

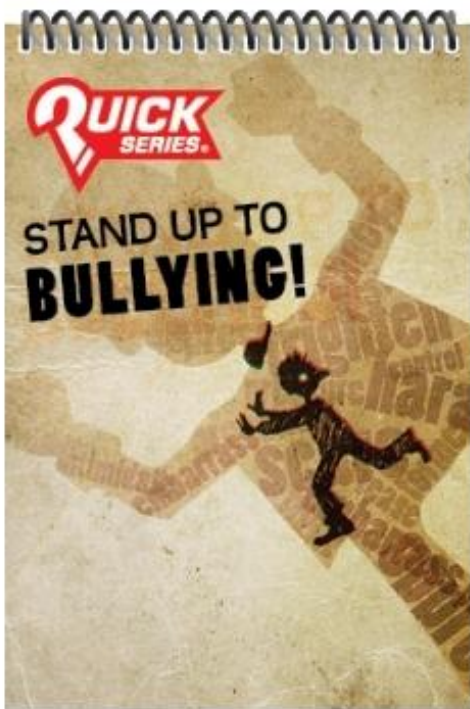
Chaplain Fellowship Ministries
4410 Box Canyon Drive
Temple, Texas 76502-3263
Home Office Phone: (254) 771-0053

TRAINING POCKET GUIDES

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outreach, training, and educational material that is summarized and presented in a unique, easy to use format. printed pocket sized and tabbed e field' for usefulness and to use 'in the field'. If they get dirty or muddy just rinse them off and they will be just like new. If you have a problem ordering these pocket Guides you can call your order in at (254) 771-0053.

STAND UP TO BULLYING!

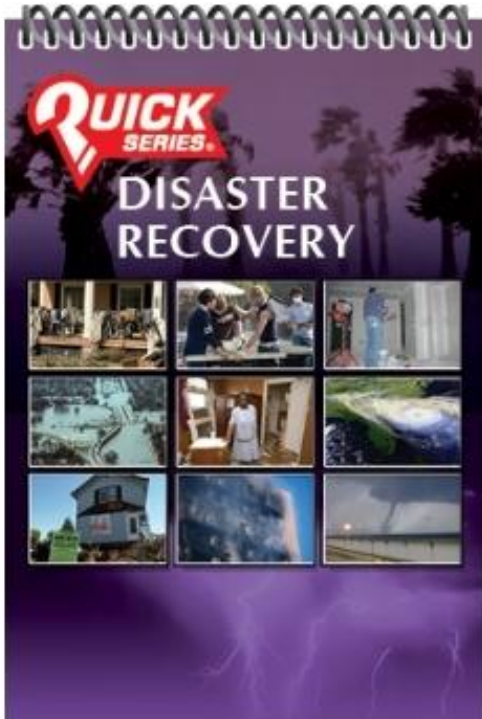


Product Description

Stop bullying now! Whether you're a target, a witness or a bully yourself, you have the power to put an end to bullying once and for all.

