



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 3057.1A

B 27

30 JUN 1999

MARINE CORPS BASE ORDER 3057.1A w/ch1

From: Commander
To: Distribution List

Subj: BOMB THREATS AND SEARCHING PROCEDURES

Ref: (a) MCBO 11100.1
(b) DoD 0-2000.12-H

Encl: (1) Damage and Casualty Mechanisms from Bombs and
Improvised Explosive Devices
(2) ~~OPNAV Form 5527/6~~, Telephonic Threat Complaint
(3) Movement of Personnel (EF)
(4) Searching for Improvised Explosive Devices

1. Purpose. To establish procedures and delegate responsibilities for response to a bomb threat in order to prevent loss of life and destruction of government property.
2. Cancellation. MCBO 3057.1
3. Summary of Revision. This Order contains significant changes and should be reviewed in its entirety.
4. Information

a. The term "activity head" refers to the individual designated by reference (a) who has responsibility for the interior and exterior police, maintenance, security, utility conservation and continual abatement of fire/safety hazards at the facilities assigned. When one or more activity heads are assigned space within the same structure, the guidelines in reference (a) will be used to establish responsibilities. Reference (b) is used for all physical security matters and bomb threat planning and contingencies.

b. A bomb threat is a message delivered by any means, warning or claiming the presence of one or more bombs. A bomb is a device that can damage material and/or cause injury or death to personnel when detonated or ignited. Bombs are classified as explosive or incendiary. An explosive bomb causes damage by fragmentation, heat and blast wave. The heat produced often causes a secondary incendiary effect. An incendiary bomb generates fire producing heat without a substantial explosion when ignited.

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5. Introduction

a. Terrorists have frequently used homemade explosive devices, Improvised Explosive Devices (IED), in carrying out their attacks against DoD personnel, facilities and assets. These are ideal terrorist weapons. They are made at relatively low cost; the components of many IED's can be obtained from many sources and are difficult to trace. IED's can be large or small, and can be designed so that they are transported to the site of attack in components for last minute assembly. Such design concepts make detection more difficult, and provide an additional element of personal safety to terrorists.

b. Use of IED's can enhance the qualities of violence that give terrorist groups their ability to intimidate or coerce a target population. The detonation itself creates a highly visual, newsworthy scene, even hours after a detonation occurs. Bombs can detonate anywhere, without apparent reason or warning. Use of bombs in a terror campaign emphasizes the authorities' inability to safeguard the public and maintain law and order.

c. Bombs are ideal weapons because they can be designed to give terrorists opportunities to escape from the scene of their crimes.

6. Preventive Measures

a. General. To employ successful preventive measures and formulate an effective bomb threat plan, activity heads must consider three prerequisites necessary for a successful bombing. These are: (1) the ability to make and detonate an explosive device, (2) have access to raw materials or explosive, and (3) opportunity to place the device at the desired target.

(1) Ability. A great deal of information about bombs can be obtained without much difficulty. Military and commercial publications, ^{and the internet} are principal sources of useful information to the bomber and are available at many bookstores. Given the ease with which information can be disseminated, an attempt to reduce bomb incidents by restricting information will not be successful.

(2) Access. Access to explosive materials is not difficult. Quantico is a major training installation where explosives are used daily. With the quantity of explosives used for training, thefts are not impossible and in many cases, unexploded ordnance can be obtained by anyone searching impact and training areas. Even if all ordnance aboard this installation is controlled, explosives or the material necessary to make explosives can be easily purchased, therefore theft is not necessary. Although every effort must be made to ensure

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strict control of military ordnance, we cannot control the commercial availability of materials to eliminate bomb incidents.

(3) Opportunity. Particular attention must be given to this prerequisite because this is the one area in which law enforcement and activity heads have the greatest ability to deter a bomber. If adequate physical security measures are established, the opportunity to place bombs and obtain military explosives will be minimized.

b. Formulation of Bomb Threat Procedures. Each activity head will formulate bomb threat procedures to safeguard lives and property under their authority.

c. Physical Security Measures. Activity heads should consider the following physical security measures to guard against the introduction of an IED.

