to participate or not as they feel comfortable.

Privacy

Children must use the bathroom on their own during Sunday School and Youth activities. A supervising adult may wait outside the entrance to the bathroom. If physical assistance is needed, this should be done by a parent/guardian.

No photographs of children may be taken or utilized for personal use

Discipline

- A. If a child is behaving inappropriately, the adult will tell the child specifically what they are doing that is not acceptable and state the expected behavior.
- B. If inappropriate behavior continues, the child may be directed to another activity or placed in an area of the room where they will not be disrupting others for a limited time (the number of minutes not to exceed the age of the child).
- C. If disruptive behavior continues, the child may be taken to the Sunday School director, activity leader, or a parent.

- D. No form of physical punishment (hitting, slapping, spanking, etc) or verbal abuse (name calling, insulting, demeaning, etc) is permitted.

Other inappropriate behaviors

Adults shall not engage in inappropriate behavior with children. Examples include but are not limited to:

- touching or interacting with children in a way that is intended to be sexually stimulating,
- seeking private time with children or taking children on outings without other adults,
- making sexual jokes or comments about sexual topics in front of children,
- swearing, telling off-color jokes, or using other "crude" language in front of children.

Security

The east-facing door of the Sunday School room, as well as the south-facing (parking lot) door in the hallway will remain locked when not in use. Congregants are asked to enter using the west-facing front doors before and during Sunday School.

If children are outside, an adult should also be outdoors supervising.

Reporting Abuse

The state of Utah designates a mandatory reporter as "any person who has reason to believe that a child has been subjected to abuse or neglect" (Utah Code Ann. §62A-4a-403). This report must be made to a law enforcement agency or the Division of Child and Family services. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons who report suspected abuse in good faith and without malice. "In good faith" means that the person submitting the report believes what he or she is reporting to be true.

All knowledge about abuse or suspected abuse should also be shared, as soon as possible, with one of the following: Pastor, Sunday School Director, or Congregational President. Light of the Valley will cooperate fully with government authorities in investigations of allegations of child abuse. Light of the Valley will be in contact with parents/guardians of alleged victims and those accused of allegations, as necessary, and will make proper reports to government and law enforcement authorities.

In an emergency situation:

1. **Call 911** to notify police.
2. Do what you can to make sure the child is safe.
3. As soon as possible, contact one of the following to report what has occurred: Pastor, Sunday School Director (or activity leader), Congregational President.
4. Document what was observed and reported, and give documentation to the Pastor, Sunday School Director (or activity leader), or Congregational President.

In cases of suspected physical, sexual, or emotional abuse or neglect:

1. Call Utah Department of Human Services Child & Family Services at (855) 323-3237 as soon as possible or fill out their online form: <https://dcfs.utah.gov/child-abuse-reporting-form/>.
2. Do what you can to make sure the child is safe.

3. As soon as possible, contact one of the following to report what has occurred: Pastor, Sunday School Director, Head Elder.
4. Document what was observed and reported and give documentation to Pastor, Sunday School Director, or Head Elder.

In cases of inappropriate behavior or policy violations that warrant concern but are not abuse:

1. Share your concern with the Pastor, Sunday School Director (or activity leader), or the Head Elder.
2. Document what was observed and reported and give documentation to the Pastor, Sunday School Director (or activity leader), or Head Elder.

Responding to Allegations of Abuse

In the case of reported abuse, alleged perpetrators may be:

- asked to meet with the Pastor, Sunday School Director (or activity leader), and/or Head Elder to discuss the situation.
- removed from any position involving contact with children at Light of the Valley until the allegation is resolved.
- asked to refrain from activities involving contact with children for a specified period of time, or indefinitely, depending on the nature of the behavior.
- reported to Child Protective Services and/or the police.
- required to have an assigned escort (designated member of the congregation) any time he/she is at Light of the Valley.