- Types of bullying
- Dealing with bullies
- Building self-esteem
- Getting help

DISASTER RECOVERY

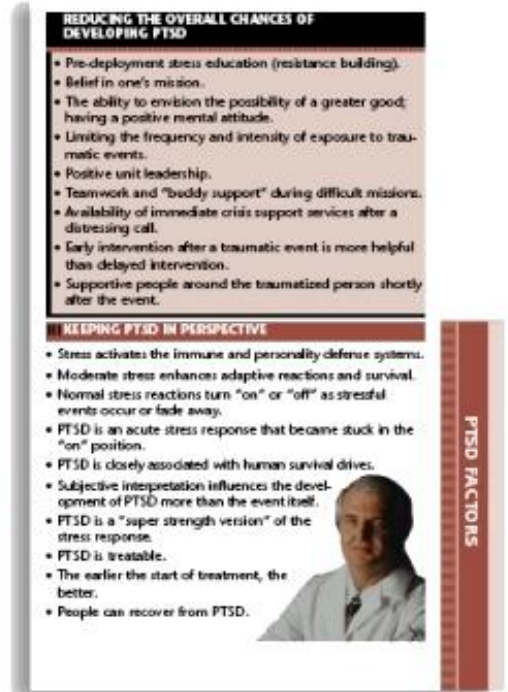
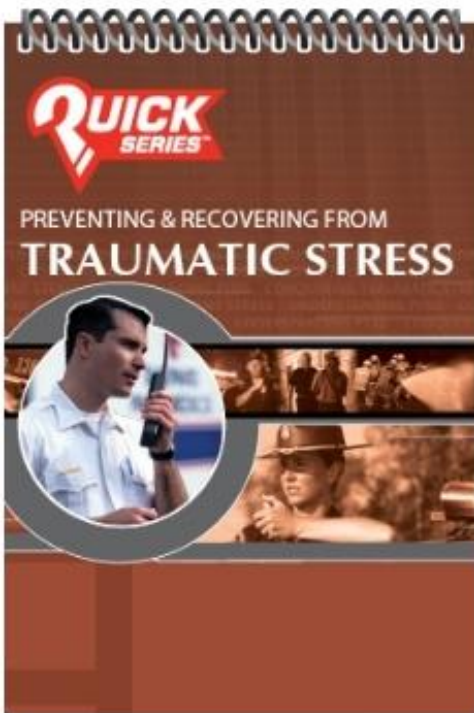


Product Description

Be prepared when disaster strikes! No matter what type of disaster you are facing, follow the basic guidelines outlined in this guide to ensure a safe and healthy recovery.

- What to do after a disaster
- Returning home
- Health and safety tips
- Emotional recovery

TRAUMATIC STRESS

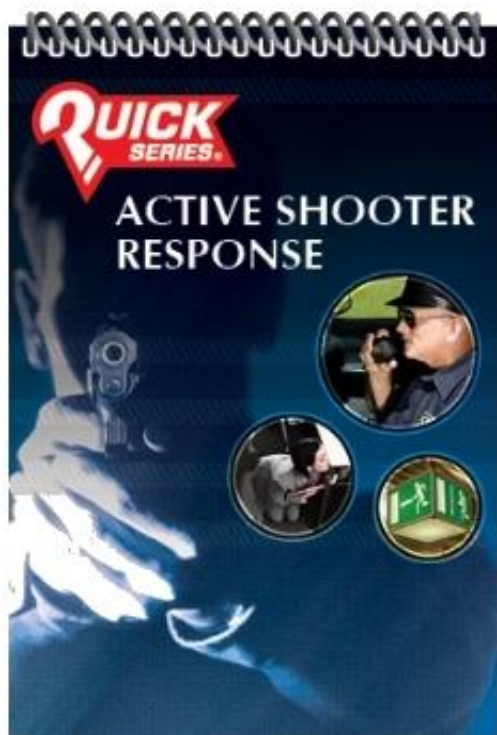


Product Description

With the help of this guide you can improve your team's mental health and performance in the event of a trauma. Help your people stay resilient to physical and mental stress with this important information.

- 10 signals of distress
- Coping with traumatic stress
- Includes tips for family members
- Managing and recovering from PTSD


ACTIVE SHOOTER RESPONSE



MANAGING THE CONSEQUENCES

After the active shooter has been incapacitated and is no longer a threat, law enforcement and management/leaders should engage in post-event assessment and activities, including:


- Accounting for all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals in the area, and addressing stress to health-care providers accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter.



LESSONS LEARNED

To facilitate effective planning for future emergencies, it is important to analyze the active shooter situation and create an after-action report. The analysis and reporting contained in this report is useful for:

- Identifying an alternative plan for response activities.
- Identifying successes and failures that occurred during the event.
- Providing an analysis of the effectiveness of the existing OAP.
- Developing and defining a plan for making improvements to the OAP.