(1) Identification and Control Procedures. Depending upon the mission of the facility, this can be as complicated as automated entry control or as simple as being greeted and challenged by a receptionist. The primary objectives are to be aware of who is entering and exiting the site, and to keep personnel from wandering through the site. Control measures should be visible to act as a deterrent against individuals believing an unobserved entrance is possible.

(2) Package and Material Control. Packages and materials must be controlled when entering a site in conjunction with the personnel identification and control procedures. Procedures to be implemented include:

(a) Developing and maintaining a roster of expected incoming packages to an office or building. This is done to promote awareness so that activity members will have a general knowledge of arriving shipments on certain days.

(b) Verification and inspection of all unexpected items prior to accepting.

(c) A sign in/out sheet of persons with hand-carried items, listing the items.

(d) Use of metal detectors.

(3) Intrusion Detection Svstems (IDS). IDS sensors provide a protective measure when personnel have departed the site. Again,

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activity heads must consider the mission of the site when planning the use of an IDS. If used, warning signs should be displayed as an added deterrent.

(4) Closed Circuit Television (CCTV). CCTV allows security forces to monitor several areas from one point. When combined with IDS, CCTV is an excellent method to detect an intruder planting a device.

(5) Lighting. Protective lighting can be used as an economical means to eliminate the advantage of concealment by an intruder. With the proper use of surface lighting, an intruder will be highlighted against a site.

(6) Guard Force Personnel. Patrolling or routine checks outside a site using guard force personnel, supervisors, or janitorial personnel increases the possibility of discovering a suspect device. Additionally, patrols project a positive security image to persons watching the site. The use of IDS, CCTV and protective lighting will not eliminate the need for patrols; however, it will reduce the number of personnel required.

(7) Grounds Maintenance. The following procedures should be considered in planning the exterior layout of a site.

(a) Reduce or eliminate shrubbery and vegetation next to the site to remove natural hiding places.

(b) Move dumpsters away from the site into concrete block areas to eliminate prime hiding places.

(c) Restrict parking areas next to the site and report, inspect and remove abandoned vehicles.

(d) Consider the use of natural and man made barriers to eliminate explosives laden vehicles being driven into or parked adjacent to buildings.

(e) Lock all unguarded points of access and storage areas not in frequent use.

(8) Security Education. Activity heads must ensure personnel are made aware of the possibility of a bomb threat or bomb incident. Have personnel view unidentified persons as trespassers and encourage personnel to report things that "may be nothing" but are out of the ordinary. Antiterrorism and bomb search training can be obtained through unit Antiterrorism/Force Protection Officers.

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(9) Physical Security Surveys. Activity heads are encouraged to request assistance to implement these and other protective measures from the Military Police ~~Crime Prevention Unit~~ ^{Physical Security Section}. Personnel trained in physical security measures are available to conduct detailed inspections of MCB buildings and provide commanders/activity heads with recommendations to improve security.

7. Discovering Bombs

a. There is no easy answer to where personnel should look for IED's. Terrorists using bombs as their weapons of choice can be very creative in designing and placing their weapons.

b. Bombs can be found anywhere people can place them. Without becoming paranoid and seeing a bomb under every rock and behind every tree, the location of IED's will be in places where the bomber can place it without being caught.

8. Damage and Casualty Mechanisms

a. IED's and other explosive devices inflict casualties in a variety of ways. Enclosure (1) summarizes the mechanisms by which explosive devices cause casualties.

b. It is impossible to calculate a minimum safe distance from an IED or other explosive device, on account of the safe distance varies with each device and its placement. As a general rule, the farther away from a bomb, the safer the intended or collateral targets are. Blast effects, fragmentation injuries, and injuries resulting from flying debris diminish greatly as the distance between a bomb and possible targets increase. The amount of material in the device, the type of explosive material, the manner in which the device is constructed, and the location or container in which it is placed all have a bearing on the specific destructive potential for each IED.

c. Precautions

(1) Move as far away from a suspicious object as possible without being placed in further danger from other hazards (traffic, secondary sources of explosion such as petroleum oil lubricant storage in the event the device detonates, etc.).

