

Louisiana Department of Public Safety and Corrections
Office of State Police, Emergency Services Unit
Explosive Control Unit



Handling Bomb Threats

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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.

PREPAREDNESS must be emphasized. When facilities are 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 THREATS

I. 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.”

II. GENERAL

There are only three reasonable explanations for receiving a bomb threat:

- A. The caller has definite knowledge or believes that a 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.
- B. 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.
- C. 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.

III. 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.

IV. PREVENTION

When drafting plans to address explosive/incendiary devices, the vulnerability of a given location or facility must be considered. *What restrictions or difficulties would someone encounter if they wanted to place an explosive/incendiary device in your facility?*

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

- A. 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/incendiary device might be concealed. A more concise list of possible concealment areas is found in Appendix A-1, Potential Concealment Areas.
- B. Establish and enforce strict procedures for the control and inspection of packages and materials going into critical areas.
- C. Develop and enforce a positive means of identifying and controlling personnel who have authorized access to critical areas and denying access to unauthorized personnel.
- D. 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.
- E. Instruct all security and maintenance personnel to increase surveillance throughout the building especially of all restrooms, stairwells, and areas under stairwells to ensure that unauthorized personnel are not in hiding or concealment.
- F. Ensure 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.
- G. 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. Combination locks should be changed semi-annually.
- H. Check fire exits to make sure they are not obstructed.

- I. Check fire hose racks and fire extinguishers regularly to assure they have not been damaged, i.e., hoses cut, exposed to acid, or damaged nozzles.
- J. If the facility is large enough to have its own high pressure fire hydrant system 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 ensure that it is operable.
- K. Increase patrols and surveillance of receiving and shipping areas, garages and parking areas.
- L. Ensure adequate protection for classified documents, proprietary information and other records essential to the operation of your facility. A well placed device could upon detonation destroy all records which are vital for day-to-day operations).
- M. Check perimeter fences/walls/barriers to assure a good state of maintenance and adequate clear zones. Post "No Trespassing" signs.
- N. Check all exterior and protective lighting for proper operation and adequate illumination.
- O. Protect ground-floor windows with heavy mesh, grillwork, or protective glass.
- P. Conduct daily checks for good housekeeping and proper disposal of combustible material.
- Q. In the event electric power is shut off, have flashlights or battery powered lanterns available.
- R. Install closed circuit television to monitor areas where a device might be placed.
- S. If possible, install metal detecting devices.
- T. Post signs indicating the use of closed circuit televisions and other detection devices.

- U. 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. 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. Upon implementation of preventive measures, these factors should be considered:

- A. The threat
- B. Searching the premises
- C. Evacuation of personnel
- D. Handling the news media

V. THREAT

While the probability is very small of receiving a warning call where a bomb 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:

- A. When the caller has communicated the threat, stay calm, do not manifest fear. Make a note as to the date and time of day.
- B. Keep the callers talking, the more he says the more we can learn.
- C. Record every word the caller says.
- D. If the caller does not indicate the location of the bomb or the time of detonation, ask the caller what time it is to detonate 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.
- E. 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.
- F. Note the characteristics of the caller:
 - (1) Sex
 - (2) Age
 - (3) Race
 - (4) Demeanor
 - (5) Accent (Is the voice native to the area)
 - (6) Speech impediments or peculiar voice characteristics (lisp, stutter, intoxicated, 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 Appendix B-1, Bomb Threat Checklist

- (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.

NOTE: Notify the Louisiana State Police, Explosives Control Unit, Hotline @ 877-925-6595 immediately after internal notifications are made.

The person receiving the call must remain available to speak with LSP responders.

VI. 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. Since the terrorist does not label the device with the word "bomb", what should you look for? Bombs 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 an explosive/incendiary device may 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.

A staff member or supervisor should be designated as floor warden for each floor of the building, or perhaps several area wardens for single story buildings. Floor wardens should be responsible for directing the search of their areas, receiving information from search personnel, and relaying it to the control center. Alert the nearest medical facility to standby during the search. This provides immediate medical attention in the event of accidental or premature detonation. In addition, alert fire department personnel in the event a detonation occurs.

A. Effective Search Techniques:

- (1) Security, maintenance and janitorial personnel search such areas as hallways, rest rooms, stairwells, elevator shafts, utility closets, and areas outside the building.

- (2) Office personnel search their immediate areas.
- (3) As the search of each area is completed and no suspicious objects found, a report is given to the appropriate warden.

B. 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 an explosive/incendiary device must be left to professional Bomb Technicians.

- (1) The location and a description of the object should be reported to the floor 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.
- (2) 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.
- (3) Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.

C. Communications During Search:

- (1) 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.
- (2) 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).

VII. 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, personnel will be routed through the most public areas of the facility, its corridors and stairwells. These are the places that are most likely to contain an explosive or incendiary device. By evacuating immediately, personnel may become exposed 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.

Issues to Consider when Establishing an Evacuation Plan:

- A. Determine who will evaluate the threat and make the decision to evacuate or not to evacuate.
- B. 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.
- C. 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. If a bomb is found, this may be altered due to 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.

