

Cedric Dean Holdings, Inc.

Peer Support NC Program
Active Shooter Drill and Training Plan Policy

1. Policy Title

Active Shooter Drill and Training Plan Policy

2. Effective Date

Effective: January 21, 2026

Review Cycle: Annual and following any critical incident, regulatory update, or after-action review

3. Policy Statement

Cedric Dean Holdings, Inc. (CDH) is committed to maintaining a safe, trauma-informed, and secure environment for all staff, participants, visitors, and community partners. This Active Shooter Drill and Training Plan establishes standardized procedures for **prevention, preparedness, response, and recovery** related to active shooter and violent threat incidents.

CDH recognizes that preparedness saves lives and that training must balance **realism, dignity, and emotional safety**, especially in behavioral health and peer support environments.

4. Scope

This policy applies to:

- All CDH-operated or affiliated Peer Support NC Program locations
- Administrative offices, community-based service sites, and mobile operations
- All employees, contractors, volunteers, and participants
- Visitors, vendors, and partners present at CDH facilities

5. Definitions

Active Shooter:

An individual actively engaged in killing or attempting to kill people in a confined or populated area.

Violent Threat Incident:

Any credible threat of violence, weapon possession, or hostile behavior that may escalate into an active shooter situation.

Drill:

A structured, supervised training exercise designed to simulate response actions without creating panic or trauma.

6. Guiding Principles

CDH's approach is grounded in:

- **Prevention First**
- **Safety with Dignity**
- **Trauma-Informed Response**
- **Clear Communication**
- **Coordination with First Responders**
- **Continuous Improvement**

7. Prevention and Early Warning

CDH emphasizes early identification of risk through:

- Behavioral threat reporting systems
- Staff training on warning signs (escalation, fixation on violence, threats, weapons discussion, agitation)
- Clear pathways for confidential reporting
- Environmental design (lighting, access control, visibility, secure entry points)
- Collaboration with local law enforcement and emergency management agencies

8. Response Framework

CDH adopts the nationally recognized **Run, Hide, Fight (as a last resort)** model, adapted to behavioral health and community service environments.

8.1 Run (Evacuate)

- Evacuate if safe to do so
- Leave belongings behind
- Help others escape when possible
- Keep hands visible when encountering law enforcement

8.2 Hide (Secure)

- Lock and barricade doors
- Turn off lights
- Silence phones and devices
- Position away from windows and doors
- Remain quiet and out of sight

8.3 Fight (Last Resort Only)

- Only when life is in imminent danger
- Act with determination to disrupt the attacker's ability to cause harm
- Use improvised means to protect life

9. Drill Structure and Frequency

9.1 Drill Schedule

- Conducted **at least annually**
- Additional drills following major facility changes or risk reassessments
- Optional tabletop exercises quarterly for leadership and supervisors

9.2 Drill Types

- **Discussion-Based Drills:** Scenario walkthroughs and staff dialogue
- **Tabletop Exercises:** Leadership and coordination simulations
- **Functional Drills:** Limited movement and response practice (non-alarming, non-traumatizing)

10. Trauma-Informed Drill Standards

All drills shall:

- Be announced in advance
- Clearly identify as a “training exercise”
- Avoid simulated weapons, fake gunfire, or surprise tactics
- Provide opt-out options for participants with trauma history
- Include post-drill debrief and emotional support resources

11. Staff Training Requirements

11.1 Initial Training

Provided during onboarding and includes:

- Threat recognition and reporting
- Emergency communication procedures
- Run/Hide/Fight framework
- Role-specific responsibilities
- Interaction with law enforcement

11.2 Annual Refresher Training

- Policy review
- Scenario-based discussion
- Lessons learned from drills or incidents

12. Roles and Responsibilities

12.1 Chief Executive Officer / Emergency Coordinator

- Approves training and drill plans
- Coordinates with local law enforcement
- Ensures compliance with regulatory standards

12.2 Safety and Compliance Officer (or Designee)

- Schedules and documents drills
- Maintains training records
- Conducts after-action reviews

12.3 Supervisors

- Ensure staff participation
- Support trauma-informed implementation
- Serve as incident leaders during emergencies

12.4 Staff and Contractors

- Participate in training and drills
- Report threats or concerns
- Follow response protocols

13. Communication Protocols

13.1 Internal Alerts

- Public address systems (if available)
- Group text or email alerts
- Direct supervisor communication

13.2 External Communication

- 911 notification procedures
- Designated media spokesperson (CEO or designee)
- Family and stakeholder notification procedures

14. Coordination with First Responders

CDH will:

- Share facility layouts with local law enforcement (as appropriate)
- Participate in joint training opportunities
- Maintain up-to-date emergency contact lists

15. Post-Incident Recovery

CDH shall provide:

- Crisis counseling and peer support
- Staff debriefings

- Operational recovery planning
- Incident documentation and reporting

16. Documentation and Records

Maintained records include:

- Training rosters
- Drill reports
- After-action reviews
- Corrective action plans

Records are retained per CDH Records Management Policy.

17. Compliance and Regulatory Alignment

This policy aligns with:

- NC DHHS Safety and Emergency Preparedness Standards
- OSHA Workplace Violence Prevention Guidelines
- FEMA Incident Command System (ICS)
- DOJ and DHS Active Shooter Preparedness Guidance
- Medicaid/MCO Risk Management Requirements

18. Non-Retaliation

CDH strictly prohibits retaliation against any individual who reports threats, vulnerabilities, or safety concerns in good faith.

19. Enforcement

Failure to comply with this policy may result in:

- Retraining
- Corrective action
- Disciplinary measures

- Contract termination
- Regulatory notification when required

20. Policy Review and Revision

This policy is reviewed:

- Annually
- After any violent incident or drill
- When regulatory or operational changes occur

21. Approval and Authorization

Approved By:

Cedric Dean, Chief Executive Officer
Cedric Dean Holdings, Inc.

Signature: _____

Date: January 21, 2026

22. Organizational Commitment Statement

Cedric Dean Holdings, Inc. affirms that **preparedness, prevention, and compassion-centered response** are essential to protecting lives and preserving trust within the communities we serve. Through this policy, CDH commits to continuous improvement, collaboration, and leadership in safety readiness.