(2) Stay out of the line of sight of an object, thereby reducing hazard of injury from a consequence of direct fragmentation.

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(3) Keep away from glass windows or other materials which could become additional flying debris.

(4) Remain alert for additional or secondary explosive devices in the immediate area, especially if the existence of a bomb threat evacuation assembly area has been highly publicized.

d. Some terrorists have employed two especially devious tactics in the past to intensify the magnitude of casualties caused by bombing attacks. In some instances, they have detonated a small device to lure ^{First responders} media attention and curiosity seekers to the site; then a larger, more deadly device has been detonated some time after the first device, thereby inflicting a larger number of casualties.

e. Others have used a real or simulated device to force evacuation of a facility, only to detonate a much more substantial device in identified bomb threat evacuation assembly areas. Such attacks are especially harmful because the evacuation assembly areas often concentrate government or commercial office workers more densely than when they are dispersed throughout their usual work places.

9. Resoondins to Bomb and/or IED Threats

a. Telephonic Threat. Suspicion that an IED is within an establishment often stems from a threatening anonymous telephone call. Treat the call seriously even though a subsequent investigation may prove it to be a false alarm or a hoax.

b. Response to Telephonic or Anonymous Threats. Activity heads must train their personnel so that upon receiving an anonymous warning or threat, they will perform the following procedures:

(1) Any person receiving a telephonic bomb threat should remain calm. That person will attempt to obtain as much information as possible on the ^{MCB} OPNAV Form 5527/8, ^{3057/0 (02/03) (EP)} enclosure (2). After getting as much information as possible, the person will notify the activity head or senior person present and advise them of the bomb threat received.

(2) Personnel who receive bomb threats through the mail or other means, and personnel who discover suspected explosive devices will immediately notify the activity head or senior person present. No attempt will be made to move or tamper with a suspected explosive device except by explosive ordnance disposal personnel.

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(3) When notified that a bomb threat has been received or a suspected explosive device has been discovered, the activity head or senior person present will:

(a) Notify the Military Police immediately.

(b) Ensure all personnel in the area are notified of the threat by the quickest means possible.

(c) Ensure all personnel are advised not to activate or deactivate any electrical devices, tamper with or disturb any suspected explosive device or use radios or cell phones.

(d) Ensure the following personnel are immediately notified by the quickest means possible:

1 Activity head (if not previously notified) during working hours or the officer of the day (OOD) if after normal working hours.

2 Operations Division, Marine Corps Base during normal working hours or the Command Duty Officer (CDO) if after normal working hours.

10. Responsibilities. The activity heads listed below are charged with the following specific responsibilities:

a. Activity Head of Threatened Facility. During normal working hours, the activity head of the threatened site is responsible for the actions listed in paragraphs 9b through (d)2 above.

b. OOD. After normal working hours, the area OOD is responsible for the actions listed in paragraphs 9b(1) through (d)2 above.

c. Provost Marshal. The Provost Marshal is exclusively responsible for:

(1) Providing Military Police units to respond to the scene of the threatened site to establish traffic and crowd control.

(2) Providing a Crisis Management Force to assist the activity head in bomb threat situations.

(3) Notifying the following personnel in the order listed:

(a) ~~Criminal Investigation Division (CID)~~
Military Police Investigations (MPI)

(b) EOD

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- (c) Fire Department
- (d) Naval Medical Clinic (NMCL)
- (e) Facilities Maintenance Officer (if required)
- (f) Public Works Officer (if required)

(4) Ensuring a preliminary investigation into the incident is conducted by ~~CID~~^{MPI}, and after obtaining sufficient information, ensure the Naval Criminal Investigative Service (NCIS) is apprised of the incident. (~~CID~~^{MPI} is responsible for notifying NCIS in a timely manner)

(5) Establishing safety and security perimeters and controlling the access of personnel to and from the threatened site.