MANAGING CONSEQUENCES

LESSONS LEARNED

Facility managers' responsibilities

- Institute access controls (e.g. keys, security system pass codes).
- Distribute critical items to appropriate managers/leaders and employees/personnel, including:
 - » Floor plans
 - » Keys
 - » Facility personnel IDs and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location.
- Assemble crisis kits containing:
 - » Radios
 - » Floor plans
 - » Staff roster and staff emergency contact numbers
 - » First aid kits
 - » Flashlights
- Place removable floor plans near entrances and exits for emergency responders.
- Activate the emergency notification system when an emergency situation occurs.



EVACUATION ROUTES



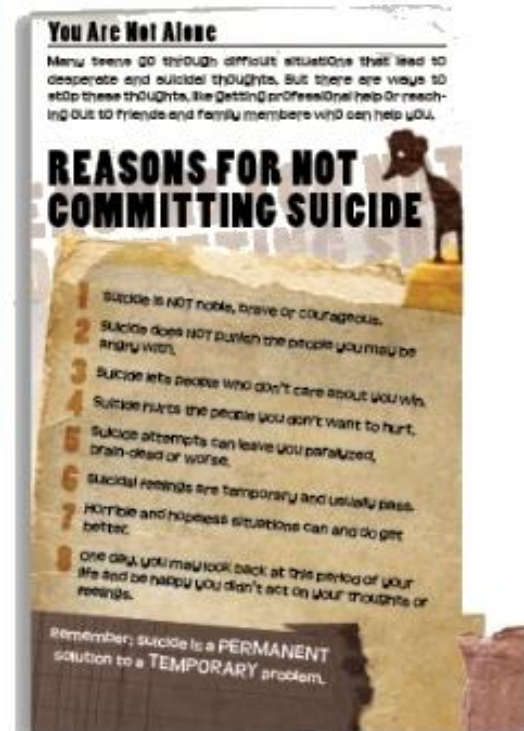
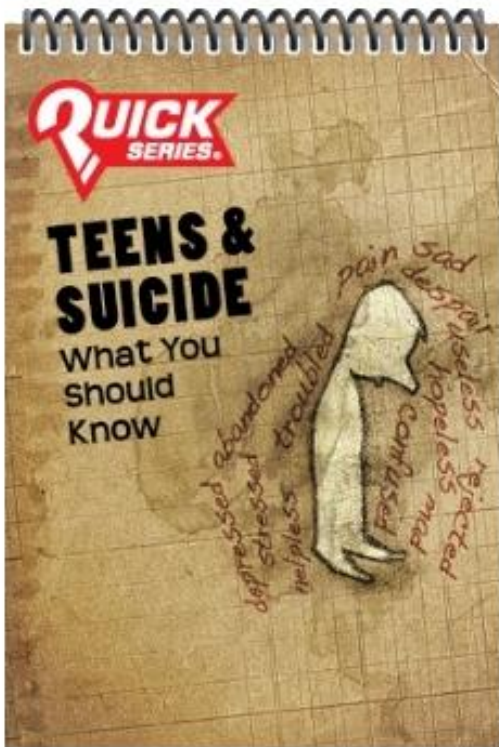
PREPARATION

Product Description

Active shooting situations happen without warning - that's why it's important to always be prepared. This guide teaches you how to think and react quickly to protect yourself and others in such a dangerous situation.

- Learn how to respond to an active shooter
- Prepare for active shooter situations
- Recognize potential workplace violence
- Manage the after-effects

