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Bomb Threat Information

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Forward

Bomb threats and actual bombings are presently on the increase in the United States. Whether this trend will continue is a matter for speculation. Organization and planning efforts must be conducted in advance to handle bomb threats, confusion, and panic. Responsibility should not be avoided or further delegated by those in authority.

This publication is intended to assist management with the formulation and development of bomb threat plans and procedures. The ideas and suggested methods outlined were gathered from many sources and reflect the most current information available on bomb threats. While it is true that a single concept of bomb threat policy to cover all activities and situations would not be practical, it is equally true that certain basic considerations will apply in most bomb incident plans. Each department or agency must decide for itself which of these considerations apply to their specific needs.

If one suggestion in this pamphlet should be emphasized, it is **PREPAREDNESS**. When one is equipped with an organized plan, most bomb threat problems can be resolved with a minimum of exposure to personal injury and property damage. By making this information available to you, we are attempting to help you help yourself in dealing with bomb threats and illegal employment of explosives or incendiaries. There is no final word available on this subject and it is recognized by all that there may be a better way; it is with this in mind that we solicit any comments or suggestions from you.

BOMB THREAT INFORMATION

DEFINITION. *A bomb threat is legally defined as the communication through the use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.*

GENERAL. There are only three reasonable explanations for receiving a bomb threat.

FIRST, the caller has definite knowledge or believes that an explosive or incendiary device has been or will be placed in an area and wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone else who has become aware of such information.

SECOND, the caller wants to create an atmosphere of anxiety and panic, which will possibly result in a disruption of the normal activities at the target area. When a threat has been received, there will be a reaction to it. If the call is directed to a target area where a vacuum in leadership exists or where there has been no organized advance planning to handle such a threat, the call may well result in panic.

FINALLY, the caller wants to bring about or amplify a lack of confidence in existing leadership or programs. By injecting panic into a normal operational situation through fear of the known or unknown, the caller may achieve his ultimate goals; i.e., an increased potential for personal injury, property damage, or evacuation or shutdown of essential facilities which result in unacceptable economic loss. Past experience factors have revealed that targets for terrorists' bombings or threats have not been selected at random. The target is generally selected because of political, real, or imagined personal gain to the terrorist. Today, more of these threats are materializing. Today, management's first consideration must be for the safety of its people. It is to determine immediately whether a bomb threat is real. Plans devised to cope with these threats should be formulated with these thoughts in mind.

THE LOUISIANA CRIMINAL CODE IN R.S.14:51 THRU 54.5 PROVIDES FOR THE FOLLOWING:

SUB-PART A. BY VIOLENCE TO BUILDINGS AND OTHER PROPERTY

1. ARSON AND USE OF EXPLOSIVES

§ 51. Aggravated Arson

Aggravated arson is the intentional damaging by any explosive substance or the setting fire to any structure, watercraft, or movable whereby it is foreseeable that human life might be endangered.

Whoever commits the crime of aggravated arson shall be imprisoned at hard labor for not less than six nor more than twenty years, and shall be fined not more than twenty-five thousand dollars. Two years of such imprisonment at hard labor shall be without benefit of parole, probation, or suspension of sentence.

Amended by Acts 1964, No.117, § 1; Acts 1977, No.53,§1; Acts 1981, No.297 §1.

§ 52. Simple Arson

A. Simple arson is the intentional damaging by any explosive substance or the setting fire to any property of another, without the consent of the owner and except as provided in R.S. 14:51.

B. Whoever commits the crime of simple arson, where the damage done amounts to five hundred dollars or more, shall be fined not more than fifteen thousand dollars and imprisoned at hard labor for not less than two years nor more than fifteen years.

C. Where the damage is less than five hundred dollars, the offender shall be fined not more than twenty-five hundred dollars or imprisoned with or without hard labor for not more than five years, or both.

Amended by Acts 1977, No.53,§ 1; Acts 1985, No.300,§1.

§ 53. Arson with Intent to Defraud

Arson with intent to defraud is the setting fire to, or damaging by any explosive substance, any property, with intent to defraud.

