Company name

Description automatically generated with low confidenceCHILD AND FAMILY SERVICE OF SAGINAW COUNTY

**ACTIVE SHOOTER PROCEDURE & DRILL**

**Purpose:** The agency shall conduct active shooter drills to enhance the safety and/or evacuation of occupants to the designated area.

**Active Shooter:** An individual actively engaged in killing or attempting to kill people in in the agency or on agency property.

**I. Active Shooter Procedure**

* 1. The Front Office Personnel will conduct an active shooter drill annually. For purposes of a drill, front office personnel will press the Page button on their phones and communicate the exercise as a drill. They will then state the following: “**Active Shooter: Run, hide, fight.”**
  2. Staff and their clients should go to the nearest office space, lock and barricade their doors utilizing the Night Lock tool. They shall hide within the room and locate a potential weapon to utilize if the actual incident occurred. Staff shall await direction from the paging system when the drill is concluded to disengage their Night Lock and leave their office.

* 1. **During the drill**, staff members shall practice utilizing the Page button on the phone to communicate “**Active Shooter: Run, hide, fight.”**

During an **actual e**vent, any staff member that becomes aware of an Active Shooter’s presence in the building shall, if/when safely able to do so, utilize the Page button on the phone to communicate **“Active Shooter: Run, hide, fight.**”

* 1. **During the drill**, staff may practice a safe exit from the building, with knowledge this may or may not be possible in an actual incident. Staff should report to the parking lot at Raymond James, across the street.

During a drill and/or if safely able in an actual event, Front desk staff should also take the ‘Go Box” located under the front desk, to the Raymond James parking lot.

During a drill, staff should recognize that during an actual event any staff safely and securely positioned may call 911 to alert Law Enforcement.