TEENS & SUICIDE

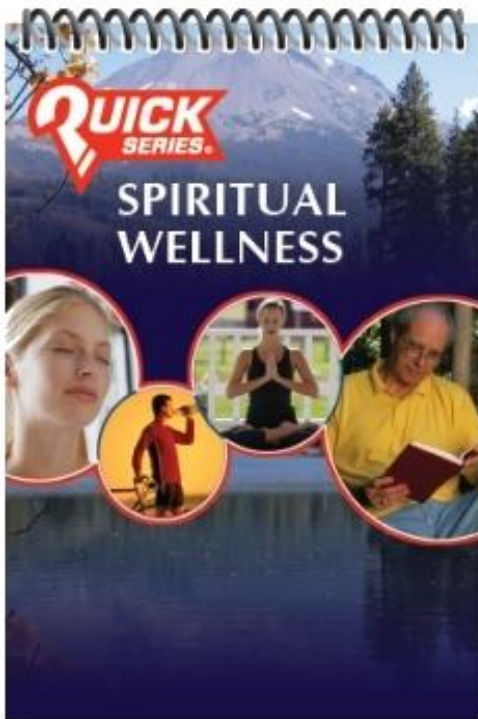


Product Description

Suicide is a permanent solution to a temporary problem. This guide gives teens the valuable resources and information they need to understand that suicide is not an option and to learn how to live their best life.

- Teen suicide facts
- Suicide risk factors
- Teen Problem Checklist
- Getting professional help

SPIRITUAL WELLNESS

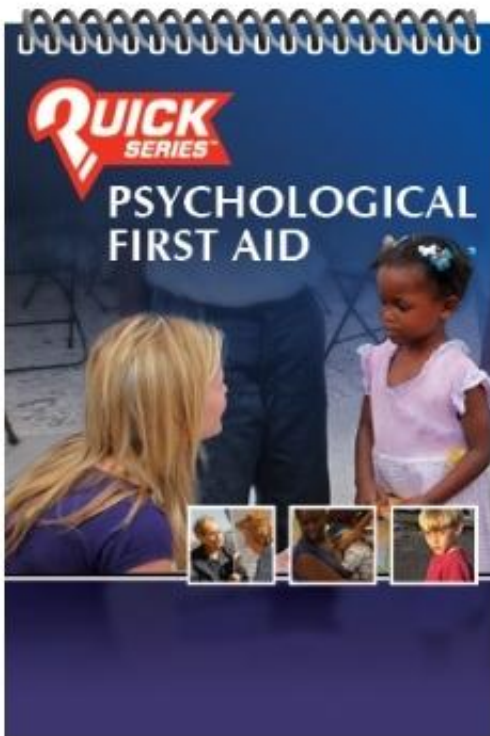


Product Description

Spirituality is an important part of your total wellness. This guide helps your personnel to understand and explore the spiritual side of their lives as part of a total well-being package.

- Four dimensions of total well-being
- How to develop spiritual wellness
- 13 Cs of spiritual wellness
- Key concepts of spiritual well-being

PSYCHOLOGICAL FIRST AID

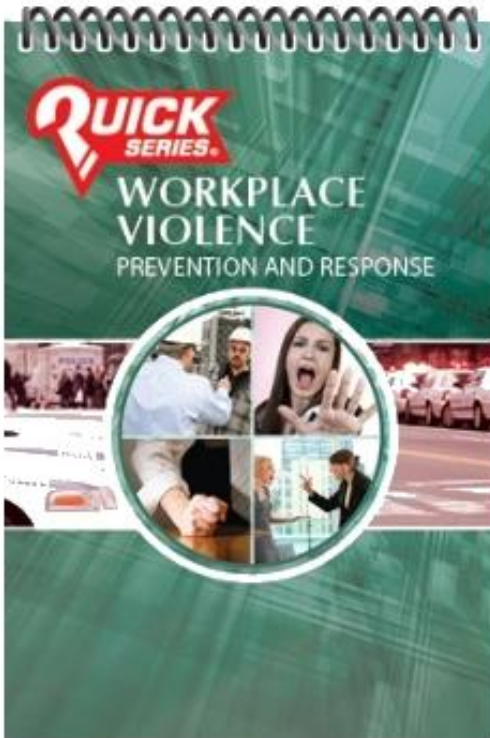


Product Description

This guide will assist disaster response workers to provide early intervention to affected children and adults as part of an organized disaster response effort. This will help victims be equipped to mitigate the psychological effects of a disaster.