Whoever commits the crime of arson with intent to defraud shall be fined not more than ten thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

Amended by Acts 1980, No.708, § 1.

§ 54.Placing Combustible Materials

The placing of any combustible or explosive material in or near any structure, watercraft, moveable, or forest land, with the specific intent eventually to set fire to such structure, watercraft, movable, or forest land, shall constitute an attempt to commit arson within the meaning of the article of this Code, and the court shall look at Article 51 through 53 of this Code in order to determine which type of arson was attempted.

Amended by Acts 1970, No.660, § 1.

§ 54.1 Communicating of False Information of Planned Arson

A. Communicating of false information of arson or attempted arson is the intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any threat or false information knowing the same to be false, including bomb threats or threats involving fake explosive devices, concerning an attempt or alleged attempt being made, or to be made, to commit either aggravated or simple arson.

B. Whoever commits the crime of communicating of false information of arson or attempted arson shall be imprisoned at hard labor for not more than twenty years.

Added by Acts 1970, No.184, § 1. Amended by Acts 1990, No.321, § 1.

§ 54.2 Manufacture and Possession of Delayed Action Incendiary Devices; Penalty

It shall be unlawful for any person, without proper license as required by R.S.40:1471.1 et seq. to knowingly and intentionally possess or have under his control any instrument, device, chemical, or explosive substance which is arranged, manufactured, mixed, or so made up as to be a device or substance which, when exposed to heat, humidity, air, or foreign elements, will after prolongation of time burst into flame, ignite, cause to be ignited, or explode.

This section shall not apply to fireworks possessed within the meaning and contemplation of R.S. 51:650 et seq

Whoever violates this Section shall be fined not more than ten thousand dollars to be imprisoned at hard labor for not more than twenty years, or both.

Added by Acts 1970, No.659 § 1. Amended by Acts 1974, No.374, § 1; Acts 1979, No.654, § 1.

§ 54.3 Manufacture and Possession of a Bomb

A. It shall be unlawful for any person without proper license as required by R.S. 40:1471.1 et seq. knowingly and intentionally to manufacture, possess, or have under his control any bomb.

B. A "bomb", for the purposes of this Section, is defined as an explosive compound or mixture with a detonator or initiator, or both, but does not include small arms ammunition. The term "bomb", as used herein, shall also include any of the materials listed in Subsection C present in an unassembled state but which could, when assembled, be ignited in the same manner as described in Subsection C, when possessed with intent to manufacture or assemble a bomb.

C. As used herein the term "explosive" means gunpowder, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electric circuit breakers), detonators, and other detonating agents, smokeless powders, and any chemical compounds, mechanical mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that ignition by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion.

D. This Section shall not apply to fireworks possessed within the meaning and contemplation of R.S. 51:650 et seq.

E. Whoever violates this Section shall be fined not more than ten thousand dollars or be imprisoned at hard labor for not more than twenty years, or both.

Added by Acts 1974, No.375, § 1. Amended by Acts 1979, No.654, §1; Acts 1988, No.369, § 1.

§ 54.5 Fake Explosive Device

A. It shall be unlawful for any person to manufacture, possess, have under his control, buy, sell, mail, send to another person, or transport a fake explosive device, if the offender knowingly and intentionally:

- (1) Influences the official conduct or action of an official or any personnel of a public safety agency; or
- (2) Threatens to use the fake explosive device while committing or attempting to commit any felony.

B. For purposes of this section the following words shall have the following meanings:

(1) A "fake explosive device" means any device or object that by its design, construction, content, or characteristics appears to be or to contain an explosive, an explosive compound or mixture with a detonator or initiator, or both, but is, in fact, an inoperative facsimile or imitation of such a destructive device, bomb, or explosive as defined in R.S. 14:54.3.

(2) A "public safety agency" means the Department of Public Safety and Corrections, a fire department, an emergency medical or rescue service, a law enforcement agency, of a volunteer agency organized to deal with emergencies.

C. Whoever violates the provisions of this Section shall be imprisoned at hard labor for not more than five years and shall be fined an amount equal to the costs of any law enforcement investigation or emergency response which results from the commission of the offense.

