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

Bomb Threat Planning & Procedures

****This is a general guide for the development of bomb threat planning and procedures.****

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BOMB THREAT PLANNING & PROCEDURES
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FORWARD

Bomb threats and actual bombings are presently on the increase in the United States. 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 document 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 threat incident plans. Each facility must decide for itself which of these considerations apply to its 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 handling 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 generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

II. GENERAL

The most common reasons for making a bomb threat are to disrupt normal activities and minimize the risk of injury to others. Bombers, especially terrorists, normally aren't random attackers. Terrorists usually select targets based upon the potential publicity and political or psychological gain that might be achieved by a bombing. Generally, terrorist bombings are meant to destroy property, but not endanger lives; however, this generalization has not always held true and should not be accepted as a routine guideline. Criminal bombers, other than terrorists, select targets for a variety of reasons, with revenge, extortion, and intimidation being among the most prominent motives.

In developing a bomb threat response plan, there are four general areas of consideration: (1) Planning and Preparation, (2) Receiving a Threat, (3) Evacuation, and (4) Search. The information presented under each of these four topics will assist in the preparation of an effective bomb threat plan. The suggested methods described in this document will apply in most cases; however, specific requirements will be unique for each facility and will need to be worked out on an individual basis. Once the function of the organization, size of the facility, number of personnel, location, and relation of other establishments, and available resources are evaluated, a comprehensive bomb threat plan can be developed.

III. PLANNING & PREPARATION

Facilities that are best prepared for a "bomb threat" will meet the threat most effectively. With a well-thought-out plan, a bomb threat situation can be resolved with a minimum of risk to people and property, while minimizing the disruption of normal operations. Proper preparation also encompasses practice and evaluation of the bomb threat plan. It is only with a properly organized plan that those affected by a bomb threat know how, when, and in what order to proceed.

It is highly recommended that liaison be maintained between the facility likely to be subject to a bomb threat and those public safety agency teams charged with responding to bombing incidents. Through such contact, it will be possible to determine what technical and training services might be needed.

It should be noted that while some public safety agencies may provide considerable aid in bomb threat situations, facilities must plan and carry out the major portion of the plan, including internal control and decision-making.

Liaison and coordination are both factors that a bomb threat plan must take into consideration, especially when neighboring establishments or businesses may share the same building. This coordination should ensure smooth handling of the bomb threat with minimum inconvenience to all those affected. Control is especially important during evacuation and search efforts, and effective security will lessen the risk of an actual explosive device ever being planted.

Preparation should also include clear-cut primary and alternate levels of authority, along with designated primary and alternate individuals to perform tasks required at the different levels of authority. People assigned to such key positions are usually management or supervisory personnel. Each should be familiar with the scope and responsibility of the assignment and have full authority to make necessary decisions. Possibly the most important decision for these people will be whether to evacuate a building in the face of a bomb threat. A single person should be vested with the authority to order and direct the evacuation, search, shutdown, re-entry, and other emergency procedures.

When the person who has the authority orders an evacuation, that person will be in charge of the bomb threat control center from which all operations will be directed. If a mobile control center is deemed impractical, two locations (a primary and an alternate) should be designated as a stationary control center.

There should be a pre-established search team. The most likely candidates are volunteers from those who work in the affected building(s). Security and maintenance people are also good choices because they are familiar with both public and out-of-the-way areas. These people are best suited for this task as they are most familiar with the areas, and they know what items belong in certain areas. Those assigned to this task must do so without hesitation and in a professional manner. Professionalism by all those involved in the operation will instill confidence in those subjected to abnormal procedures.

When selecting members of the search team, one aspect to think about is fatigue. Since a thorough search can be lengthy, it is important to select people who are physically qualified to handle fatigue. Effective training can help lessen the effect of hours of tedious searching, but other measures to alleviate fatigue should be available. A map dividing the facility into distinct search areas should be prepared. Using a systematic approach, the most likely hiding places and the more difficult areas can be searched first while the teams are fresh. If a prolonged search is unavoidable, search teams should be given break periods.

After search teams have been selected, it is extremely important to train them in thorough search procedures. It should be emphasized that their role is strictly that of a "searcher" and not as bomb experts. The designated search personnel should familiarize themselves with the normal building sights, sounds, and smells to detect anything out of the ordinary. These members should also be provided with the following items: flashlight, knife, screwdrivers, crescent wrench, probe, extension mirror, tape, twine, and chalk or some other type of marking material to mark searched areas.