- Preparation, contact and engagement
- information-gathering techniques
- Safety and comfort
- Information on coping

WORKPLACE VIOLENCE



DEALING WITH THREATENING BEHAVIOR

When dealing with threatening behavior, you should first recognize the signs of escalating behavior and then respond appropriately.

Confusion

- Signs: Individual appears bewildered or disoriented.
- Response: Listen to their concerns, ask clarifying questions and provide factual information.

Emasculation

- Signs: Individual swears, appears impatient or shows a sense of defeat.
- Response: Relocate them to a quiet area, provide reassurance and attempt to clarify the issue.

Blame

- Signs: Individual places responsibility for their problems on others.
- Response: At a loss, but bring a neutral person into the discussion. Use probing questions to understand the problem. Stay focused on facts.

Anger

- Signs: Individual changes their body posture and disposition. They could be growling/fin, shouting or screaming.
- Response: Allow them to vent, don't offer solutions or argue with their concerns. Call for your supervisor or security.

Violence

- Signs: Individual makes physical or verbal threats. They may cause physical harm or damage property.
- Response: Attempt to isolate them, if possible. Change and evacuate. Alert your supervisor and security.

Techniques for dealing with conflict

- Practice "active listening."
 - Give your full attention to the distressed person.
 - Listen to what is really being said.
 - Rephrase what they are saying to show you are listening.
- Avoid confrontations.
 - Ask to hold your and provide help.
 - Be calm and speak courteously.
 - Be patient, open and honest.
 - Never embarrass or verbally attack a distressed person.
- Allow the distressed person to air their grievances without judgement.
 - Ask the distressed person to move to a quieter area, but make sure the distressed person cannot block your exit.
 - Make eye contact that don't stare with the distressed person while listening to them.
 - Position yourself at a right angle of the distressed person, rather than directly in front of them.
 - Allow them to verbally vent their emotions.
 - Ignore challenges and insults - don't take it personally.
 - Focus attention on the real issue.
 - Accept criticism in a non-defensive way when a complaint might be true.
 - If the criticism is unwarranted, ask clarifying questions.
 - If the criticism crosses the line, be firm but fair. Explain that you are trying to help them, but they need to treat you respectfully.
 - Avoid pointing or gesturing aggressively at them.
 - Use techniques to give the person time to calm down, e.g., offer them a drink of water.

RESPONDING TO THREATS AND THREATENING BEHAVIOR

All threats and threatening behavior must be responded to. Ignoring discord can result in the escalation of a problem.

How threats and threatening behavior are responded to depends on the urgency and criticality of the incident.

For instance, specific threatening behavior, such as an employee entering the workplace in a rage, brandishing a weapon, would require an immediate response involving security and law enforcement.

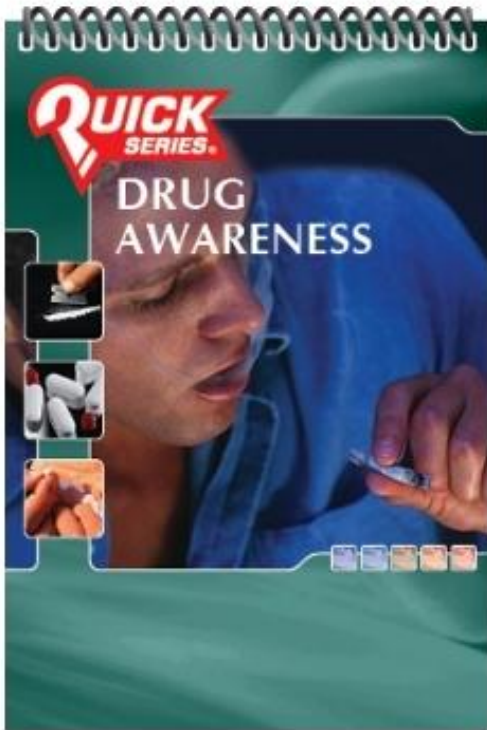
In contrast, a threat that is hidden, such as a disgruntled employee stating that they wished the manager were dead, would require a less urgent response.