D. Provisions of this Section shall not apply to authorized military, police, and fire operations and training exercises. Added by Acts 1991, No.832, § 1, eff. July 23,1991.

SUBPART B. ASSAULT AND BATTERY (WITH RELATED OFFENSES)

§ 40.1 Terrorizing

A. Terrorizing is the intentional communication of information, known by the offender to be false, that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, thereby causing any person to be in sustained fear for his or another person's safety causing evacuation of a building , a public structure, or a facility of transportation; or causing other serious disruption to the public.

B. Whoever commits the offense of terrorizing shall be fined not more than five thousand dollars or imprisoned with or without hard labor for not more than five years, or both. Acts 1978, No.394, § 1, Amended by Acts 1985, No. 191, §1.

PREPARATION

It is absolutely essential that issues of communication and planning be made in advance to safely handle bomb threats. Clear-cut levels of authority must be established. It is also important that each person handle his or her assignment without delay and without any manifestation of fear.

Only by having an established organization and procedures can you handle these problems with the least risk to all concerned and instill confidence so that there will be no panic.

In your planning, you should designate a control center or command post. This control center should preferably be located in the switchboard room or other focal point with telephone or radio communications. Management personnel should be assigned to the Control Center during the period of the threat. Reports on the progress of the search and any evacuation measures should be made to the control center. Only those persons who have been assigned duties should be permitted in the control center. There should be some provision in your plan for alternates in the event someone is absent and the threat is received.

PREVENTION

In drafting plans for dealing with bombings and bomb threats the first thing that should be considered is the vulnerability of a given location or facility. In other words, what restrictions or difficulties would one encounter if they wanted to place an explosive or incendiary device in your plant or building?

The old cliché that an ounce of prevention is worth a pound of cure is just as applicable to the problem of terrorist tactics as it is to any other.

In order to reduce the potential placement of an explosive or incendiary device, you can tighten physical security. Not only will you reduce the chances of having a bomb brought on to the premises, but you can also maximize search efforts by doing the following:

1. During the inspection of the building, particular attention should be given to such areas as elevator shafts, ceiling areas, restrooms, access doors, crawlspaces and other areas which are used as a means of immediate access; plumbing fixtures, electrical fixtures, utility and closet areas, areas under stairwells, boiler (furnace) rooms, flammable storage areas, electrical switches, gas or fuel valves, indoor trash receptacles, record storage areas, mail rooms, ceiling lights with easily removable panels, and fire hose racks. While this list of areas to be noted with particular emphasis is not complete, it is sufficient to give an idea of those areas where a time-delay explosive or an incendiary device might be concealed. A more concise list of possible concealment areas is found in Appendix A-1.
2. Establish and enforce strict procedures for the control and inspection of packages and materials going into critical areas.
3. Develop and enforce a positive means of identifying and controlling personnel who have authorized access to critical areas and denying access to unauthorized personnel.
4. Instruct all security and maintenance personnel to be alert for suspicious individuals. All personnel should be alert to the presence of foreign or suspicious objects or parcels which do not appear to belong in the area where they are observed.
5. Instruct all security and maintenance personnel to increase surveillance throughout the building especially of all restrooms, stairwells, and areas under stairwells to insure that unauthorized personnel are not in hiding or concealment.
6. Insure that doors and/or access ways to such areas as boiler rooms, mail rooms, computer areas, switchboards, elevator machine rooms and utility closets are securely locked when not in use.
7. Check key control procedures to see that all keys to all locks are accounted for. If keys are in possession of persons no longer in your employment or keys cannot be accounted for, then all locks should be changed. NOTE: Combination locks should be changed semi-annually.
8. Check fire exits to make sure they are not obstructed.
9.
 - a. Check fire hose racks and fire extinguishers regularly to assure they have not been damaged, i.e., hoses cut, exposed to acid, or nozzles damaged.
 - b. If the installation is large enough to have its own high pressure fire hydrant system, such as at a college campus or large plant site, make periodic checks of the fire hydrants. There have been instances where fire hydrants were made inoperable by the insertion of beverage cans into the outlets of the fire hydrant stem. One method of combating this is to place seals on the outlet caps and make periodic inspections. If it appears that the seals have been disturbed or tampered with, then test the hydrant to insure that it is operable.
10. Increase patrols and surveillance of receiving and shipping areas, garages and parking areas.
11. Assure adequate protection for classified documents, proprietary information and other records essential to the operation of your plant. (A well planted device could upon detonation destroy all records which are vital for day-to-day operations).