If it is determined that abuse has occurred, a designated spokesperson for Light of the Valley will inform the congregation about the situation when appropriate to do so (i.e. disclosure of the situation will not jeopardize the investigation or cause undue hardship to the victim and accused), protecting the identities of those involved as needed, to avoid rumors and the spread of false information.

SEXUAL MISCONDUCT POLICIES

Sexual harassment is not only condemned by God's Word, but is also prohibited by state and federal law.

Reporting Misconduct

Any member or guest of LOTV needing to report that a staff member, volunteer, member, or guest of Light of the Valley Lutheran Church has committed sexual misconduct is encouraged to seek guidance from a Light of the Valley Pastor and/or Head Elder regarding filing an incident report (found in [Appendix A](#)).

For incidences of sexual misconduct or physical abuse involving pastors, teachers, vicars, full- or part-time employees, or volunteers of the church, see also the Wisconsin Evangelical Lutheran Synod's Sexual Misconduct Policy at <https://scdwels.files.wordpress.com/2009/07/wels-sexual-misconduct-policy.pdf>

- All allegations will be taken seriously.
- All allegations should be reported to the established authority as immediately as possible.
- All situations will be handled with due respect for people's privacy and confidentiality.
- Any occurrences of sexual harassment or abuse involving minors, the elderly, or other vulnerable individuals will be immediately reported to the police and Division of Child and Family Services, as outlined in the [Child Protection Policy](#).
- Every reasonable effort will be made to protect those involved in an allegation from retaliation.

Investigating an Allegation

- All allegations will be investigated expeditiously by established authorities.
- Full cooperation will be given to civil authorities.
- Any accused staff member or volunteer will be immediately relieved of their duties until the investigation is completed.
- All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action.
- Every reasonable effort will be made to protect those involved in an allegation or anyone responsible for investigating from retaliation.
- If warranted, church leadership may appoint a Grievance Review Committee consisting of three uninvolved individuals. The committee will gather all available information about the grievance, interview all involved person(s), prepare a written report of findings, and recommend a resolution within 30 days. The duly appointed chairperson of the Grievance Review Committee will present the committee's findings and proposed resolution to the Council for final review and approval.

Responding to Allegations of Sexual Misconduct

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek healing and assure the protection of all persons, while upholding the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

- Confirmed or proven involvement in sexual harassment, will result in corrective disciplinary action as outlined in these policies.
- False statements, inferences, and/ or accusations may also be subject to corrective disciplinary action.
- In cases of confirmed or proven sexual harassment, the church leadership will proactively move to be the agent of healing for the victim(s) through its many venues of pastoral compassion and care. The church leadership will also seek to be encouragers of repentance and perhaps restoration for the victimizer, through the process of discipline and its aftermath.

CHURCH ATTENDANCE POLICY FOR CONVICTED SEX OFFENDERS

In the desire to make disciples of all nations, Light of the Valley Church wishes to share the gospel with all people regardless of their backgrounds or current situations. As a church, we also recognize that church attendance may be helpful for some convicted sex offenders seeking healing and recovery. Great care must be exercised, however, in allowing convicted sex offenders to attend church because they have a criminal history of victimizing individuals. Those who have committed a sexual crime and who meet the criteria listed in this document must follow these guidelines in order to attend church services or activities.

If the person in question has not been convicted of sexual misconduct but is known to have offended, the church leadership should consult with the WELS for guidance and appropriate levels of restrictions and supervision. (See the WELS Congregational Guidelines for Dealing with Sexual Offenders as found in [Appendix A](#).)

Conditions for Convicted Sex Offenders to Attend Church

Before a convicted sex offender will be allowed to participate in activities (including weekly worship) at church, they must:

1. Contact the Church Pastor or Head Elder prior to attending church.
2. Report that they have committed a sexual offense and disclose the nature and details of that offense to church leadership.
3. Complete and sign a background release consent form (see [Appendix A](#)) authorizing a background check.
4. Show proof of compliance with all requirements imposed by the state, including registration or other conditions of probation.

