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| | <i>R & D Administrative Files</i> |
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LAWRENCE BERKELEY LABORATORY
Protective Services

GENERAL ORDER No. 4.6

Date: 11/10/75

Subject: BOMB THREATS or EXPLOSIONS

SECTION II. PURPOSE

To provide guidelines for the detection, identification, evacuation, investigation and safe disposal of any clandestine explosive or incendiary devices which may be reported to the Department.

II. POLICY

Whether explosive material has been placed with intent to commit a crime, or is merely a commercial explosive rendered dangerous by damage or deterioration, or by its mere presence, officers shall first protect the welfare of all individuals in the area and then protect from damage any property threatened by the explosive.

This order provides minimum guidelines for the handling of known or suspected explosive material. Where possible, such materials shall be left undisturbed until qualified experts can be contacted and brought to the scene. Where there is reason to believe that any delay might increase the hazard involved, and it appears that the explosive must be removed from the point where it is discovered, actual responsibility shall lie with the ranking supervisory or command officer at the scene. The determination should be influenced by the advice of responsible officials and personnel knowledgeable in the affected buildings, chemicals, equipment and personnel, etc.

III. SUSPICIOUS CONTAINERS, OBJECTS or PACKAGES

A. When a report of a suspicious package or container suspected of containing an explosive or incendiary device is received, the following shall apply.

- 1) The officer receiving the original report shall obtain all pertinent information as to the description of the object and its exact location.
- 2) Notify the Fire Department.
The Fire Department will respond and standby at a safe distance.
- 3) Notify the Protection Department.
- 4) Notify the Director's Office.

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HISTORY LBL
POLICE DEPT.

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- B. Except for investigating Protection Department Personnel or Police Officers, the immediate vicinity shall be evacuated.
- C. Under no circumstances will the package, container or object be moved until every effort has been made to identify the object or its contents, and it has been determined with reasonable certainty that the item is not an explosive or incendiary device.
 - 1) If a decision is made to move the item or container, the decision shall be made by the ranking Protection or Police Officer present. He shall be guided by all available information.
- D. Should it be determined with reasonable certainty that the suspected container, object or package is an explosive or incendiary device, the ranking Protection or Police Officer present shall take emergency action as outlined in this procedure.

IV. BOMB THREATS or EXPLOSIVE DEVICES

It is reasonable to assume that a bomb threat may be received by anyone. Areas where a bomb threat is most likely to be received are the Director's Office, Protection Department, Police Department, Fire Department, Telephone Switchboard, Personnel Department or Safety Services. Each and every bomb threat received must be treated as legitimate until it is thoroughly investigated. The amount of information received and the manner in which it is received will assist in determining the extent of action to be taken.

- A. For Bomb Threats indicating specific areas or when an explosive device is discovered, the following public address evacuation announcement shall be made.

Sound THREE successive THREE second tone signals on the public address system tone alert and announce:

"YOUR ATTENTION PLEASE! THERE IS AN EMERGENCY

IN _____ (location) _____ ALL PERSONNEL ARE REQUESTED

TO LEAVE _____ (location) _____ IMMEDIATELY VIA _____ (Exit Areas) .

DO NOT USE THE ELEVATORS - USE STAIRWAYS AND EXIT

DOORS. WALK, DO NOT RUN."

1089253

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Direct personnel to exit in a direction away from the location of the suspected device.

Repeat the Tone Alert signals and announcement one time.

Note: A bomb threat indicating only that there is a bomb at LBL will not be announced over the public address system.

- B. Emergency units shall be advised to remain at a safe distance and stand by for further instructions, and to assist if necessary.

V. THREAT TO COMPUTER CENTERS

Where a Bomb Threat is received or where information is received specifying that an act of sabotage will be committed against the computer centers, the following procedures will be placed in effect:

A. Initiate emergency procedures.

- 1) Advise emergency units to remain at a safe distance and stand by for further instructions, and to assist if necessary.
- 2) The Fire Department will stand by at the emergency sites and will assist if necessary in setting up barricades.

B. The following will be notified and kept immediately advised of all conditions and actions taken:

- 1) The Protection Department.
- 2) The Director's Office.
- 3) Computer centers Shift Supervisory personnel.
 - a) Shift supervisors will notify respective group leaders or department heads.
- 4) E.R.D.A. - SAN Security.
- 5) If the threat is specific, notify all other computer areas in the LBL complex when time allows.

1089254

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C. Depending upon available manpower, following action shall be taken:

- 1) One or more officers will be dispatched to each computer center.
- 2) Shift Supervisors should aid officer(s) in evacuating each center except for absolutely necessary personnel.
- 3) Commence search procedure.
- 4) Upon completion of the search and if no explosive or incendiary devices were found, advise previously mentioned persons that "No bombs or devices were found." DO NOT STATE THAT THE BUILDING IS CLEAR. Decisions to re-enter the building may be made by responsible Group leaders or Laboratory Officials.
- 5) Check all exit doors for proper locking and station one officer in each Computer Center to establish identity and need for any person to enter the computer center. (Cooperation of Shift Supervisor is essential to this operation.)
- 6) Intensify exterior patrols of computer centers and other areas where lesser computers are in use.
- 7) Maintain precautions in 5) and 6) until it is determined that the threat is past or disproved.