12. Check perimeter fences/walls/barriers to assure a good state of maintenance and adequate clear zones. Mark with "No Trespass" signs.
13. Check all exterior and protective lighting for proper operation and adequate illumination.
14. Protect ground-floor windows with heavy mesh, grillwork, or protective glass.
15. Conduct daily checks for good housekeeping and proper disposal of combustible material.
16. Store or arrange for immediate procurement sand, sandbags or mattresses to be used as shielding in the event an explosive device is located in the building.
17. In the event electric power is shut off, have flashlights or battery powered lanterns available.
18. Install closed circuit television to monitor areas where a bomb might be placed.
19. Install metal detecting devices.
20. Post signs indicating the use of closed circuit televisions and other detection devices.
21. Entrances and exits to and from buildings could possibly be modified to channel all personnel entering or leaving the building, by a registration desk. Persons entering the building should be required to sign a register showing the name and room number of the person whom they wish to visit. Employees manning these registration desks could contact the person being visited and advise that a visitor, by name, is in the lobby. The person being visited may, in the interest of security and protection, decide to come to the lobby to meet with the visitor. A system for "signing out" when the visitor departs the building should be integrated into this procedure. There is no question that the institution of such a procedure would result in **many complaints** from the public. On the other hand, it could be explained to the visitor at the registration desk that these procedures are being implemented in the best interest and safety of the visitor.

While all of the above measures might not apply to your particular operation, some of them will, and the implementation of any of these measures will offer some protection.

Once proper preventive measures have been implemented, there are several other aspects of the problem that must be considered.

1. The Threat Itself
 2. The Search of the Premises
 3. The Problems of Evacuation
 4. Disarming and Removal of the Suspicious Object if Found
 5. Control of Publicity
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THE THREAT

While the probability is very small of receiving a warning call where an explosive or incendiary has actually been placed, we cannot ignore the fact that there have been instances where a threatening call *was not a hoax*.

In a few instances, the person making a warning call has given the recipient enough information to aid in determining the caller's identity. In addition, there have been cases where the caller has described the device, given its location, and stated the time that the device was to be detonated or ignited.

It is for these reasons that the personnel normally responsible for operating the switchboard or answering the telephone in the main office should be instructed in advance to do the following:

1. When the caller has communicated the threat, stay calm, do not manifest fear. Make a note as to the date and time of day.
2. Keep the caller talking, the more he says the more we can learn.
3. Record every word the caller says.
4. If the caller does not indicate the location of the bomb or the time of detonation, ask the caller what time it is to go off and where it is located. If the caller has answered any of the above questions and is still on the line, ask him his name and try to ascertain where he is calling from. Although the caller may not respond, we will never know unless we ask.
5. It may be advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
6. Listen closely to the voice of the caller and note the following:
 - a. Sex of Caller
 - b. Age of Caller
 - c. Race of Caller
 - d. Accent (Is voice native to the area)
 - e. Speech Impediments or Peculiar Voice Characteristics-Drunk, Etc.
 - f. Attitude of Caller-Calm? Excited? Etc.
7. Pay particular attention to any strange or peculiar background noises; such as street noises, motors running, music, television or radio programs, dishes rattling, babies crying, and other background noise which might give even a remote clue as to the origin of the call. NOTE: See Recommended Bomb Threat Checklist Appendix B1.
8. Notify only those persons designated in the plan. Do not discuss the call with anyone unless authorized to do so. Do not leave your post or assignment unless instructed to do so by the person in charge.

After the person in authority has been informed of the call, the appropriate law enforcement agency should be advised of the threat and an organized search should follow.

