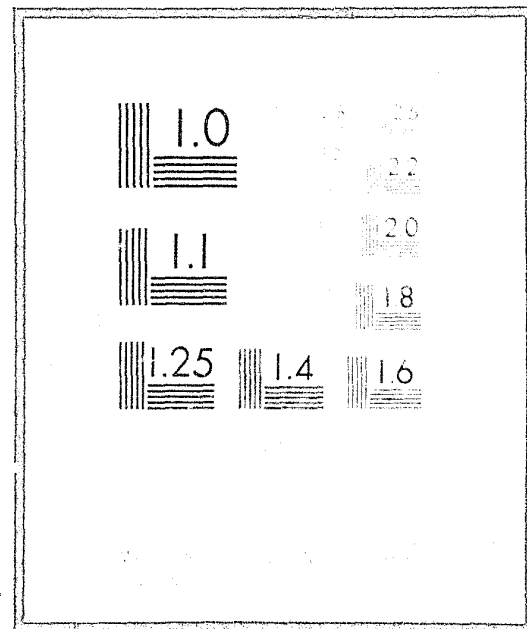


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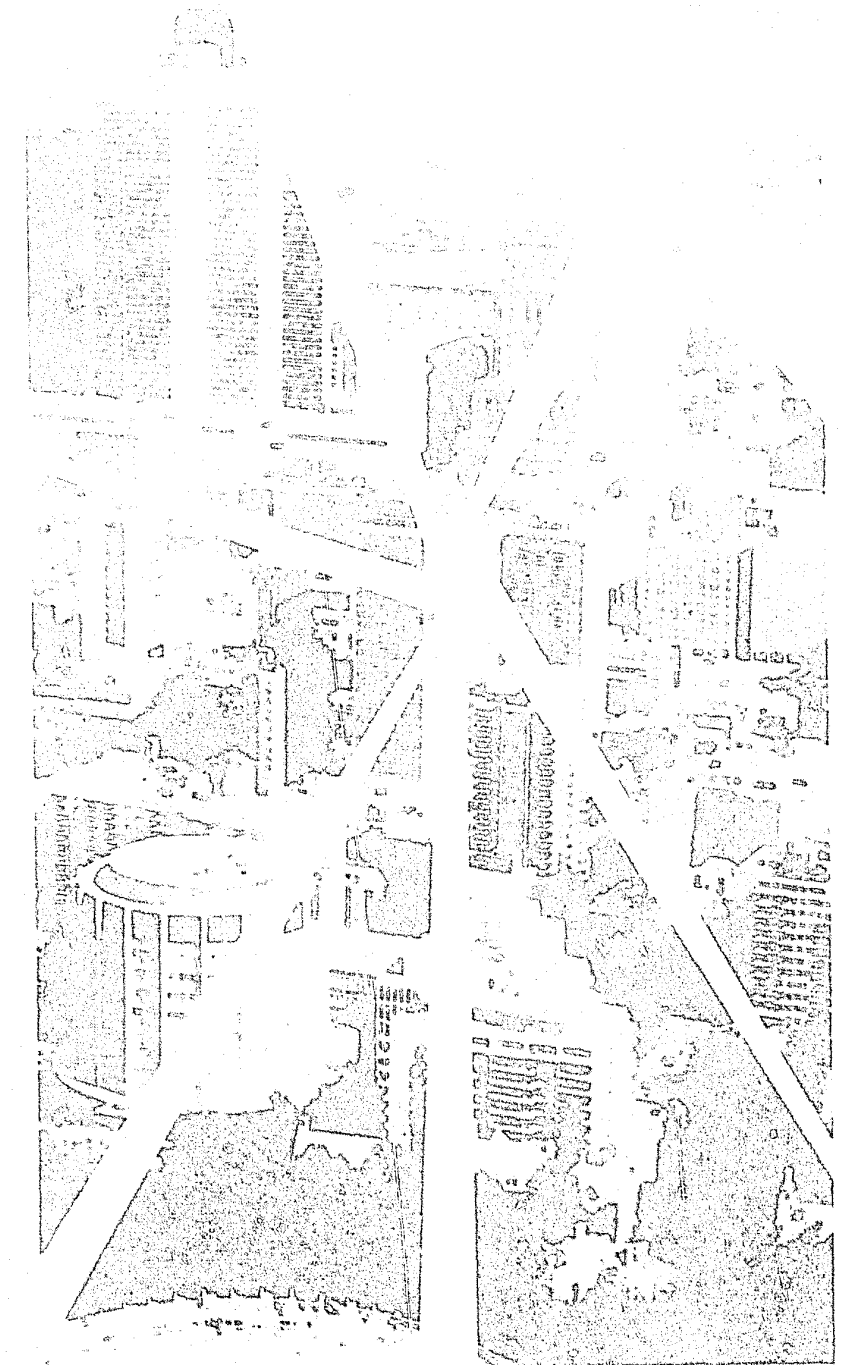
U.S. DEPARTMENT OF JUSTICE
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MONTRÉAL URBAIN COMMUNITY
POLICE DEPARTMENT

BOMBS THREATS
DISASTERS



Basic suggestions.

37773

FOREWORD

History reveals that the use of explosives to display discontentment and protestation against society dates back to the 15th century.

This activity has progressed considerably in our modern society particularly since 1963 when we were hit by our first serious wave of events.

Past experience has produced facts as to why bombs are used as a reason for attack such as:

- . extortion
- . publicity to attract the public's attention to so called
- . sympathy to a cause
- . labour disputes
- . ethnic groups
- . a particular individual
- . social groups
- . symbols
- . governments

Keeping this in mind, the aim of this document is to orient different enterprises such as industries, commercial establishments, hospitals, schools, etc. in drafting a procedure of search and evacuation.

