

BOMB THREAT POLICY FOR ACC

POLICY: To provide a safe manner in which to handle a bomb threat ensuring the safety of both staff and the church attendees.

PROCEDURE: In the event that a bomb threat is received at the ACC facility, the following procedure is to be followed:

- A. If the threat is received via telephone, keep the caller on the line.
 - 1. Listen for background noise, tone of voice, accent, etc. Is the voice familiar? If so, whom does it sound like? Try to approximate the caller's age.
 - 2. If the bomb threat is received by a second party, try to obtain the same information as if the call was personally received.
 - 3. Obtain and write down the following information:
 - a. When is the bomb set to go off?
 - b. Exactly where is the bomb located?
 - c. What type of bomb is it? How is it constructed?
 - d. Why is this being done?
 - 4. **CALL 911**

- B. Notification procedure after receiving bomb threat:
 - 1. **Do not use any two-way radio system.**
 - 2. After receiving a bomb threat notify the below-listed personnel in the following order:
 - a. ERT Lead
 - b. Guest Services Lead
 - c. Senior ACC Staff not currently on the stage

 - 3. Notify the following personnel if a suspected device is found or detonated:
 - a. ERT Lead
 - b. Guest Services Lead
 - c. Senior ACC Staff not currently on the stage

- C. Evacuation:
 - 1. The fire evacuation plan will be used. If the location of the device is determined, this will dictate the route of exit.

- D. The Search:
 - 1. If a search is to be conducted prior to the arrival of public safety personnel, ERT staff will coordinate the search with facilities staff.
 - 2. The main emphasis of the search should be:
 - a. Public access areas, i.e., lobby, building exterior, roof
 - b. Mechanical, electrical, telephone room, including, but not limited to areas of gas, water, electrical, telephone services.
 - c. Any vehicles that are not known or the presence for which is not accountable.
 - d. Items in areas that are out of place.
 - e. Backpacks, packages, containers, etc.

3. If a time of detonation has been given, it shall be left to the discretion of the ERT Lead as to when the search is to be terminated.

E. If a suspect device is found:

1. **Do not use any two-way radio system.**
2. **Do not move or touch the device.**
3. **Avoid excessive vibrations** to the device or areas around it.
4. **Do not** turn **off** or **on** any electrical outlets, lights, etc.
5. **Notify ERT Lead immediately.**
 6. ERT Lead will gather as much information as possible without disturbing the device. This will be given to the bomb technician upon first contact.