**[*insert AFC name*] Bomb/Active Shooter Threat Policy**

**Effective Date:** [*insert date here*]

**Purpose:** The purpose of this Bomb/Active Shooter Threat Policy is to establish comprehensive procedures to ensure the safety and security of all persons-served. Primary objectives are to promptly assess and respond to any reported threat, limit the risk of harm, and closely coordinate with law enforcement.

**Policy/Procedure:**

1. **Immediate Response:**
	1. Collect as much information as possible from the reporting source. Stay clam and be aware of surroundings.
	2. Call 9-1-1 or instruct another staff member to call 9-1-1 while on the phone with the reporting source.
	3. Notify all staff members and persons-served in the facility.
	4. Evacuate persons-served to a safe location if possible.
	5. If evacuation is not possible, lock the doors and stay away from windows. Shut the lights off and seek a hiding space. Barricade the doors if possible.
	6. Notify the supervisor or appropriate authority within the facility as soon as possible of the incident.
	7. Do not return to the facility or leave the safe spot until law enforcement has completed a thorough search and cleared the home.
2. **Reporting Procedures:**
	1. The Supervisor or appropriate authority within the facility will notify the guardians of the incident and inform them of any actions taken that impact their ward.
	2. The Supervisor or appropriate authority within the facility will notify the contracted CMH authority verbally of the incident.
3. **Closure:**
	1. Following the incident, staff members involved may be required to undergo debriefing sessions to determine the cause and preventability of the accident or emergency.
	2. Ensure all incident reports have been completed and filed as appropriate. Obtain a copy of a police report if completed.
	3. Persons-served involved in the incident may request to undergo debriefing sessions or counseling to address any emotional or psychological impact.
4. **Compliance:**
	1. All staff members at [*insert AFC name here*] are expected to adhere to this policy and comply with its provisions at all times.
5. **Statement:**

I acknowledge that I have read and understood the Bomb Threat/Active Shooter Policy. By signing below, I agree to adhere to the procedures outlined in this policy and understand the importance of ensuring the safety and well-being of persons-served.

**Print Name: Signature:** **Date:**

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