(6) Assuming overall control of all operations from the activity head if an explosive device or suspected explosive device is located.

(7) Keeping emergency vehicles at a minimum to prevent encouragement of additional threat actions. Code lights will not be used when responding to bomb threats.

(8) Ensuring mobile radios, cell phones and other transmitting devices are not used near the threatened site.

(9) Notifying the Chief of Staff, MCB during working hours and the CDO after working hours.

d. Fire Chief. When notified, place appropriate fire fighting equipment in a standby status. If an explosive device is located, dispatch appropriate fire equipment to the site.

e. Explosive Ordnance Disposal. When notified of a threat, place appropriate personnel on a standby status. When notified that a suspected or actual explosive device has been located, respond to the site and assume total responsibility for disposing of the device or rendering it safe. Coordinate the disposal with the Provost Marshal who is responsible for maintaining evidence related to the crime. After an explosive device is neutralized, control of the device reverts to the Provost Marshal.

f. Facilities Maintenance Officer

(1) When notified, standby to dispatch emergency maintenance personnel (familiar with gas and electrical turn off procedures) and equipment.

(2) Make keys available to the facilities maintenance areas.

g. Public Works Officer. When requested, provide the activity head or Military Police personnel with layout drawings of the site.

h. Commanding Officer, NMCL. When notified, place appropriate ambulance crews and medical personnel on standby. When notified that a suspected explosive device is located, dispatch appropriate medical personnel to the site.

11. Decisions. Enclosure (3) provides some criteria to be used in evaluating a bomb threat. This enclosure outlines courses of action intended to aid Commanding Officers and civilian management, it is not a substitute for it. Each situation must be carefully assessed.

12. Searchina for a Suspected IED

a. When searching for a suspected IED use the following procedures:

(1) Use a "NOMINATED PERSONS SEARCH" when the threat's credibility is very low. Pre-designated individuals search assigned areas. The search is possible in a short time or can be done covertly. Due to liability issues, civilians can refuse to participate in this search.

(2) Use an "OCCUPANT SEARCH" when the threat's credibility is low. Occupants search their own areas. The search is completed quickly because occupants know their area and are most likely to notice anything unusual. Due to liability issues, civilians can refuse to participate in this search.

(3) Use a "TEAM SEARCH" when the threat's credibility is **high**. Search teams make a systematic search of the area. The search is very thorough and places the minimum number of personnel at risk. Completely evacuate the area and ensure it remains evacuated until the search is completed. The search is slow and thorough. Due to liability issues, civilians can refuse to participate in this search.

b. Searches can be undertaken in response to a telephonic threat or a report of an unidentified object on or near premises occupied by DOD personnel. Search procedures are outlined in enclosure (4).

13. Evacuation Procedures. Evacuation procedures depend upon the circumstances. Prepare, publicize, and rehearse evacuation plans in

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advance. Address alarm systems (should not be fire alarms), assembly areas, routes to assembly areas, personnel evacuation response, building and area clearance, and evacuation drills.

14. Assembly Areas

a. Assembly areas must be pre-selected and well known to personnel. Establish a clearly defined procedure for controlling and checking personnel within the assembly area. Assembly areas are selected using the criteria illustrated below:

(1) Assembly areas should be at least 300 meters, from the target or building.

(2) Locate assembly areas in areas where there is little chance of an IED being hidden. Open spaces are best. Avoid car parking areas because IED's can be easily hidden in vehicles.

(3) Select multiple assembly areas if possible to reduce concentration of key personnel. Drill and exercise personnel to go to different assembly areas to avoid development of a evacuation and emergency assembly pattern that can be used by terrorists to attack identifiable key personnel. If possible, search the assembly area before personnel occupy the space.

(4) Assembly areas should not be near expanses of plate glass or windows. Blast effects can cause windows to be sucked outward rather than blown inward.

b. When key personnel must be evacuated from facilities due to a bomb threat, the assembly area should be announced prior to the movement.

c. When possible the assembly areas should be searched for secondary devices.

