

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.