Product Description

Preventing workplace violence is everyone's responsibility. Each year, 1.7 million American workers are directly affected by assaults and violent acts. Workplace violence should never be a consequence of the need to make a living.

- Four types of workplace violence
- Awareness and detecting warning signs
- How to react/respond to a violent situation
- Keeping employees safe and secure.

DRUG AWARENESS



CONSEQUENCES OF DRUG USE

Legal
Substance abuse is the leading cause of incarceration in the U.S.
70% to 80% of people in jail were there because of drug offenses or crimes committed while under the influence.
In some states, even small amounts of drugs can lead to long and costly prison terms.
Being incarcerated or diagnosed as a drug abuser may make you ineligible to work in certain occupations.
Being diagnosed a drug abuser may restrict your ability to buy health insurance or cause you to pay very high premiums.

Danger to Yourself and Others
Operating a motor vehicle or other machinery while on drugs may impair your judgment, decision-making, vision and reaction time, resulting in the increased likelihood of causing a serious accident.
Careless mistakes at work could cost your company a lot of money and cost you your job.
Using illegal drugs and your resulting behavior may make you vulnerable to being blackmailed.
Smoking or sniffing drugs may put you at risk of being robbed, assaulted or even killed (drug buyers gone bad).
The huge profits from illegal drug sales increase street violence and the chances of innocent people getting hurt or killed.
Profits from illegal drugs may support terrorism and other activities that can be harmful to you, your family and the general population.

REASONS... NOT TO USE

Legal Reasons Not to Use Drugs

Your Health
There are many serious short- and long-term health consequences to using drugs.
Drugs mixed with other substances can harm you, make you sick and even kill you.
There is a lot of irreversible damage to your major organs, including your brain.

Your Life, Work and Money
Going through withdrawal results in time away from work and family.
Regular attendance in absence counseling may be required (for you and your family) for an indefinite period of time.
Withdrawal requiring hospitalization can be very expensive.

Your Self-Image
Feelings of loss of control, neediness and dependency can make you feel lowly about yourself and lead to depression.

Your Trust and Loyalty
You might worry about getting caught.
You might wonder if a drug buy is a setup and if you will be arrested.

Your Relationships and Values
You might have to cope with family and friends who express their hurt and disappointment or associates and acquaintances who want to distance themselves from you.
Superiors might lose respect for you and doubt your reliability.

Your Future
You might be unable to work in many fields, industries and professions because of your drug involvement, e.g., careers in government, teaching, child-related fields and others.

STAGES OF DRUG USE

Depending on the person, circumstances and type of drug being used, the stages of drug use usually progress in the following manner:

Stage 1: Experimental
Trying something new; using drugs casually; initially using drugs to treat a medical condition.

Stage 2: Recreational or Social
Using drugs to be popular; to fit in at a party or to lower anxiety prior to going out.

Stage 3: Regular Use
Increased preoccupation with and reliance on getting and using the drug, often at the expense of school, work and relationships. May involve "doctor shopping," secretive use, denial or minimization of use to others.

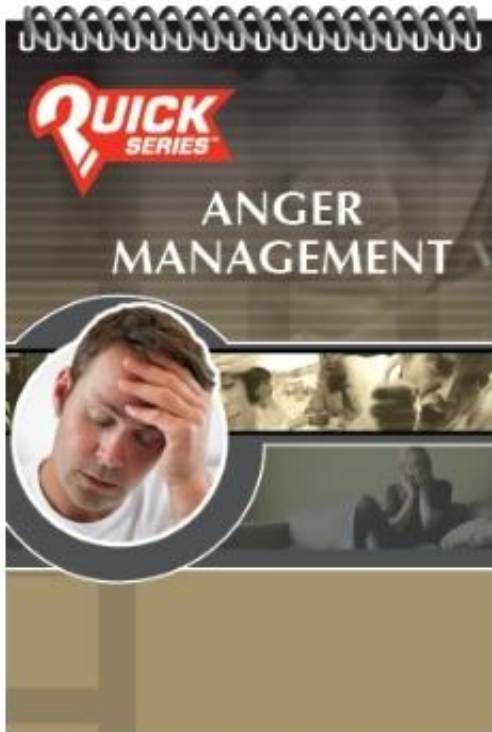
Stage 4: Dependence
Getting and using the drug becomes a major focus of an individual's day or week. Depending on the drug, the person may do almost anything to get it – lie, cheat, steal, prostitute themselves, etc. The individual continues to use in spite of having suffered serious consequences (e.g., arrest, loss of job, loss of relationships, etc.).