15. Routes to Assembly Areas. Choose routes to the assembly area so personnel do not approach the IED at any time. Pre-select routes to the assembly area, but devise a system to inform personnel of the location of the suspected IED and alternate routes. Routes prevent confusion and bunching, and avoid potential hazards.

16. Personnel Evacuation Response. Upon hearing the alarm, personnel should lock up or secure all classified materials, conduct a quick visual search of their immediate working area, open windows

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wherever possible, and leave the building **taking** all hand bags, briefcases, back packs, etc.. Leave doors open and lights on (do not turn on/off any electrical devices), and immediately proceed to the announced assembly area. Opening the building will reduce the internal damage from a consequence of blast effects and will mitigate, to some degree, the extent of debris flying out of or falling from the building should a detonation occur.

17. Building and Area Clearance. Establish procedures to ensure threatened buildings and areas are cleared and to prevent personnel from reentering the building. Establish a perimeter to prevent people from entering the endangered area.

18. Evacuation Drills. Periodically practice evacuation and search drills under the supervision of the activity head and the unit Antiterrorism/Force Protection Officer.

19. Reaction to an Exploded IED

a. Report the explosion to the Military Police if they are not yet on scene. Military Police will take immediate control of the scene upon arrival. An explosion will be viewed as a terrorist attack and it will be designated as a crime scene.

b. Report the explosion to Operations Division, MCB. Provide as much detail as possible, such as the time of explosion, number of explosions, color of smoke, and speed and spread of fire.

c. Maintain the cordon. Allow only authorized personnel into the explosion area.

d. Fight any fires threatening undamaged buildings, providing no personnel are at risk.

e. Ensure a clear passage for emergency vehicles and personnel is maintained.

f. Refer media inquiries to the Public Affairs Officer.

20. Terrorism and Bomb Response Summary. Use of bombs and IED's in terrorist attacks against DoD personnel, facilities, and assets is an all too common occurrence. The procedures outlined in this Order are intended to help MCB, Quantico respond to an attack before an explosive device detonates. The procedures discussed are also intended to help mitigate the consequences of an attack in the event that efforts to find an explosive device and render it inoperable are

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not successful. Incurring the costs to MCB, Quantico of detecting an explosive device and terminating a terrorist incident before the device can detonate is always preferable to exercising plans and options to respond to a detonation. Several of the security measures discussed will help reduce the likelihood of a successful bomb and/or IED attack against MCB, Quantico.



R. P. ROOK
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE ORDER 3057.1A Ch 1

From: Commanding General
To: Distribution List

Subj: BOMB THREAT AND SEARCHING PROCEDURES

Encl: (1) New page insert to MCBO 3057.1A

1. Purpose. To direct pen changes and to transmit a new page insert to the basic Order.

2. Action

a. On the letterhead page, enclosure section, delete "OPNAV Form 5527/8" and replace with "MCB Form 3057/1 (02/03) (EF)."

b. On page 2, paragraph 6a(1), add "and the internet" after the word publications.

c. On page 5, paragraph 6c(9), delete "Military Police Crime Prevention Unit" and replace with "Military Police Physical Security Section."

d. On page 6, paragraph 8d, add "first responders" after the word "lure."

e. On page 6, paragraph 9b(1), delete "OPNAV Form 5527/8" and replace with "MCB Form 3057/1 (02/03) (EF)."

f. On page 7, paragraph 10c(3)(a), delete "Criminal Investigation Division (CID)" and replace with "Military Police Investigations (MPI)."

g. On page 8, paragraph 10c(4), delete all occurrences of "CID" and replace with "MPI."

h. Remove enclosure (2) of the basic Order and replace with the new form contained in the enclosure.

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3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.