- E. If personnel are held on standby pending completion of the search; a "staging area" must be established and controlled. This area must be searched prior to the evacuated personnel arriving and must be located at least 300 feet from the affected building.
- F. If an evacuation is effected, personnel should expect to return to work upon completion of the search, unless otherwise instructed.
- G. If an explosion occurs, be prepared to give appropriate instructions to employees.

Issues to Consider Prior to Implementing your Evacuation Plan:

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

A premature evacuation is not always the best decision. 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. If you evacuate, re-entry into the building is not permitted until declared safe and instructed to do so by a representative of the Louisiana State Police, Explosive Control Unit.

The Louisiana State Police, Explosive Control Unit is responsible for Bomb Disposal Services throughout Louisiana. Assistance may be obtained via the State Police Hotline @ 877-925-6595 or you're nearest State Police Troop. Include these telephone numbers in your evacuation plan. These numbers are listed in Appendix C-1, Emergency Contact Numbers.

VIII. NEWS MEDIA

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

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.

Generally, the Louisiana State Police, Public Affairs Unit handles all media inquiries for those incidents where DPS personnel are involved.

IX. BOMB THREATS AND THE ILLEGAL USE OF EXPLOSIVES

LOUISIANA CRIMINAL CODE

L.R.S. 14:40.1

§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.
- C. Whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars or imprisoned with or without hard labor for not more than fifteen years, or both.

Acts 1985, No. 191, §1; Acts 1997, No. 1318, §2, eff. July 15, 1997; Acts 2001, No. 1112, §1; Acts 2008, No. 451, §2, eff. June 25, 2008.

LOUISIANA CRIMINAL CODE

L.R.S.14:51 thru L.R.S 14:54.5

§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.

Acts 1985, No. 300, §1; Acts 2010, No. 818, §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.

§54.1 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. 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. 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.
- B. 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.
- C. This Section shall not apply to fireworks possessed within the meaning and contemplation of R.S. 51:650 et seq.
- D. 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.
 - (3) 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.
- C. Provisions of this Section shall not apply to authorized military, police, and fire operations and training exercises.

Acts 1991, No.832, § 1, eff. July 23, 1991.

X. APPENDIX A-1

POSSIBLE CONCEALMENT AREAS

Buildings and Structures:

1. Elevator wells and shafts. (CAUTION: Watch for strong winds in elevator shafts)
2. Nooks
3. Closets
4. Storage rooms
5. False Panels
6. Walk areas
7. Counterweights
8. Motors
9. Cables
10. Trash in shafts
11. All ceiling areas
12. Restrooms
13. Access doors
14. Crawl space in restrooms and areas used as access to plumbing fixtures
15. Electric fixtures
16. Utility and other closet area
17. Space under stairwell
18. Boiler (furnace) rooms
19. Flammable storage areas
20. Main switches and valves
21. Indoor trash receptacles
22. Storage areas, including record-storage areas
23. Mail rooms
24. Ceiling lights with easily removable panels
25. Fire hose racks
26. Basements
27. Around windows hidden by drapes or shades
28. Inside desks
29. Inside storage cabinets and containers
30. Under tables

Auditoriums and Theaters:

1. Seating (cut seat cushions)
2. Stage area
3. Microphones
4. Speaker platform
5. Crawl ways
6. Tunnels
7. Trapdoors
8. Dressing rooms
9. Restrooms
10. Storage areas
11. Ceilings
12. Props
13. Hanging decorations
14. Lighting fixtures
15. Sound system
16. Air Conditioning system
17. Roof
18. Heating system
19. Projection booths
20. Offices

Outside Areas:

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
10. Evacuation staging area

Schools:

1. Lockers
2. Boiler (furnace) rooms
3. Utility closets
4. Offices
5. Chemistry labs
6. Auditoriums
7. Cafeterias (see above)

XI. APPENDIX B-1

BOMB THREAT CHECKLIST

Time and date reported: _____

How reported: _____

Number at which the call was received: _____

Questions to Ask:

1. When is bomb going to detonate? _____
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? _____

Describe the caller's voice: _____

Male _____ Female _____ Young _____ Middle-Aged _____ Old _____ Accent _____

Tone of voice: _____ Background noise: _____ Is voice familiar?: _____

If so, who did it sound like? _____

Other voice characteristics: _____

Exact wording of the threat: _____

Time caller hung up: _____

Name, Address, Telephone number of person receiving call: _____

XII. APPENDIX C-1

EMERGENCY CONTACT NUMBERS

Louisiana State Police
Explosive Control Unit
P.O. Box 66168
Baton Rouge, LA 70896

Hotline - 877-925-6595

Louisiana State Police Troops:

Baton Rouge..... Troop A225-754-8500
New Orleans..... Troop B.....504-471-2775
Grey..... Troop C.....985-857-3680
Lake Charles Troop D337-491-2511
Alexandria..... Troop E.....318-487-5911
Monroe..... Troop F318-345-0000
Shreveport..... Troop G318-741-7411
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