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IX. SECURITY PROGRAMS

1.MAINTENANCE SECURITY PROGRAMS

A.GENERAL

Security is an essential element of the <Your Agency> Maintenance Program. Government property often becomes the target of sabotage for numerous reasons. At times government property presents a target of opportunity for groups attempting to gain visibility for their movement. Operations and servicing of its aircraft throughout the U.S. and foreign territories exposes <Your Agency> aircraft to environments that have varying degrees of security. Personnel performing maintenance on the <Your Agency> aircraft shall be aware of and look for any unusual conditions. If such conditions are found they should be reported immediately to the <Your Agency> Supervisor of Maintenance. Unusual conditions may be suspicious looking objects, signs of tampering, or intentionally inflicted damage to areas such as pitot static heads, primary structures, engine inlet or exhaust area, and damage to windows, as examples. **(ICAP COMMENT: Law Enforcement agencies may need to add additional guidelines due to additional requirements in this area.)**

B.<Your Agency> HANGAR SECURITY.

Routine security measures are imposed on personnel entering the <Your Agency> Hangar from the main entrance. Maintenance personnel should be vigilant to unauthorized vehicle or pedestrian traffic and aircraft movements on the <Your Agency> Hangar Ramp. Any unusual movements should be immediately reported to the <Your Agency> Supervisor of Maintenance.

C.MAINTENANCE ON <Your Agency> EQUIPMENT AWAY FROM HOME BASE.

Personnel, including contractors, performing servicing and maintenance on <Your Agency> aircraft away from the <Your Agency> Hangar are expected to provide the same level of security for aircraft and equipment (see Section A, General, above) as is provided at the <Your Agency> Hangar in <Location>.

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2.BOMB THREATS

A.GENERAL

Any employee receiving or learning of a bomb threat or other sabotage threat to an aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency> will immediately notify their supervisor who will advise the Chief, Air Operations Division, giving complete information as to the threat. The supervisor will then advise all personnel of the threat and any action directed by the <Your Agency Aviation Title>.

If the threat concerns a specific aircraft or flight, the supervisor, upon approval by the <Your Agency Aviation Title>, will notify the Air Traffic Control Tower of the threat.

B.POLICY.

<Your Agency> maintenance employees, including contractors providing maintenance support to the <Your Agency>, shall cooperate fully with the FBI (which is responsible for investigating bomb threats), the local police, and the FAA.

<Your Agency> will assist in any way possible in the prosecution of violators of federal laws, by cooperating with the federal authorities to the fullest. Contractors, too, are expected to cooperate fully with the investigation and prosecution of these violators.

C.EMPLOYEE PROCEDURES.

If a <Your Agency> employee, or employee of a <Your Agency> maintenance contractor, receives a telephone call regarding a bomb being aboard or threatened to be placed aboard an aircraft, or in the vicinity of any <Your Agency> aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency> they will:

(1)Signal another person in the office to call the telephone company to have the call traced.

(2)Question the caller, using a number of questions that have been designed by AOD Security to aid in prolonging any threat call in an attempt to trace the call, identify the caller, and to determine valuable response information for us by authorities. (Reference Chapter/Section IV.2.I, form <Your Agency> GMM BTQ)

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(3)Obtain as much information as possible and take exact notes. Be alert for accents, background noises and any indication that the caller is a juvenile, intoxicated, mentally disturbed, or unusually familiar with the operation and schedule of the <Your Agency Aviation Title>.

(4)Immediately notify their supervisor who will advise the Chief, AOD, giving complete information as to the threat received and action taken to this point.

(5)Immediately report their actions in a written statement, including all statements made by the caller verbatim, if possible. This report should be forwarded to the Chief, <Your Agency Aviation Title>, through proper channels as soon as possible.

Questionnaires should be available for ready use in each office where calls are received from the public.

Questions should be spaced so as to enable the caller's responses to be written in the appropriate area. Supervisors are responsible for maintaining the questionnaire in sufficient quantity to satisfy local needs.

D.BOMB THREAT SEARCH AND INSPECTION.

When a bomb threat search is to be conducted on any aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency>, maintenance personnel will assist when requested by the <Your Agency> person in charge. The search will normally be conducted in accordance with the following procedures:

(1)Appropriate measures will be taken to clear the danger area of personnel. The passengers will be evacuated from the aircraft. All personnel in the vicinity of the Hangar or equipment being threatened will be evacuated. If the aircraft is in the <Your Agency> Hangar the passengers and other personnel will be removed from the Hangar. If the aircraft is airborne the passengers will be deplaned at the direction of the Pilot-in-Command . If the aircraft is taxiing but not airborne, the Pilot-in-Command will issue instructions for evacuating the aircraft, which may involve emergency evacuation and the removal of any onboard personal items.

(2)The local FBI, FAA, and Airport Manager will be notified by the most expeditious means. When direct contact with these individuals is not possible, the Pilot-in-Command will advise Air Traffic Control and ask their assistance.

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(3)The aircraft or ground equipment will be located to a remote area as directed by the Airport Manager or <Your Agency> person in charge.

(4)If passengers are involved they may be moved to a search area.

(5)Cargo aboard the aircraft may be removed.

(6)A complete search of the aircraft threatened will be conducted. Assistance from experts will be requested to handle and dispose of any bomb or suspected bomb found.

**UNDER NO CIRCUMSTANCES WILL ANY SUSPICIOUS OBJECT OR BOMB BE TOUCHED, HANDLED, OR DISTURBED IN ANY MANNER BY ANY MAINTENANCE EMPLOYEE, CONTRACTOR OR OTHERWISE.**

(7)If no bomb is found in the luggage, cargo, or any other area and circumstances are such that a bomb could have been hidden within the aircraft itself, a maintenance inspection may be performed in accordance with the Bomb Threat Inspection form (Reference Chapter/Section IV.2.J, form <Your Agency> GMM BTI). The <Your Agency> person in charge will direct maintenance to perform the inspection, if required.

Maintenance personnel will provide support to the bomb threat inspection team as directed by the <Your Agency> person in charge.

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