The church will consult with the offender's probation officer (if any) and will reach out to one or more experts on managing convicted sex offenders. These experts may include a sex offender treatment provider, former child abuse prosecutors, or detectives specializing in cases involving sex offenders. In doing this, the church will assess whether it is prepared for such sex offender assimilation and if this candidate constitutes an acceptable risk. Depending on the circumstances, the following conditions may also be required:

1. All convicted sex offenders will be expected to have and regularly meet with a certified sex offender treatment therapist. The offender must sign a release form permitting the church to communicate directly with the therapist or other counselor regarding his or her treatment.
2. Any convicted sex offenders under state supervision must sign a release form permitting the church to communicate directly with the offender's Community Corrections Officer (CCO), probation officer, or other person filling a substantially similar role to that of probation officer.
3. All convicted sex offenders must have an individualized contract agreement detailing the requirements for the offender to follow while attending all church functions.
4. A convicted sex offender under community supervision will be required to:
 - a. Meet with a certified sex offender treatment therapist, his/her Community Corrections Officer (CCO), and Light of the Valley Board of Elders to determine the kinds of involvement that would be appropriate and to develop an individualized contract agreement.

- b. Sign an individualized Church Attendance Agreement (see [Appendix A](#)), along with a certified sex offender treatment therapist, CCO, and the Church Pastor or Head Elder.
 - c. Renew an individualized contract agreement every year with a certified sex offender treatment therapist, CCO and the church leadership
5. A convicted sex offender not on community supervision will be required to:
- a. Meet with a certified sex offender treatment therapist and the Board of Elders to determine the kinds of involvement that would be appropriate and to develop an individualized Church Attendance Agreement (see [Appendix A](#)), along with a certified sex offender treatment therapist and Church Pastor or Head Elder.
 - b. Renew the individualized contract agreement every two years with a certified sex offender treatment therapist and the Board of Elders, or as determined by the certified sex offender treatment therapist.
6. If Accountability Partners are required in the individualized Church Attendance Agreement, suitable Accountability Partners must be identified, screened, trained, and approved by the Board of Elders.
- a. Approved accountability partners are not to be close family members (except on rare occasions as approved by the church, therapist, and if applicable, probation officer).
 - b. Full disclosure of the crime and nature of the sexual offense must be provided to the approved Accountability Partners.
 - c. Clear expectations will be given to Accountability Partners concerning their supervision of the offender.

Some convicted sex offenders may be prohibited from attending Light of the Valley Church. Because Light of the Valley Church wants to be sensitive to and protective of victims and potential victims of sexual abuse or assault, convicted sex offenders will be prohibited from attending Light of the Valley Church for the following reasons:

- If a victim of the convicted sex offender is a member of Light of the Valley
- If the convicted sex offender has a history of not following established contract agreements with other churches.
- If the convicted sex offender does not follow all of the guidelines and conditions of the Sexual Misconduct Policy and individualized Church Attendance Agreement.

As long as there is a well-established church attendance policy for convicted sex offenders, and the local church board as well as church elders and have been made aware that a convicted sex offender is attending church, and the church has complied with all the requirements set forth in this policy, there is no need to notify the church membership.

A convicted sex offender may not serve or be put in a leadership position in the church.

Accountability Partner Requirements

Definition: A mature adult of the same gender as participant, over 25 years of age, designated by the church leadership, with no sexual misconduct history, and not a relative of the person defined in this agreement. An Accountability Partner shall be provided a copy of this agreement, advised of its content and appropriate protocol should concerns arise, and be willing to take this responsibility seriously.

