

MEMORANDUM FOR ALL FORT MONMOUTH OFFICER'S CLUB EMPLOYEES

SUBJECT: Policy-Bomb threats

1. POLICY: The purpose of this memorandum is to establish procedures for handling a bomb threat situation or discovery of a bomb at the Officer's Club / Gibbs Hall.
2. APPLICABILITY: This policy applies to all FMOC/ MWR Employees
3. RESPONSIBILITIES:
 - a. OPERATIONS MANAGER: ensures all personnel are trained and become familiar with established procedures to minimize injury and property damage
 - b. EMPLOYEES: become familiar with and comply with the following procedures
4. PROCEDURES:
 - a. Notification and evacuation procedures:
 1. Any person who receives, discovers, or has reason to believe there may be a concealed bomb threat will immediately notify a supervisor. The supervisor will, in turn, notify the Business manager.
 2. The Business manager or person in charge will immediately notify the POC in the banquet rooms of the need to evacuate the building. He will then notify PMO and Fire personnel.
 3. The supervisor will designate personnel to open the correct doors and direct personnel thru the exists.
 4. The Business Manager will notify the DOL Bus to proceed to the North Entrance and prepare to board the conference attendees.
 5. The Supervisor will designate personnel to direct Conference attendees to the North Exit door and onto the DOL Bus.
 6. The Supervisor will direct all personnel to leave the building and continue surveillance on all doors from a distance while the emergency is in progress. Any Suspicious activity will be immediately reported to the police on the scene.
 - b. Action to be taken when a suspicious object is found
 1. The location and description of the object will be immediately reported to the supervisor, who will in turn notify law enforcement
 2. Do not attempt to move or cover the object

3. No one will be permitted to re-enter the building until the building is declared safe by law enforcement
4. Law enforcement #21112
5. Fire Department #21112
6. This policy letter remains in effect until rescinded, superseded, or replaced by a directive.

Business Manager
FMOC