

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 3/26

Last Reviewed: 3/23

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4D

SUBJECT: RESPONDING TO BOMB THREATS

Approved by: Executive Council

Effective Date: March 1, 1996

Date(s) of Revision: Aug 1, 2000, Aug 17, 2006, Oct 20, 2008; Dec 9, 2013; Nov 22, 2016; Mar 28, 2023

Responsible for Implementation: Safety Committee, Building Managers and All Staff

FCCS maintains a protocol for responding to bomb threats.

Procedures:

- 1) Reporting a Bomb Threat: The person who received the bomb threat must:**
 - a) notify the deputy on site immediately;**
 - b) notify a supervisor immediately;**
 - c) fill out a [Bomb Threat Card](#) (A170);**
 - d) fill out an employee incident report (EIR) within three (3) business days.**
- 2) Bomb Threat Determination:**
 - a) The Building Manager, Executive Director, or the Deputy on duty will determine whether a threat is serious enough to warrant contacting law enforcement and/or evacuating the building.**
 - b) The unit supervisors and safety marshals ensure that visitors and/or clients evacuate to a distance of at least 300 feet.**
 - c) The fire alarm should never be sounded in the case of a bomb threat as the sound could trigger a bomb.**
- 3) Bomb Threat Building Search and Location of Suspicious Object:**
 - a) Staff should scan for suspicious items as they evacuate. If suspicious items are noted, the building manager should be notified. Suspicious items should never be touched or moved by staff. When a suspicious object is discovered, report the location and description to the Building Manager or Executive Director who will notify the law enforcement or fire**

official in charge and order an immediate evacuation if it had not already been ordered.

- b) The person finding the unusual item must remain available to law enforcement.
- c) Staff may be alerted to danger with a RAVE Alert, if authorized by the Executive Director or designee.

4) Bomb Threat Evacuation Distances:

- a) Everyone should evacuate to a distance of at least 300 feet (one football field) from the building.

OFFICE LOCATION	EVACUATE TO
4071 E. Main Street	Go to rear parking lot near the fence and enter grass area or the playground area OR out the front door to a designated meeting place at least 300 feet away.
855 W. Mound Street	East: Cross Souder Avenue and continue across the field halfway to Harmon Ave., South: Exit parking lot, cross Van Buren and continue south past the first driveway into the overflow parking, West: Cross Mt. Calvary into cemetery or up Mound Street as far as the cemetery flagpole or mausoleum building.
1919 Frank Road	From the front of the building go to Frank Road by church OR out the rear door to a designated meeting place at least 300 feet away.

5) Re-entering the Building:

- a) If a suspicious object is either not found or found and removed, and law enforcement has cleared the building, the building manager will direct staff to return to work.
- b) Employees who are fearful of returning may take accrued personal leave, vacation, compensatory time, or flex time for the remainder of the shift if approval is granted by the supervisor or his/her management chain before leaving.

6) Critical Incident Stress Debriefing: Upon conclusion of the bomb threat, the building manager will assess the need for critical stress debriefings. If warranted, he or she will pursue scheduling the debriefings and will ensure that all staff are advised and allowed to attend.

Click here for a copy of the [Bomb Threat Card](#).