Protocols for Accountability Partner

1. There shall be a designated Accountability Partner team leader to whom the other Accountability Partners report.
2. If the participant is on parole, the Accountability Partner shall be aware of the terms of the parole and shall coordinate with the participant's parole officer or case worker, as applicable.
3. The Accountability Partner shall observe the convicted sex offender at all times while attending church. The Accountability Partner will not, to the extent possible, allow the participant to be alone with other church members who are not also Accountability Partners or the church pastor and under no circumstances will the Accountability Partner permit the convicted sex offender to be alone with a minor.
4. If the Accountability Partner is unable to supervise for any reason, another designated Accountability Partner shall be assigned.
5. The Accountability Partner shall accompany the participant when access to restroom facilities is needed.
6. Any observed inappropriate behavior shall be reported to the Accountability Partner team leader, parole officer or case worker (as applicable) and pointed out to the participant. If the inappropriate behavior is serious, the matter will be referred to the Light of the Valley Congregational President or Pastor and, if applicable, the police.

Accountability Partner Team Leader: _____

List of designated Accountability Partners (appropriate number for this agreement):

Appendix A: FORMS

1. [Sunday School Teacher Form](#)
2. [Background Check Authorization Form](#)
3. [Incident Documentation Form A](#) (for situations involving a minor, senior citizen, or other vulnerable individual)
4. [Incident Documentation Form B](#)
5. [Church Attendance Agreement for Convicted Sexual Offenders](#)
6. [WELS Congregational Guidelines for Dealing with Sexual Offenders](#)

Sunday School Teacher Form

Sunday School Teachers,

Thank you so much for volunteering at Light of the Valley and for all that you do to teach and share God's Word with the children of our congregation!

Over the past year, church leadership has been corresponding with **Freedom for the Captives** (<https://freedomforcaptives.com/>) a WELS organization that "seeks to empower the Christian community to respond with excellence to the sin of child abuse" in order to ensure that our church is a safe environment for everyone, particularly the most vulnerable among us—our children. They offer training and other resources for churches and individuals to help leaders recognize, prevent, and respond to situations of abuse.

Beginning in 2022, Light of the Valley will be working to implement some of their recommendations to help ensure the well-being of our members and reduce the likelihood of abuse in our church.

As Sunday School involves significant contact with children, we're asking that all teachers read over the attached documents and sign below indicating that you have read, understand, and agree to abide by these safety policies and expectations.

We're also requesting that each Sunday School teacher undergoes a background check (paid for by Light of the Valley) and are including an authorization form to complete and return.

Thank you again for all that you do, and for helping to ensure that Light of the Valley is a safe place for everyone!

Sunday School Director
Light of the Valley

I, (print name) _____, accept the responsibility to nurture the Christian faith and wellbeing of the children of Light of the Valley Lutheran Church and to care for them as Christ cares for me. I have read and understood the Sunday School Child Protection Policy and promise to exhibit appropriate behavior and conduct when working with children. I hereby affirm that I have not resigned from or been terminated from a position for reasons relating to abuse or misconduct. I further affirm that I am not a registered sex offender nor do I have any pending or resolved cases with the civil authorities concerning the welfare of children. I affirm that I will not use my position of trust in the church to abuse or harm any child.

Signed: _____ Date: _____

Background Check Authorization Form

I hereby authorize Light of the Valley Lutheran Church, Layton, Utah, to procure a consumer report which I understand may include the following information:

- Social Security identification
- County courthouse check
- Nationwide criminal check
- Driving record

Full name: _____

Social Security Number _____ Date of Birth _____

Current Street Address: _____

City _____ State _____ Zip Code: _____

Phone: _____

Email: _____

Previous addresses (including county of residence):

Signature _____ Date: _____

Incident Documentation Form A

(for Situations Involving a Minor, Senior Citizen, or other Vulnerable Individual)

Name of person providing information: _____

Name of person recording information (if applicable): _____

Individual of concern: _____

Name of minor involved: _____

Date and time of occurrence: _____

Type of incident or concern:

- Inappropriate behavior with a child
- Non-abuse policy violation concerning a child
- Possible risk of abuse
- Suspected abuse
- Observed abuse
- Other concern: _____

Please describe the situation on the back of this page. Attach additional sheets as needed.