In your development of the bomb threat plan, it is important to determine the search sequence and procedures. Search techniques will be discussed in detail in the "Search" chapter of this document.

In addition, in the planning of your bomb threat plan, it is important to designate a control center, its operators, and communication procedures. A mobile control center can be set up outside of the building, or locations can be used within the facility. However, you decide, there should be an alternate location as a precaution. These locations should be able to handle numerous calls at one time.

Although publicity in a bomb threat situation is not sought, a person should be selected as the media spokesperson. This will ensure the availability of accurate information to the media and could help prevent additional bomb threats resulting from the publicizing of false information.
Once a bomb threat plan has been made and approved by the appropriate facility, all employees, including part-time employees, should be made familiar with the procedure.

IV. PREVENTION

When making plans to address explosive/incendiary devices, the vulnerability of a given location or facility must be considered. Facility management should ask themselves - *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 onto 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 potential concealment areas is found in Appendix A, "Potential Concealment Areas."

B. Establish and enforce strict procedures for the control and inspection of packages and materials entering 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 to suspicious individuals. All personnel should be alert to the presence of foreign or suspicious objects or parcels that 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, mailrooms, 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 people 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 ensure 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 and 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. People entering the building should be required to sign a register showing the name and room number of the person they wish to visit. Employees operating 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.

V. RECEIVING A THREAT

It is very important in the preparation of a bomb threat that all personnel who handle incoming calls to your facility that they be supplied with a bomb threat checklist. When a threat is received, it may be advisable for the person receiving the call to give some type of prearranged signal. This signal should be made aware of in the Planning and Preparation phase, but it can be as simple as holding up a red card. This can allow monitoring of the call by more than one person, and it would enable someone else to attempt to record and/or trace the telephone call.

If it is available at the facility receiving the threat, recording the telephone call can reduce the chance of error in documenting the information provided during the bomb threat. This information can serve as great evidence, which is valuable to the investigation and assists in evaluating the authenticity of the bomb threat. It should be made aware that some local jurisdictions may have laws restricting this type of recording. If your facility does not have a continuous recording setup, you can contact your local telephone company, and they may be able to provide specific services that may fit your needs.

Regardless of whether the bomb threat call is to be recorded and/or monitored, the person handling the call should remain calm and concentrate on the exact wording of the message and any other details that could prove valuable in evaluating the threat.

While comprising a smaller percentage of bomb threats, the written bomb threat must be evaluated as carefully as one received over the telephone or the Internet. These written threats often provide excellent evidence to the investigating authorities. Once a written bomb threat is recognized, further handling of the document should be avoided to preserve fingerprints, handwriting, typewriting, postmarks, and any other markings for forensic examination. This can easily be done by simply placing the document in a clear sheet protector or large Ziploc bag so that handling is minimized, but the information on the document can still be referenced and evaluated. All items that came with the threat (envelope, etc.) should be saved for the investigating authority.

After a bomb threat is received, the next step should be to immediately notify the people who are responsible for carrying out the bomb threat response plan. During the Planning and Preparation Phase, it is important to prepare a list of those individuals and agencies to be notified in the event of a bomb threat. In addition to those already mentioned, the local police department, fire department, medical facilities, neighboring businesses, and local utility companies are usually among those whose emergency contact information should be included on such a list.

The bomb threat must now be evaluated for its potential authenticity. Factors involved in such an evaluation are difficult, and any subsequent decision is often based on little reliable information. Until proven otherwise, each bomb threat should be treated as though it involved an actual explosive device; even though threats in which an Improvised Explosive Device (IED) is present comprise a small percentage.

Procedures for Handling a Communicated Threat

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 caller on the line and talking, the more he/she says, the more you will 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. 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 "Bomb Threat Checklist"

(8) Notify only those people 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.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

**** Refer to your local bomb threat management plan for evacuation criteria***

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov

BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	**OTHER INFORMATION:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

As of Aug 2025

VI. EVACUATION

Many bomb threats are simply pranks perpetrated by employees or students who know that this sort of unconditional bomb threat policy will get them time off from work or school. All bomb threats should be evaluated on their own merits, and an evacuation should only be conducted if deemed necessary.

Having evaluated the credibility of a bomb threat, it is necessary to decide whether to: (1) Take No Action, (2) Search Without Evacuation, (3) Initiate a Partial Evacuation, or (4) Conduct a Complete Evacuation and Search. To avoid the possibility of risk, a blanket policy to evacuate upon receipt of a bomb threat can be established during the planning and preparation, but if the threat is a hoax, such a policy could result in considerable production loss and could be costly in terms of dollars, which could play right into the bomb threat maker's hands.

