

ASPIRE 2025 SAFETY PROTOCOL MANUAL



Christian Education Leadership Congress

**First Episcopal District of the AME Church
DoubleTree by Hilton, Cherry Hill, NJ
July 14-17, 2025**

INTRODUCTION & PURPOSE

This manual outlines the safety expectations, emergency response plans, and behavior protocols to ensure the wellbeing of every participant at ASPIRE 2025. Safety is a shared responsibility. Whether you are a group leader, volunteer, or attendee, your active cooperation is essential to creating a secure and spiritually uplifting environment.

EVENT CONTACT INFORMATION

- **Christian Education Director:** Rev. Jay Broadnax (978) 852-8951
- Christian Education Chairwoman: Rev. Lashonna Smith - (484) 650-5329
- **On-site Medical Lead:** Rev. Dr. Lisa Williamson and Rev. Dr. Natalie Mitchem
- **First District Staff Liaison:** Rev. Samuel Green, Jr.
- **Venue Security Contact:**
- **Emergency Services:** Call 911 (or local equivalent)

GENERAL SAFETY GUIDELINES

Instructions for all attendees and leaders.

- Always wear your official ASPIRE badge/lanyard visibly.
- Remain in designated event areas unless accompanied by a chaperone or given official permission.
- Report any suspicious behavior, health concerns, or unsafe conditions to the Safety Team or venue staff immediately.
- Keycards are required to enter the guestroom floors via the elevators. (The front door will also require a keycard during late hours)
- Do not prop open secure or restricted doors.
- Adhere to curfews and nightly check-in protocols set by your group leader.

GROUP LEADER RESPONSIBILITIES

- Conduct daily check-ins with your group and maintain a list of room numbers, emergency contacts, and allergy/medical needs.
- Ensure your group is aware of all scheduled activities and abides by curfews.
- Promptly meet students upon the ending of any learning sessions or activities at the DoubleTree and all conference sites.
- Remain accessible by phone during all sessions.
- In case of emergency, follow the chain of command and assist with accountability checks.
- Children are not allowed in the pool. No exceptions.

- **HEALTH & WELLNESS PROTOCOLS**

- A health station staffed by certified personnel will be open from 9am-6pm daily in the Grand Ballroom Promenade .
 - Masks, hand sanitizer, and wellness supplies are available at check-in and throughout the venue.
 - If an attendee displays signs of illness, notify the On-site Medical Lead immediately and escort them to the designated wellness room.
 - A private mental health/prayer support room is available in Plaza 6.
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EMERGENCY PROCEDURES

Medical Emergency

- Call 911 (or venue emergency contact) first.
- Notify the ASPIRE Safety Director and On-site Medical Lead.
- Remain calm and keep bystanders at a safe distance.
- Complete an incident report within 2 hours.

Fire or Evacuation

- Follow the building's posted evacuation map.
- Group leaders must account for all members immediately outside the venue in the designated meeting zone: **Front Parking Lot**.
- Do not re-enter the building until cleared by authorities.

Weather Emergency (e.g., storm, flood)

- Follow instructions from venue and safety personnel.
- Relocate to safe shelter areas (identified on posted maps and in this manual).
- Stay updated via the ASPIRE communication system in the [FED Community WhatsApp Group](#).

Lockdown or Intruder Threat

- Follow the protocol as directed by venue security or law enforcement.
- Silence phones and remain in place until notified.
- Group leaders must report location and status to the Safety Director when safe.

LOST PERSON OR MISSING YOUTH

- If a participant is unaccounted for after 10 minutes, report to the nearest ASPIRE Team member.
- Provide name, last known location, and description.
- A full campus alert will be issued. Participants should remain in current session spaces until an “all-clear” is given.

INCIDENT REPORTING & DOCUMENTATION

- All incidents—whether medical, behavioral, or safety-related—must be reported using the official ASPIRE Incident Report Form.
- Forms are available at Registration, Security HQ in Lab 4 (ASPIRE Office), and online via the ASPIRE Safety Portal.
- Submit all reports within 2 hours of the incident unless directed otherwise.

BEHAVIORAL CODE OF CONDUCT

- ASPIRE maintains a **zero-tolerance policy** for violence, harassment, bullying, discrimination, and possession of weapons or illegal substances.
 - Respect all participants, property, and the spiritual atmosphere of the event.
 - Violations may result in removal from the event and notification of legal authorities if necessary.
 - Please review the Participant Covenant with all participants to ensure understanding.
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NIGHTLY CURFEW & CHECK-IN PROCEDURE

- Curfew is **12am EST** for all youth attendees.
- Group leaders will verify in-room status nightly via text or physical room checks.
- Any violations must be reported by 15 minutes past curfew.

SPECIAL NEEDS & ACCESSIBILITY

- If a member of your group requires ADA accommodations, dietary needs, or sensory-friendly spaces, please indicate this at the registration area and we will notify the Hospitality Team.
- Quiet Rooms and Prayer Spaces are available in the Gallery from 8am-11am and 5pm-8pm daily.

CLOSING STATEMENT

Together, we are committed to fostering a secure, joyful, and spiritually rich ASPIRE experience. Your awareness and partnership in following this safety protocol ensure that every participant can engage fully in learning, fellowship, and purpose.

Let us be vigilant. Let us be responsible. Let us ASPIRE safely and faithfully.