Product Description

Increase your awareness of the use of illegal drugs and the abuse of legal drugs and other substances. Knowledge is power. This guide contains up-to-date information on the major illegal drugs, and can help you make better informed choices.

- Stages of drug use
- Consequences and prevention
- Drugs and youth
- Treatment and resources

ANGER MANAGEMENT

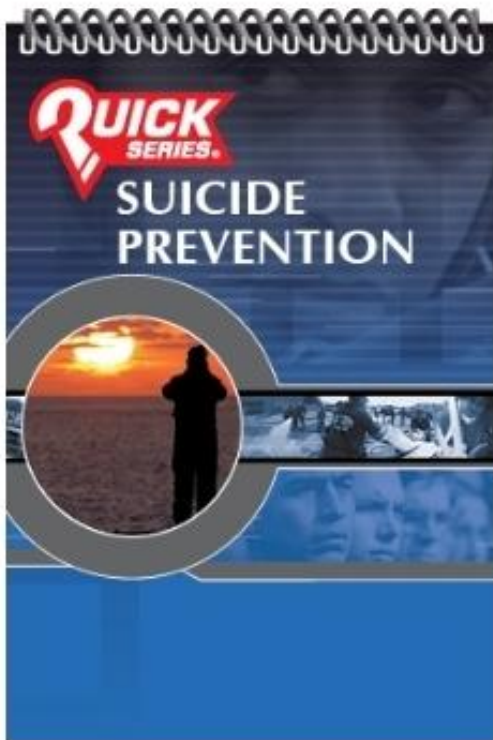


Product Description

Learn how to control your emotions before they control you. This guide will help you deal with your anger management issues and avoid the negative consequences anger can have on your life.

- Tips for managing anger
- How well do you cope
- Expressing anger
- PTSD and anger

SUICIDE PREVENTION



Product Description

This guide on suicide prevention helps you understand suicidal behavior, reveals warning signs, and offers prevention tips to help save lives. As a key component of your suicide prevention program, this guide will help prevent the needless loss of life.

- Risk factors and clues
- Helping family, friends and colleagues
- Resources
- Prevention information

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4410 Box Canyon Drive
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CREDIT CARD INFORMATION			
TYPE OF CREDIT CARD	VISA _____	MC _____	DISCOVER _____
CREDIT CARD NUMBER			
CARD EXPIRATION DATE			
CSC NUMBER			

PLEASE NOTE: The CSC number is a 3 digit number located on the back of the card

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Name as appears on card:
Address of card holder:
Keep my credit card information on file: Yes: No: Shred my information: Yes: No:
Home phone number:
Work Phone number:
E-mail Address:
Authorized Donation Amount will be the total of all ministry items ordered plus shipping and handling
Authorized Donation Amount:

AUTHORIZATION OF CREDIT CARD USE
I certify that I am the authorized holder and signer of the credit card referenced above.
I certify that all information above is complete and accurate.
I hereby authorize collection of payment for the donation indicated above. Charges may not exceed the amount listed above in the "Authorized Donation Amount" field. If additional charges are going to be authorized a new form will have to be completed with the exception below.
Please keep my credit card information on file for future charges: _____ (Authorization Signature)

Date: _____ Order filled by: _____

Cardholder's Signature: _____