There are a few factors to be weighed in conjunction with the bomb threat evaluation and deciding whether or not to evacuate: (1) The possibility of an effective search without a total evacuation, (2) The liabilities involved if an explosion occurs and the building was not evacuated, and (3) Proximity and danger to neighboring buildings, or to other businesses sharing the same building. A partial evacuation may be feasible depending on the type, size, and construction of the structure. If the facility is a large multi-story building with solid concrete walls between rooms, it may be sufficient to evacuate only those offices in the immediate area of the bomb threat, plus one or two floors above or below. Evacuees can be relocated to an unaffected area of the building and near exit routes in the event of an explosion.

If a complete evacuation of a facility is ordered, primary and alternate evacuation routes should be searched first. In the event an IED is found, the route may be changed ahead of time. It is important to understand that a bomb threat evacuation is more complicated than a typical fire drill. A bomb threat evacuation requires greater control and supervision, especially if no reason is given for the evacuation.

Prior to employees leaving their office spaces, employees should unlock desks, lockers, and file cabinets; turn off office machinery but leave the lights on. All personal belongings (bags, purses, backpacks, lunchboxes, briefcases, etc.) should be taken with the evacuee because this might cause unnecessary screening during the building search phase. As a precaution in the event of an explosion, windows and doors should be opened to vent and minimize blast fragmentation and damage. Once all people are evacuated, they can be directed to a holding area out of the range of blast-propelled debris.

Summary of Recommended Evacuation Procedures

A. Publish a list with primary and alternate evacuation routes and name(s) of personnel authorized to order a partial or complete evacuation and re-entry. Primary and alternative evacuation routes are especially important in the event of an actual or suspected bomb being located.

B. Establish an evacuation signal. If the fire alarm is to be used, remember that doors and windows are closed in the event of a fire; while the opposite is advisable when a bomb may be involved. If a voice announcement is used, it should be made in a clear, calm, confident manner. Drills can be helpful to avoid disorder.

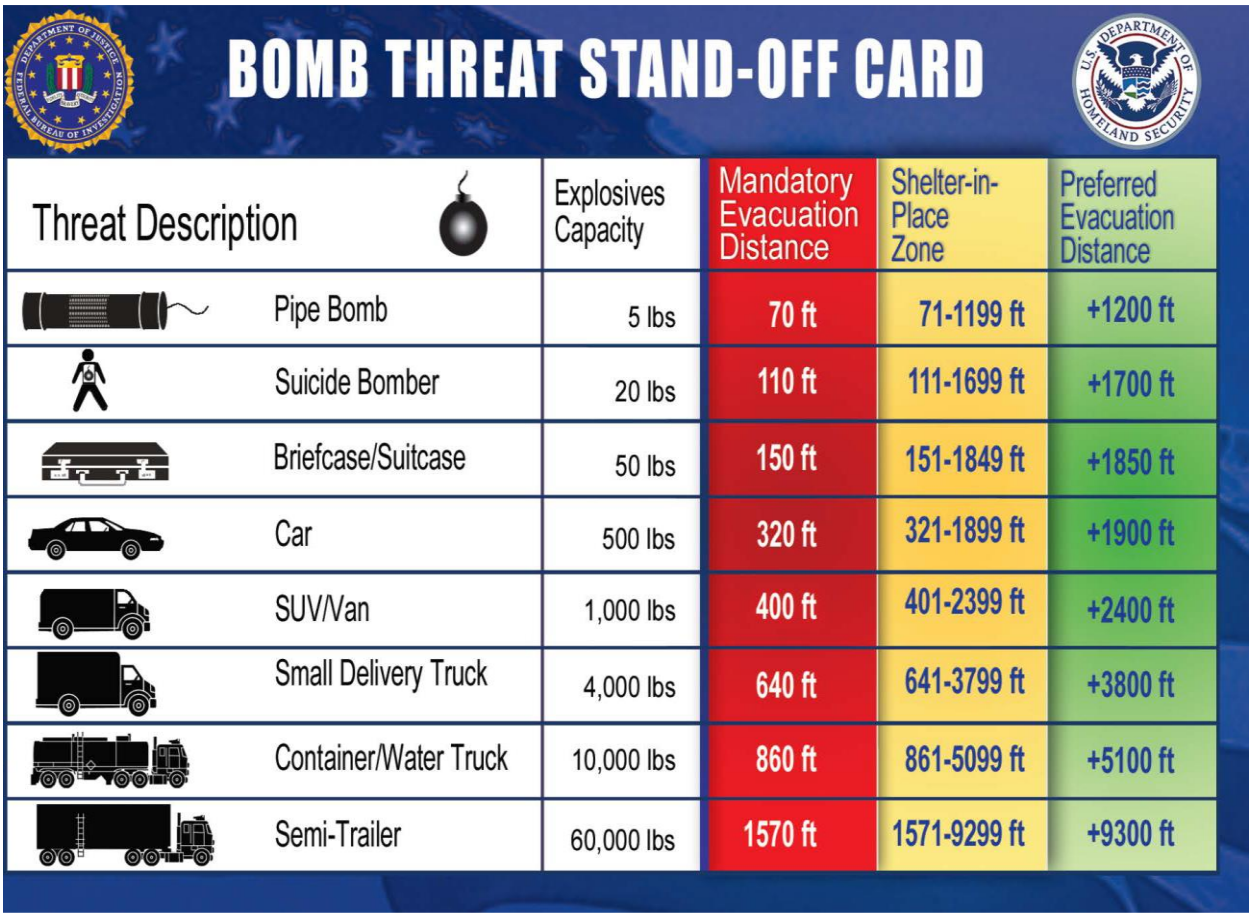
C. Select and train evacuation teams. Training must prepare team members to control and direct evacuees with reassurance and to handle any procedural changes during an evacuation with confidence. Properly trained teams familiar with evacuation procedures, possible hazards, and primary and alternate routes can help ease adverse reactions. Team members assigned to these duties should wear some type of identification indicating their authority during this event.