- What happened?
- Where did it happen?
- When did it happen?
- Who was involved?
- Who else was present?
- Did anyone else observe the behavior of concern?
- To your knowledge, has this type of situation happened before?
- *In the case of a minor*, was the parent present? Did they observe the behavior? What was their reaction?

Notification Procedures:

1. *In the case of a minor*, have the child's parents been notified? Yes No _____ Date Reported
2. Was the incident reported to the police or 911? Yes No _____ Date Reported
3. *In the case of a minor*, was the incident reported to child protective services? Yes No _____ Date Reported
4. Which church representative was informed? Pastor Sunday School Director
 Congregational President Head Elder Other (name _____) _____ Date Reported

I certify the above information is true to the best of my knowledge. If report was given verbally, please have both the person providing the information and the person taking notes sign, if possible.

Signed:

Date:

Signed:

Date:

Incident Documentation Form B

Name of person providing information: _____

Name of person recording information (if applicable): _____

Individual(s) involved: _____

Date and time of occurrence: _____

Type of incident or concern:

- Injury or illness on church property
- Verbal, emotional, or sexual harassment (e.g. stalking, threats of violence, indecency)
- Violence / physical harassment (e.g. domestic abuse, intentional injury or property damage)
- Threats of violence (e.g. bomb threat, shooter threat, plans for suicide or self-harm)
- Other concern: _____

Please describe the situation on the back of this page. Attach additional sheets as needed.

- What happened?
- Where did it happen?
- When did it happen?
- Who was involved?
- Who else was present?
- Did anyone else observe the behavior of concern?
- To your knowledge, has this type of situation happened before?

Notification Procedures:

- Was the incident reported to the police or 911? Yes No
- Which church representative was informed? Pastor Sunday School Director
 Congregational President Head Elder Other (name _____)

I certify the above information is true to the best of my knowledge. If report was given verbally, please have both the person providing the information and the person taking notes sign, if possible.

Signed:

Date:

Signed:

Date:

Church Attendance Agreement for Convicted Sexual Offenders

I recognize the concerns and responsibilities of the church to ensure a safe environment for its members, especially minors, and wish to comply with the following conditions that would allow my participation in church activities:

1. I will not associate with or be in proximity to any minors attending or participating in any church activity.
2. I will not sit next to a child, and if a child sits next to me, I will move to a different seat. I will make every attempt to sit on the aisle seat with my Accountability Partner.
3. I will not linger in areas where children are being taught and will not go to any area where children's or youth ministries are being conducted or to any other area that my Accountability Partner or the church prohibits me from entering.
4. I will not place myself into, or accept, any position of leadership, authority, or activity that may affect or influence children.
5. I will under no circumstances take a child home with me or transport them anywhere at any time, whether by walking, driving or any other means.
6. I will not develop any special relationships with minor children or their parents.
7. I will not go to a church member's home if they have children present without full knowledge and prior written consent of the parents, pastor, and sponsors.
8. I will not hold any church office, or speak or participate in any church function in any leadership role or teaching capacity.
9. I agree to maintain an accountability network with individuals as defined by the church and make sure my whereabouts at church or church activities are known at all times to those individuals and to church leadership as required.
10. I will not attend any functions at another church or congregation without the attendance of my Accountability Partner and will, if attending another church or congregation, fully comply with the requirements of this agreement and the requests of my Accountability Partner.
11. I authorize the church to obtain information regarding myself from my parole officer, case worker, governmental agencies or other persons who might have information relative to my criminal records.
12. I agree to comply with any court-mandated or parole restrictions, conditions, treatments, and/or requirements and recognize that these take precedence over any less restrictive parts of this agreement. Any conflict between this Agreement and court-mandated restrictions will be resolved in favor of the court-mandated restrictions, only upon written approval of Church leadership.
13. I understand and agree that the church, in fulfilling its responsibilities in providing a safe environment for its members and guests, will disclose an account of my past behavior and criminal history to parents, church leaders, members, volunteers, and all other persons who may need to have such information in order to meet their parental or supervisory responsibilities and interact safely within the church.
14. I understand that the provisions of this Participation Agreement do not create any personal and/or legal rights against the Wisconsin Evangelical Lutheran Synod, Light of the Valley Lutheran Church or any of its members, officers, employees, agents, directors or volunteers (together, the "Church"). I hereby waive any rights and release and discharge the Church from and against any and all claims or causes of action whatsoever that I may have now or in the future against the Church arising out of or in any way connected with my participation in church activities or resulting from my execution or performance of this agreement. I further agree to indemnify and hold the church and its agents, members, employees, volunteers, visitors, invitees, directors, and officers harmless for any claim, lawsuit or damages that I may cause directly or indirectly, including but not limited to those related to my actions or inactions at the Church or performance of non-performance of this Agreement.
15. I consent to the disclosure of any of my personal information including but limited to anything relating to or arising out of any of my activities at the church or during the term of this agreement, to any person as the Church may deem necessary, in their sole discretion, for the purposes of implementing this agreement or protecting any person. I agree to sign a release of information for the Church to