Since the law enforcement personnel will be interested in talking firsthand with the person receiving the call, this person should remain available until law enforcement personnel are on the scene.

THE SEARCH

All authorities are in agreement that the most effective and fastest search of a building can be made by the normal occupants of that building. No community can supply the number of police officers or firemen it would take to make a fast, thorough search of a facility of any size; such as, a school, office building, manufacturing plant, etc. But even if such manpower were available, they would not be the best qualified to conduct the search.

Since the terrorist does not label the device with the word "bomb", what should you look for? What does a bomb look like? No one knows. It can be packaged in as many different ways as the maker's imagination will allow. Some devices may be the size of a cigarette package, while others may be as large as a 2½ ton truck.

Since the object of the search can vary in size and shape, it is a fundamental rule that search must be made by *persons who are familiar with the area in order to notice a strange or foreign object*. However, the use of personnel who occupy the premises to conduct the search may present problems in view to the hysteria that might result from the threat unless there has been careful planning beforehand. In designating or assigning personnel to an area to be searched, there should be no reluctance to assign females, if they are the ones most familiar with the area. Women are as qualified to carry out this function as are men.

If the facility has a public address system, the search team can be alerted to commence the search by use of a code signal, e.g. "Mr. Franklin, Please come to the office" or any code suitable to your location.

In writing a search plan, the building or premises to be searched should be divided into areas and each person assigned a room or area. Personnel so assigned should make a survey of the area, noting what objects normally occupy the area. Grill covers over heating and air-conditioning ducts should be inspected so that a subsequent inspection would reveal any entry or tampering.

In some instances the detonation or ignition of any explosive or incendiary might depend on a change in environment, e.g. temperature variations or the presence of an electric current. Therefore, the personnel assigned to conduct the search should be cautioned not to cause, or at least minimize any change in the environment. Do not go into a dark room and turn on the lights or change the setting of the thermostats in the room.

Other search techniques that can be employed are:

1. A staff member or supervisor should be designated as floor or area warden for each floor of the building, or perhaps several area wardens for single story buildings. Wardens should be responsible for directing the search of their areas, receiving information from search personnel, and relaying it to the control center.
2. Alert the nearest medical facility to standby during the search. This provides immediate medical attention in the event of accidental or premature detonation.
3. Alert fire department personnel to standby in the event a detonation occurs.
4. An effective search technique is as follows:
 - a. Security, maintenance and janitorial personnel search such areas as hallways, rest rooms, stairwells, elevator shafts, utility closets, and areas **outside** the building.
 - b. Office Personnel search their immediate areas.
 - c. As the search of each area is completed and no suspicious objects found, a report is given to the appropriate warden.

5. **SUSPICIOUS OBJECT LOCATED**

NOTE: It is imperative that personnel involved in the search be instructed that their mission is only to search for and report suspicious objects. NOT to move, jar or touch the objects or anything attached thereto. The removal/disarming of a bomb must be left to professional Bomb Technicians.

- a. The location and a description of the object as can best be provided, should be reported to the floor or area warden. This information is relayed immediately to the person in charge of the control center who will call police, fire department and rescue squad. When these agencies arrive, they should be met and escorted to the scene.

- b. To minimize damage, sandbags or mattresses, **not metal Sheila plates**, may be placed around the object. *DO NOT ATTEMPT TO COVER THE OBJECT.*
- c. The danger area should be identified, and blocked off with a clear zone of at least 300 feet, including areas below and above the object.
- d. Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
- e. Evacuate the building.
- f. Do not permit re-entry into the building until the device has been removed/disarmed, and the building declared safe for re-entry.

6. Communications During Search.

- a. A rapid two-way communication system is of utmost importance. Normally communication between wardens, search teams and the control center can be accomplished through the existing telephone system, or the building's internal communication system.
 - b. In many instances, two-way (walkie-talkie) radios have been used. CAUTION: The use of radios could be dangerous. The radio beam could cause premature detonation of an electric initiator (blasting cap).
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PROBLEMS OF EVACUATION

In those facilities not having a bomb threat plan, the most common practice is to evacuate the building upon receipt of a bomb threat call. At first thought, this might appear to be the thing to do. After all, there is the possibility that an explosive or incendiary device might be in the building. However, consider the chances of personal injury that could result where a hasty evacuation is attempted and *panic ensues*.