D. Establish evacuation "holding areas," where evacuees may wait safely and comfortably until the danger is over. Such locations should be away from any potential hazards in the event of an explosion and should offer protection in the event of unfavorable weather conditions.

E. Provide for communication and security requirements during evacuation and search. Re-entry by unauthorized personnel should not be permitted during the evacuation and search phase.

Bomb Threat Stand-Off Chart

NOTE: This chart should be used as a general guide to assist you in determining a safe evacuation distance.



Threat Description	Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
Pipe Bomb	5 lbs	70 ft	71-1199 ft	+1200 ft
Suicide Bomber	20 lbs	110 ft	111-1699 ft	+1700 ft
Briefcase/Suitcase	50 lbs	150 ft	151-1849 ft	+1850 ft
Car	500 lbs	320 ft	321-1899 ft	+1900 ft
SUV/Van	1,000 lbs	400 ft	401-2399 ft	+2400 ft
Small Delivery Truck	4,000 lbs	640 ft	641-3799 ft	+3800 ft
Container/Water Truck	10,000 lbs	860 ft	861-5099 ft	+5100 ft
Semi-Trailer	60,000 lbs	1570 ft	1571-9299 ft	+9300 ft

VII. SEARCH

Most all public safety agencies and military Explosive Ordnance Disposal teams are in agreement that the most effective and fastest search of a facility can best be made by the normal occupants of that building. Since the bomber does not usually label an explosive device with the word "bomb", what are the things that your employees should look for? Explosive devices can be packaged in as many different ways as the bomber's imagination will allow. Some explosive devices may be the size of a cigarette package, while others may be as large as a moving truck.

Since the object of the search can vary in size and shape, it is a general rule that the search should be conducted by ***people 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 search may present problems in view of 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 as men to carry out this function.

In the Planning and Preparation phase, search teams should be identified. A very practical and effective approach to the selection of search teams is to make the selection from personnel familiar with specific areas of the building. These people should be able to direct specific searches and relay information to the control center. As mentioned previously, these people should be provided with some type of designated marking that identifies them as emergency personnel.

Once a threat has been received, it must be determined how best to conduct the search sequence and procedures. Not every threat is the same, so the information received during the threat will drive the sequence and exact procedures.

The order of the search sequence usually starts with a thorough search of the outside areas (i.e., shrubs, window boxes, trash containers, ornamental structures, vehicles parked around the building, etc.), building entrances and lobbies, and public areas (i.e., restrooms, stairways, elevators, elevator shafts, etc.). Due to their ease of accessibility, these areas should be searched very carefully, with special caution exercised when opening doors for the potential presence of booby traps.

Once the outside and public areas have been searched and cleared, the search on the inside of the facility should begin, usually in the basement. It should be noted that when searching elevators, utility closets, and basements, which contain large machinery, a building engineer or maintenance personnel familiar with the area accompanies the search team so that they can provide information in the event it is needed.