communicate with my probation officer, case worker, counselor, or therapist, and to release any personal information about me to any third party, upon that party's written request and upon notice (written or oral) to me of said release.

This agreement shall remain valid until mutually terminated by a writing signed by the church and myself. The obligations stated herein shall survive termination, for so long as the Church deems it necessary, in its sole discretion, for the purposes of protecting any person. Should I wish to transfer my attendance, participation, or membership to another congregation, a copy of this document will be sent to them.

I swear and affirm, under penalty of perjury, that I have fully disclosed to the Church, the pastor and the Board of Elders all aspects of my personal history, including all details related to my criminal convictions, the sentences related thereto and treatments and counseling received. I agree that if it is discovered that I have not fully disclosed such details, the church may terminate any further participation in any church activities.

Further, I have read and understand the above conditions and agree to abide by them. If at any point I break one of the above conditions or in any way breach the terms of this Agreement, I recognize that I shall not be allowed to attend church activities at Light of the Valley church and that I will be reported to the appropriate governmental, police and/or parole authorities, as required by law or otherwise stated herein, and that the Church may be entitled to injunctive relief to enforce the obligations herein and as otherwise required.

Dated this _____ day of _____, 20_____.

_____ Participant's Signature

_____ Participant's Printed Name

_____ Signature of Church Official representing Light of the Valley

For Church Use Only

Copy of agreement to Participant on _____.

Copy of agreement to Accountability Partner on _____.

Name of Church Official _____.

Signature of Local Church Official _____.

Appendix 2: RESOURCES

1. [Signs of Child Abuse](#)
2. [Definitions for Sexual Misconduct and Objectionable Behavior](#)

Signs of Child Abuse

No single symptom alone proves child abuse, but when they appear often, or in combination with other symptoms, adults need to report them.

Signs of potential abuse:

- Child has questionable burns, bites, bruises, broken bones, welts, or black eyes.
- Child has fading bruises or other marks after an absence from school/church.
- Child displays self-destructive behaviors, like cutting or burning self.
- Child can't walk or sit easily.
- Child displays unusual sexual knowledge or behaviors.
- Child expresses thoughts of suicide or low self-worth.
- Child shows sudden change in behavior or attitude.
- Child expresses they are frightened or uncomfortable being alone with a particular person.
- Parent/caregiver offers conflicting or unconvincing explanations for injuries.
- Parent/caregiver describes the child as "bad," "stupid," "evil," or constantly puts down or blames child.
- Parent/caregiver uses harsh physical discipline.