Panic is one of the most contagious of all human emotions. Panic is defined as a "sudden, excessive, unreasoning, infectious terror caused by fear of the known or the unknown." Panic can also be defined in the context of a bomb threat call as the ultimate achievement of the caller.

Once a state of panic has been reached, potential for personal injury and property damage is dramatically increased.

Some authorities feel that hasty evacuation can endanger more lives through panic than an explosive detonating.

In evacuating any building, we are routing personnel through the most public areas of the facility, its corridors and stairwells. And these are the places that are most likely to contain an explosive or incendiary device.

By evacuating immediately, we might be exposing personnel to a greater danger. The movement of any large mass of people under emergency conditions is a hazardous undertaking unless absolute control is maintained.

The decision to evacuate or not to evacuate is a managerial decision and there will be no time to have a committee meeting to make such a decision without first evaluating all the information available at that time.

Some of the factors that should be considered are:

1. The caller- What did he say? Was it a child's voice with other small children snickering in the background or did the caller sound serious in his threats?
2. Has this been a recurring thing?
3. Are employees or students excused from work or school when such threats are experienced?
4. Is it possible that this call was precipitated by news reports of other calls?
5. Will immediate evacuation of the premises expose personnel to greater danger?
6. What is the size of the building, how many people are involved?

Other items that must be considered in establishing evacuation policies and plans are:

1. Determine who will evaluate the threat and make the decision to evacuate or not to evacuate.
2. Establish a signal for evacuation. The signal may be the same as that used for fire, however the normal procedure in the case of fire is to close all doors and windows. In a bomb explosion, this could increase damage. You should consider a voice announcement for evacuation under conditions of a bomb threat. The announcement must be made calmly. Personnel should be instructed to leave all windows and doors open, proceeding according to the pre-established evacuation plan.
3. Establish priority and routes of evacuation based on the type of building and location of personnel within the building upon receipt of a bomb threat.
4. Consider priority and routes of evacuation in the event a bomb is found in the building. This also will depend on the type of building and location of personnel in relation to the area where the bomb is located. In multi-story buildings, personnel on floors above the danger area should be evacuated first. This can be done simultaneous with the evacuation of lower levels.
5. If evacuation is effected upon receipt of a threat, are personnel expected to return to work upon completion of the search? Will they be dismissed for the remainder of the day?

6. Who makes the decision to permit re-entry into the building following a search in which no bomb is found?
7. If evacuation is effected and personnel held on standby pending completion of the search; a "holding area" must be established and controlled. This area should be at a distance far enough away from the event of an explosion. The minimum distance of 300 feet is recommended.
8. If evacuation is effected, and an explosion occurs, be prepared to give appropriate instructions to employees.
9. Assume that a bomb threat is received, but evacuation is not effected. During the search the bomb explodes, resulting in injury or death. What are your legal liabilities?
10. Who controls entry into the building during the search?

This may be managements' responsibility exclusively or it may be performed concurrently by management and the police.

11. If the building is evacuated, all gas and fuel lines should be shut off at the main switch or valve. (There is some diversity of opinion as to whether electric power should be shut off. To leave it on increases the possibility of electrical fires. To shut it off leaves the building in darkness and may tend to hamper the search team. Check this with your local Bomb Disposal Unit).

Once again, it is stressed that premature evacuation is not always the best choice. However, it is equally emphasized that to evacuate or not is a decision that can only be made by you, based on your particular situation.

Some local Sheriff's Departments and Police Departments have trained personnel and necessary special equipment to handle an explosive device. The Louisiana State Police Explosive Control Unit is responsible for Bomb Disposal Service throughout Louisiana. Assistance may be obtained on a twenty-four (24) hour basis by calling the State Police Hotline at (225) 925-6595 or your nearest State Police Troop. Be sure that the telephone numbers for these agencies are included in your plan. These numbers are listed in Appendix C-1, Emergency Contact Numbers.