Before conducting a physical search of a room, a visual search should be conducted. The room should be divided into areas of responsibility, giving each searcher an equal number of places to search. Both the visual and physical searches should progress in stages (i.e., floor-to-waist, waist-to-eye level, eye level-to-ceiling, and under false or suspended ceilings). As a room or floor is cleared, chalk or tape can be used to indicate that it has been searched.

Upon searching these locations, it is a good idea to avoid saying that no bomb was found there; instead, as each area is cleared, a simple statement that no bomb was found should be sufficient.

In an area that is being searched, it is highly recommended that the search area environment remains in the state in which the searcher first arrives. If the lights are off when they begin the search, they should be left off. As mentioned previously, the search teams should have access to flashlights or other types of lighting. Booby-trapped switches can be improvised for use in many seemingly innocent ways. For this reason, lamps, rugs, drapes, pictures, and light switches should not be disturbed without first determining whether a booby trap switch mechanism is involved.

The search techniques discussed generally enable searchers to check first those areas most likely to be used to hide an IED. In instances where this is not true, the search sequence should be modified to allow such places to be checked early in the search. It is always good practice to search logical bomb threat targets before searching elsewhere.

If a suspected IED is located, **DO NOT TOUCH IT!** Do not assume it to be the only one, either, as there may be a secondary device. Note the IED's location, description, and proximity to utilities (e.g., gas lines, water pipes, and electrical panels). You should then move to the preferred evacuation area and relay this information to the control center. The discovery of a suspected IED does not end the search. More IED's may be present, and search efforts must continue until the entire facility has been checked. Call the local bomb disposal unit for immediate assistance.

If an explosion has occurred, do not tamper with the debris. Call for help, remove any casualties, and secure the area until the Bomb Squad arrives. A blast may loosen or weaken adjacent structures in the area. Exercise caution to avoid additional injuries from such post-explosion hazards.

If no IED is found, the decision to re-enter will be influenced mostly by the confidence in the search procedure.

A. Effective Search Techniques:

(1) Security, maintenance, and janitorial personnel search such areas as hallways, restrooms, stairwells, elevator shafts, utility closets, and areas outside the building. Office personnel search their immediate areas.

(2) As the search of each area is completed and no suspicious objects are found, a report is given to the appropriate warden.

B. Suspicious Object Located:

NOTE: Personnel involved in the search must 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 the 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.

SOURCES

- Bureau of Alcohol, Tobacco, Firearms, and Explosives
- United States Department of Justice, Federal Bureau of Investigation, Behavioral Analysis Unit
- United States Department of Justice, Federal Bureau of Investigation, Devices Operations Center
- Federal Aviation Administration
- International Association of Chiefs of Police
- Office of the Provost Marshal General, Department of the Army
- Louisiana State Police

REFERENCES

- Bomb Threat Guide, Cybersecurity & Infrastructure Security Agency, Version 1.0
- Bomb Threat Stand-Off Card, FBI, Bomb Data Center/DHS, Office of Bombing Prevention
- DHS/FPS Bomb Threat Readiness
- Bomb Threat Checklist, Cybersecurity & Infrastructure Security Agency, August 2025
- JCAT Counterterrorism Guide

VIII. APPENDIX A

POTENTIAL 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)

IX. APPENDIX B

EMERGENCY CONTACTS

Louisiana State Police
Emergency Services Unit
Explosive Control
P.O. Box 66168, A-16
Baton Rouge, LA 70896

ESU / Haz-Mat Hotline - 877-925-6595

Louisiana State Police Troops:

Baton Rouge	Troop A	(225) 754-8500
Kenner	Troop B	(504) 471-2775
Grey	Troop C	(985) 857-3680
Lake Charles	Troop D	(337) 491-2511
Alexandria	Troop E	(318) 487-5911
Monroe	Troop F	(318) 345-0000
Shreveport	Troop G	(318) 741-7411
Lafayette	Troop I	(337) 262-5880
Mandeville	Troop L	(985) 893-6250
New Orleans	Troop NOLA	(504) 635-4400

Sheriff's Department: _____

Police Department: _____

Fire Department: _____

Hospital: _____

United States Department of the Treasury
Bureau of Alcohol, Tobacco, Firearms & Explosives
One Galleria Blvd, Suite 1700
Metairie, LA 70001
504-841-7000

United States Department of Justice
Federal Bureau of Investigation
2901 Leon C. Simon Blvd.
New Orleans, LA 70125
504-815-3000