

Bomb Threat - ACFR Headquarters

CHAPTER 8.9

Issued: February 20, 2002

Revised: January 2018

Submitted by: Administrative Office, Approved by: Chief of Fire Rescue
Health & Safety Office,
County Fire Marshal's Office

Definition

All Alachua County Departments are charged with the task of developing and/or enhancing plans for assuring the security of their facilities. All Alachua County Departments will be working to assure the continued accessibility of County facilities for all visitors, balanced with providing a safe work environment for department employees.

Purpose

The Bomb Threat Plan for ACFR Headquarters is designed to better assure the safety of those personnel working in and visiting the Alachua County Fire Rescue Headquarters building.

General Guidelines

- The person receiving the threatening call will:
 - Complete the Bomb Threat Checklist to obtain information from the caller.
 - Immediately dial 9-911 to report the call and provide all the information from the Bomb Threat Checklist exactly as it is received from the caller.
- The Consolidated Communications Center (CCC) will dispatch law enforcement to ACFR Headquarters to investigate. Upon investigation, a determination will be made as to activation of the alarm and alerting the Bomb Disposal Unit (BDU).
- Any request for a BDU will be made by law enforcement in accordance with their departmental procedures.
- The Fire Chief, their designee, or the BDU will:
 - Immediately assess the situation and, if necessary, will activate the alarm.
 - Set up a Command Post in the most appropriate, and safest area.
- All personnel (with the exception of the Department designated contact person) will:
 - Upon hearing the bomb threat alarm, **scan your work area for anything unusual** and evacuate the building utilizing the closest stairway and building exits.
 - Do not close or lock office(s) or any other door(s) when evacuating, unless instructed otherwise.
 - Report anything unusual found in your work area to the Department designated contact person. **DO NOT TOUCH ANYTHING WITH WHICH YOU ARE NOT FAMILIAR.**

- Assemble at the rally point (in the open area on the south side of the building) and remain there until receiving the all clear to re-enter the building.
- Be prepared to move to a secondary location if requested by the Command Post, or law enforcement representative.
- Turn off, and do not use two-way radios, cordless phones, cellular phones and pagers until receiving the all clear to re-enter the building.
- Prior to evacuation, the Receptionist (or their designee) will print out the status of headquarters personnel and bring it with them.
- The Department-designated contact person will:
 - Assure that their area has been searched and completely evacuated. All offices must be checked to insure that all personnel have left the work area.
 - Report anything unusual found in your work area to the Command Post. **DO NOT TOUCH ANYTHING WITH WHICH YOU ARE NOT FAMILIAR.**
 - After evacuation is completed, the Department-designated contact person will proceed to the rally point to assist in accounting for all personnel from their respective work area. **(NOTE: the Department Director will assure that their personnel assemble at the rally point to determine an accurate accountability).**
 - The Department-designated contact personnel assigned to monitor entrances will:
 - Stand by their assigned entrances until relieved by staff, or law enforcement personnel.
 - Ensure that no unauthorized personnel enter the building until receiving the all clear to re-enter the building.
 - Instruct everyone to stay clear of the building until instructed otherwise.

The Bomb Disposal Unit (BDU) will assume command of operations until the hazard has been eliminated.