HANDLING OF THE NEWS MEDIA

It is of paramount importance that all inquiries by the news media be directed to one person appointed to function as a spokesman. All other personnel should be instructed not to discuss the current situation with any outsiders, especially the news media.

The purpose of this provision is to insure that the news media be furnished with accurate information and that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources.

APPENDIX A-1

POTENTIAL CONCEALMENT AREAS

The following is a list of possible concealment areas for time delayed or incendiary devices:

Buildings and Structures (General)	Auditoriums and Theaters
<ol style="list-style-type: none"> 1. Elevator wells and shafts. (CAUTION: Watch for strong winds in elevator shafts) <ol style="list-style-type: none"> a. Nooks b. Closets c. Storage rooms d. False Panels e. Walk areas f. Counterweights g. Motors h. Cables i. Trash in shafts 2. All ceiling areas 3. Restrooms 4. Access doors 5. Crawl space in restrooms and areas used as access to plumbing fixtures 6. Electric fixtures 7. Utility and other closet area 8. Space under stairwell 9. Boiler(furnace) rooms 10. Flammable storage areas 11. Main switches and valves 12. Indoor trash receptacles 13. Storage areas, including record-storage areas 14. Mail rooms 15. Ceiling lights with easily removable panels 16. Fire hose racks 17. Basements 18. Around windows hidden by drapes or shades 19. Inside desks 20. Inside storage cabinets and containers 21. Under tables 	<p>Searches must be conducted under each seat, into cut seat cushions, as well as the following.</p> <ol style="list-style-type: none"> 1. Stage area 2. Microphones 3. Speaker platform 4. Crawl ways 5. Tunnels 6. Trapdoors 7. Dressing rooms 8. Restrooms 9. Storage areas 10. Ceilings 11. Props 12. Hanging decorations 13. Lighting fixtures 14. Sound system 15. Air-conditioning system 16. Roof 17. Heating system 18. Projection booths 19. Offices
Schools	Outside Areas
<p>School bombings are usually directed against non-student areas.</p> <ol style="list-style-type: none"> 1. Lockers 2. Furnace (boiler) rooms 3. Utility closets 4. Offices 5. Chemistry labs 6. Auditoriums 7. Cafeterias 	<ol style="list-style-type: none"> 1. Street drainage systems 2. Manholes in street and sidewalk 3. Trash receptacles 4. Garbage cans 5. Dumpsters 6. Incinerators 7. Mailboxes 8. Parked cars, trucks, and carts 9. Storage areas

APPENDIX B-1
CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

Time and Date Reported: _____

How Reported: _____

Number at Which Call Received: _____

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____

Description of Callers Voice: _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice: _____ Background Noise: _____ Is Voice Familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Time Caller Hung Up: _____ Exact Wording of the Threat: _____

Name, Address, Telephone of Recipient: _____

APPENDIX C-1 EMERGENCY CONTACT NUMBERS

Louisiana State Police
Explosive Control Unit
P.O. Box 66168
Baton Rouge, Louisiana 70896
Telephone: (225) 925-6113
If no answer call (225) 925-6595

Louisiana State Police Troop Headquarters:

Baton Rouge	Troop A	(225) 754 -8500
Kenner	Troop B	(504) 471 -2775
Gray	Troop C	(985) 857 -3680
Lake Charles	Troop D	(337) 491 -2511
Alexandria	Troop E	(318) 487 -5913
Monroe	Troop F	(318) 345 -0000
Shreveport	Troop G	(318) 741 -7411
Lafayette	Troop I	(337) 262 -5880
Mandeville	Troop L	(985) 893 -6250

Sheriff's Department: _____

Police Department: _____

Fire Department: _____

Hospital: _____

Bureau of Alcohol, Tobacco and Firearms
New Orleans, Louisiana (Treasury Department)
(504) 589-2350

Federal Bureau of Investigation
New Orleans, Louisiana
(504) 522-4671

To:
"Le Centre Canadien des Donnees Sur les Bombes"

"Merci beaucoup!"

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