VI. NOTIFICATION

A. The following will be notified and kept immediately advised of all conditions and actions taken.

- 1) The Protection Department.
- 2) Director's Office.
- 3) E.R.D.A. - SAN Security.

B. The following will be notified to stand by or will be instructed as indicated.

- 1) During regular working hours:
 - a) Fire Department.

The Fire Department will be responsible for notifying Safety Services' Department Heads.

1089255

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b) Safety Services Monitors.

Safety Services Monitors will be responsible for notifying Building Managers and instructing them to report to the Fire Department at the scene.

Additional monitors may be requested to assist in the emergency. If necessary, Building Managers will assist in the evacuation of personnel, barricading the danger area and search for possible explosive devices as directed by the Senior Police Officer or Protection Officer at the scene.

c) Medical Services.

d) Maintenance Personnel.

Instruct to stand by with the Fire Department.

2) During Off-Hours:

a) Fire Department.

b) Safety Services Monitors.

Safety Services Monitors will report to the LBL Fire Station, and notify Building Managers and Safety Services" Department Heads.

c) Medical Services.

As available on Site.

d) Maintenance Personnel:

VII. RESPONSE

- A. The Senior Police Officer at the scene shall coordinate all activities regarding evacuation of personnel and the search for explosive or incendiary devices.
- B. Building Managers and other available Emergency personnel may be utilized as deemed necessary.
- C. All available officers shall respond on dispatch only. Supervisors should be alert that the purpose of such calls may be to disrupt activities or to engage Police and Fire Personnel to the point of reducing the number of personnel available for other duties.

1089256

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VIII. COMMUNICATIONS

- A. The Senior Police Officer at the scene shall make certain that communication is established and maintained, either by radio or by telephone. It should be noted that certain explosives may be detonated by radio transmitters. It is strongly recommended that radio transmissions be kept to a minimum. Transmissions within a room or building where a device is suspected of being located shall be avoided.
- B. The Fire Department will establish a Command Post (Communications Center) at the site of emergency unless conditions warrant otherwise.
- C. The Police Desk shall be kept immediately advised of all available information; i.e., description, location, actions taken and actions to be taken, etc.

IX. DETECTION

- A. Should an explosive device be located, under no circumstance should it be moved or disturbed. If possible, deploy the Bomb Blanket over the device. Discontinue the search, clear the area of all searchers and request assistance of one of the following units in the order listed:

University of Calif.
Police Dept. Bomb Unit

87th Ordnance Detachment
Explosive Ordnance Disposal Unit
Presidio of San Francisco
(561-2437 or 561-4203)

United States Naval Air Station
Alameda, California
(869-2863)

X. ACTUAL FIRE OR EXPLOSION

- A. In the event of an actual fire or explosion suspected of being caused by a clandestine device, the following shall apply:
 - 1) Strict observations of the scene and personnel at the scene shall be maintained. If possible, persons or witnesses observed at the scene should be identified for later interrogation.
 - 2) All persons departing the project shall be identified. Names and vehicle license numbers shall be recorded.

1089257

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- 3) When the area is rendered safe by emergency personnel, the area shall be barricaded and roped off.
- 4) The area will be cleared of all persons except police and Protection Department investigators.
- 5) Access to the restricted area must be approved by the Protection Department Manager or Senior Police Officer on duty.

XI. REPORTING OF BOMBING INCIDENTS

- A. The officer(s) assigned to investigate shall prepare all reports required on the incident. Bombing incidents shall be reported on a Crime Report, Form Cal. Jus. #1 & #2, and titled as follows:
 - 1) Any explosion resulting from explosive devices is entitled, "Bombing (12306 H & S)".
 - 2) Possession of any explosive or explosive device is "Possession of Explosives (12305 H & S)".
 - 3) Possession of a fire bomb is "Possession of Fire Bomb (452 PC)".
 - 4) A false report of a bomb is "False Report of a Bomb (148.1 PC)".
 - 5) If anyone is killed as the result of a bombing, the offense is "Murder (187 PC)".
 - 6) If anyone is injured as a result of a bombing, the offense report is "Attempted Murder (217 PC)".
 - 7) Where a commercial explosive or military ordnance is recovered under circumstances which do not indicate any criminal act, a Found Property Report will be completed and titled, "Found Property - Explosives".
 - 8) Whenever a Police Report is prepared for one of the above offenses, an extra copy shall be marked for the FBI.

XII. CONCLUSION

The Police Department is responsible for location, isolation, evacuation and investigation of clandestine devices. Senior Officers should seek and be governed by the advice of responsible officials and emergency personnel knowledgeable in effected buildings, chemicals, equipment and personnel, etc.

Additional guidelines are included in Sections II, III, IV, and V of this procedure.

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