

**ST MARYS ROMAN CATHOLIC CHURCH, BRIDGE GATE, DERBY**  
**ACTION ON DISCOVERY OF A SUSPICIOUS PACKAGE OR ACTIVITY**

**A. SUSPICIOUS PACKAGE**

Any unattended bag or package should be treated as suspicious if the reason for its presence or its ownership cannot be immediately established. This is particularly true of any item found in an unexpected or unusual place.

The finder of any suspicious bag or package should:

- Try to establish ownership
- Clear the immediate area
- Prevent others from approaching
- Leave the item alone. Do NOT attempt to cover, move or handle.
- Inform a member of the clergy or other responsible person e.g. a sacristan
- Call the police on 999

Do NOT use a mobile phone in the cleared area.

The responsible person should determine the level of suspicion before deciding what action to take. Factors to consider include:

- Have any bomb threats been received.
- Has there been any reported suspicious activity. CCTV footage may inform.
- Is the item unusual or untypical
- Has the item been hidden or found in an unusual place.
- Is the location significant
- Can the item be examined further in safety

If the threat is considered real then evacuation may be the safest option. The evacuation procedure should be initiated.

**B. SUSPICIOUS ACTIVITY**

If a person is found to be acting suspiciously then:

- Inform a member of the clergy or other responsible person
- Together observe the person's behaviour from a safe position, preferable using the CCTV system.
- Call the police on 999 if the person's behaviour is considered to be a threat.

Do NOT approach the person on your own. If threatened in any way withdraw to a place of safety.

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