This document should be considered as a guide in preparing a definite plan.

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CTIONS

Most companies and institutions have some type of disaster or bomb threat procedure. However, important measures may be overlooked in the preparation of such plans.

Where bomb threats are concerned, there are five (5) steps that should be taken into consideration:

- Reception of the call.
- Search procedure.
- Action to be taken if a suspicious is found.
- Evacuation procedure.
- Control procedure.

It is essential that all parties concerned study these procedures carefully, and understand what is required. Meetings should be held periodically so that all concerned will remain aware of their particular duties.

RECEPTION OF THE CALL

A bomb threat is normally transmitted by telephone and the person receiving the call must try to obtain precise information, such as:

- The supposed location of the bomb.
- Type of bomb.
- Motive of the call.
- Hour and date.
- Male or female.
- The accent of the individual (scotch, french, european, etc.)
- Is the person intoxicated?
- The name and phone number of the informer (if possible).

QUESTIONS TO BE ASKED IN REFERENCE TO KEY PHRASES

- Geographical location, street, entrance.
- Certain characteristics of the building such as entrances or other elements that don't exist, to check the veracity of credibility of the call.
- Other pertinent information.

After transmitting the information to a person in authority, keep the line opened as long as possible to determine the source of the call. Background noise — music — machinery — office — etc.

The person receiving the call should be isolated so as to report the actual telephone conversation and not a distorted version usually brought about by discussing the subject with others and also to prevent panic.

SEARCH PROCEDURE

Should an evacuation be ordered immediately after a simple bomb call, your best searchers are eliminated.

According to the physical aspect of the building and nature of the business carried on the premises, public areas such as stairwells, hallways, passageways, elevator shafts, toilets, rest rooms, etc. should be given priority in the search, in order to facilitate an evacuation if required. It would be recommended that this aspect of the search be carried out by security personnel where possible. It is advisable that personnel responsible for a tenant's area conduct the search themselves, as they are more familiar with the scene.

Special attention should be given to equipment areas such as power stations, heating, air conditioning, and other engine-machine rooms. The search always being completed from the perimeter of the room working clockwise until the entire area has been covered.

Searchers must know what they are looking for. It could be an unusual object in an unusual place. For example: an attache case, duffle bag, polyethylene garbage bag, parcel, letters, etc.

Once a program has been established it would be advisable to instruct personnel to make a visual check of their area each morning upon arrival and after lunch hour.

ACTION TO BE TAKEN IF A SUSPICIOUS OBJECT IS FOUND

Should a suspicious object be found, the finder should make no attempt whatsoever to move or handle it. As much as possible, a visual description of the object, the exact location and any other pertinent information should be immediately transmitted to the main control center, which in turn will communicate with the Montreal Urban Community Police Department or a regional bomb disposal unit. Within an organization chart, each floor or section of a floor should be under the supervision of a floor-warden who will proceed with the evacuation of the area and open windows, doors, etc.

Should bomb blankets be available have them ready in case they are required by the bomb disposal unit. **Under no circumstances should the suspicious object be covered prior to the arrival of officers responsible for disposing of / or dismantling the object.**

EVACUATION PROCEDURE

In the event that a suspicious object is found, it could be necessary either to partially or wholly evacuate the premises. Depending on the type of construction, it is suggested that at least two floors above and one below be evacuated. This would be the responsibility of the wardens assigned to each particular area.

Security guards should be assigned near the elevators directing personnel to stairwells. Under no circumstances should the personnel be allowed to use the elevator. Should an explosion occur resulting in a power failure, the elevator could stop between floors causing the passengers to be trapped. It would be suggested here that a freight elevator be available for the transportation of handicapped or sick persons. The essential task of the wardens would be to evacuate certain areas or floors while using tact, power of suggestion: directing people to quietly leave the premises or to a designated area and avoid panic. Once the evacuation is completed, the control center should immediately be notified.

It would be the duty of a member of the security section specifically designated by a person in authority, to ensure that the bomb disposal unit be directed to the exact location of the suspicious object. Once the operation is completed, it would be his responsibility to notify the control center of what took place.

QUESTIONS TO KEEP IN MIND

- . Do you have first aid stations available?
- . Do you have areas available to receive evacuees?
- . Are personnel advised not to loiter on sidewalks or streets in the immediate area once an evacuation has been completed?

CONTROL PROCEDURE

Bomb threats usually fall into two categories: those which threaten the entire building or one particular area. The procedure for dealing with both is basically the same: however, the number of people involved will vary depending on the nature of the target.

A control center should be set up where all information could be centralized and where a person in authority or the chief security officer would direct the operations. Communications by walkie-talkies would be advisable should a failure occur in the telephone or other communication system. Lack of communication inevitably leads to mass confusion and possible disaster.

All technical and trade personnel should be assigned to designated posts and remain available with their personnel, should their services be required.

Taking into consideration the recent events in our city and other parts of the country, it would be advisable to consider each threat seriously. It is questionable whether an evacuation should be undertaken on the

strength of one single call, or only after the object has been found.
The decision of evacuation remains the responsibility of management.

A tight security control could possibly avoid many problems within a complex.

We are inclined to neglect the security guard in his role as such. Does he have instructions to follow?... Is he properly trained?... Does he feel that he is an integrated part of the organization?...

PREVENTION IS THE SOLUTION

Prepared by the Montreal Urban Community
Police Department

Have collaborated the following sections

Crime Prevention

Technical

Planning and Research

Graphical Arts

AUGUST 1973

END

7. 11. 1911