Signs of potential neglect:

- Child steals food or money from classmates.
- Child lacks medical or dental care.
- Child says that no one is home to care for him.
- Child lacks proper clothing for the weather.
- Child often appears dirty or tired.
- Parent/caregiver appears indifferent to child's needs.

Definitions for Sexual Misconduct and Objectionable Behavior

Accused: The term used to represent the person against whom a claim of sexual misconduct is made.

Accuser: A term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not have been the victim of the alleged sexual misconduct. A person such as a family member, friend, or colleague may be the accuser.

Allegation: a statement asserting something without proof. The words “charge” or “report” are preferred as being more definitive.

Church: Light of the Valley, Layton, UT

Civil Authorities: The governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

Congregation: The assembly of Light of the Valley Lutheran Church composed of the minister, elders/council members, members, children, and visitors.

Council: The assembly of the local church composed of the minister(s), council and elders. The council is responsible for the common administration of the church with the elders responsible for the admonition and discipline of fellow congregation members when appropriate.

Employee: The comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

Entity: The term used to refer to any program or office managed by a board, committee, council, or other body whose membership is elected by a council.

Harassment: Continued, unwanted, inappropriate demands, threats, gestures, innuendos, remarks, jokes, slurs, name calling, ridicule or mockery, insults or put downs, displays of offensive material, or any other intimidating or assaultive behavior towards another person, or about that person to a third party.

Incident: a charge, report, or allegation made to a responsible church official which requires investigation. This does not include hearsay or anonymous calls

Mandated Reporter: Any person over 18 in the state of Utah who is required to report any and all suspected incidents of child abuse, including child sexual abuse that come to their attention.

Persons Covered: Under this policy, persons covered include church members, church officers, elders/council members, and visitors of Light of the Valley.

Response: The action taken by the council or entity when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

Sexual Harassment: Any form of harassment on the basis of sex, sexual orientation, and gender identity. It also consists of any unwanted verbal or physical advances of sexual nature, sexually explicit derogatory statements or discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation.

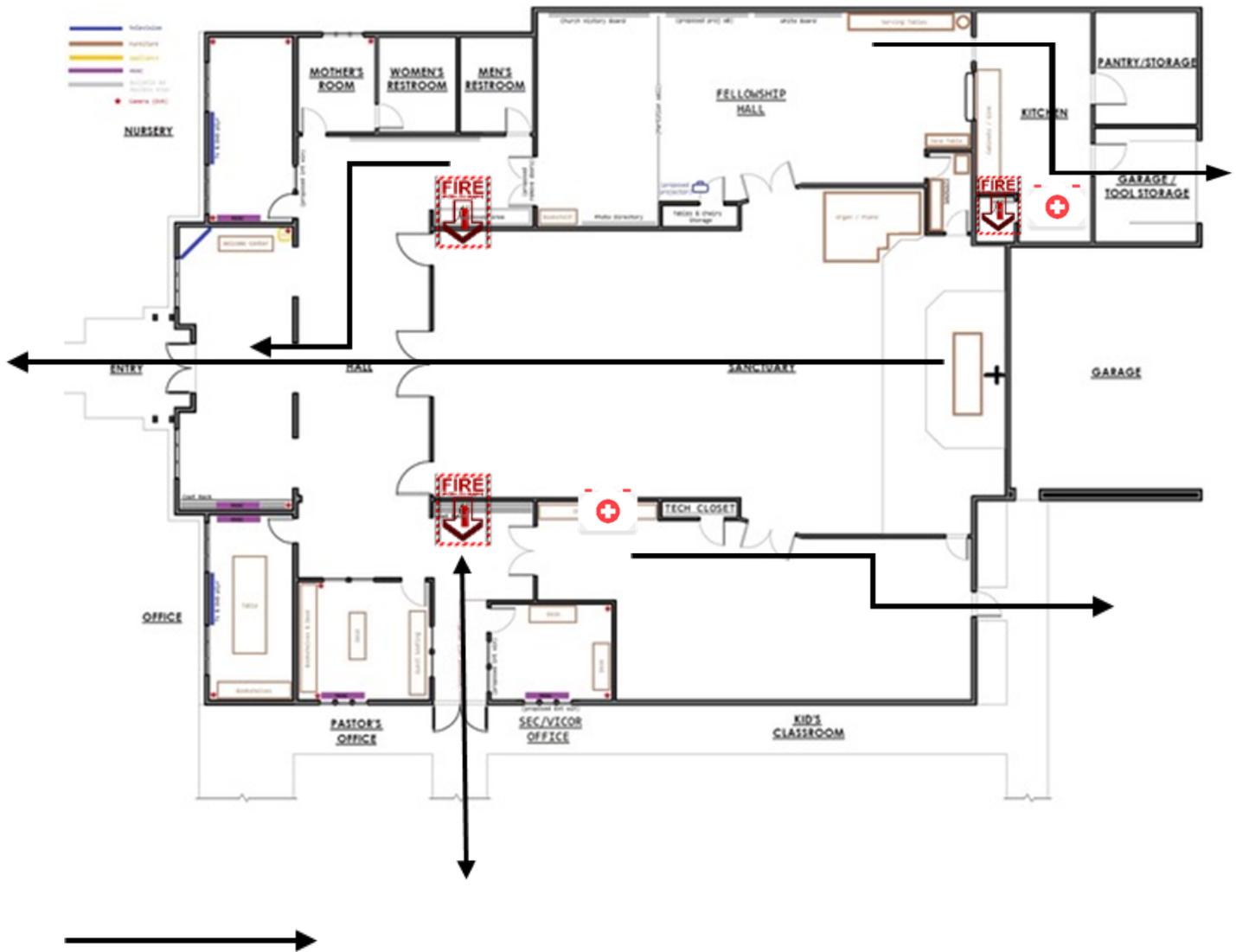
Sexual Misconduct: All forms of sexual assault, behaviors of a seductive or exploitative sexual nature, unwanted sexual attention, inappropriate emotional intimacy, unsuitable demands, displays of offensive material, or other related intimidating behavior, as well as sexual activity such as touching, kissing, fondling, or intercourse.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Victim: A person claiming to have been harmed and/or abused by a person covered under this policy.

Volunteer: The term used for those who provide services for Light of the Valley. Volunteers include persons elected or appointed to serve on boards, committees, and other groups. For purposes of this policy, volunteers are treated the same as employees.

Appendix 3: MAP



Evacuation Route



First Aid Kits



Fire Extinguishers

Appendix 4: CONTACT INFORMATION

(Updated: April 2022)

Emergency Phone Numbers

Call 911 for all major emergencies

Poison Control	800-222-1222
Layton Hospital Emergency Room	801-543-6150
Davis Hospital Emergency Room	801-807-7175
Layton Police (non-emergency)	801-497-8300
Layton Fire #53 (non-emergency)	801-336-3940

Direction and Control

Pastor: **Rev Jonathan Klein**
Cell Phone: **385-319-1026**
Email: pastorklein@lotvlayton.org

Congregational President: **Joel Schwarz**
Cell Phone: **801-540-8351**
Email: president@lotvlayton.org

Congregational Vice-President: **Ryan Munson**
Cell Phone: **801-388-7138**
Email: vp@lotvlayton.org

Building Coordinator

Head Trustee: **Jacob Gomez**
Cell Phone: **831-682-7594**
Email: trustee@lotvlayton.org

Usher at Sunday Services

Church Elders

Head Elder: **Andy Hartmann**
Home Phone: **801-544-9040**
Cell Phone: **801-726-5169**
Email: elder@lotvlayton.org

Elder: **Adam Horne**
Cell Phone: **801-698-1599**

Elder: **Harry Short**
Cell Phone: **801-828-7027**