D. L. WRIGHT
Chief of Staff

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DAMAGE AND CASUALTY MECHANISMS FROM BOMBS
AND IMPROVISED EXPLOSIVE DEVICES

- Blast over pressure (a crushing action on vital components of the body; eardrums are most vulnerable)
- Falling structural material
- Flying debris (especially glass)
- Asphyxiation (lack of oxygen)
- Sudden body translation against rigid barriers or objects (being picked up and thrown by blast pressure)
- Bomb fragments
- Burns from incendiary devices or fires resulting from blast damage
- Inhalation of toxic fumes resulting from fires

ENCLOSURE (1)

TELEPHONE THREAT COMPLAINT



MILITARY POLICE
MCB QUANTICO, VA.
BOMB 'DATA CARD

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

- 1 When is bomb going to explode?
- 2 Where is it right now?
- 3 What does it look like?
- 4 What kind of bomb is it?
- 5 What will cause it to exwlode?
- 6 Did you place the bombs
7. Why?
8. What is YOUR address
9. What is your name

EXACT WORDING OF THE THREAT.

Sex of caller: _____ Race: _____

Age _____ : Length of call: _____

Number at which call is received: _____

CALLER'S VOICE:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar who did it sound like _____

BACKGROUND SOUNDS:

- | | |
|-----------------|---------------------|
| _____ Street | _____ Factory |
| _____ noises | _____ machinery |
| _____ Crockery | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House | _____ Long distance |
| _____ noises | _____ Booth |
| _____ Motor | _____ Other _____ |
| _____ Office | |
| _____ machinery | |

THREAT LANGUAGE:

- | | |
|-------------------|-----------------------|
| _____ Well spoken | _____ Incoherent |
| _____ (educated) | _____ Taped |
| _____ Foul | _____ Message read by |
| _____ Irrational | _____ threat maker |

REMARKS:

Report call immediately to:

Military Police
MCB Quantico
(703) 784-2251, 2252, 2253

Date . / . / .

Name: _____

Rank/Billet : _____

Duty Phone #: _____

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MOVEMENT OF PERSONNEL

FACTORS FAVORING A SEARCH BEFORE MOVEMENT OF PERSONNEL INCLUDE

- High incident of hoax threats
- Effective security arrangements have been established
- Information on the warning is imprecise or incorrect
- Caller sounded intoxicated, amused, or very young
- Prevailing threat of terrorist activity is low

FACTORS FAVORING MOVEMENT OF PERSONNEL BEFORE SEARCHING INCLUDE

- The area on the Base is comparatively open
- Information in the warning is precise as to matters of location, description of device, timing, and motive for attack
- Prevailing threat of terrorist activity is high

SEARCHING FOR IMPROVISED EXPLOSIVE DEVICES

Personnel must be properly trained to search for explosive devices by Antiterrorism/Force Protection Officers or EOD Personnel.

1. It is necessary to have a basic understanding of Improvised Explosive Devices in order to safely conduct searches. Common means of detonation are:

- Motion
 - * Electrical switches
 - * Mechanically operated switches
- Command
 - * Radio frequencies
 - * Beepers
 - * Cell phones
- Chemical
 - * Acid switch
- Sound activated

2. General Search Procedures

- Minimize the following:
 - * Injury to personnel
 - * Damage to equipment and property
 - * Disrupting operations
- Search tasking
 - * Establish pre-designated search teams
 - * Search teams need to be well trained
 - * Use bomb dogs
- Equipment used (Bomb Kits)
 - * Flashlight
 - * Masking tape
 - * Mirror
 - * Paper and pen

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3. Types of Searches

- Nominated Person Search
- Occupant Search
- Team Search

4. Search Rules

- All phases of the search should be conducted simultaneously if there are enough searchers.
- The number of teams will be determined by how many rooms and areas there are to be searched.
- After each room is searched, conspicuously post a sign or marker at the entrance indicating that the search was completed. Sign should include name and signature of search team leader.
- If a bomb is discovered, do not touch or disturb it. If the bomb was accidentally touched or moved, explain this to EOD personnel (DO NOT LIE ABOUT IT. If it was accidentally moved, then EOD personnel can receive valuable information as to what the device could be).
- Team leader should prepare a detailed diagram using the "exploded" room view type to show exactly where the suspected device is located.

5. Detailed Room Search Procedures

- The search team leader should look around the room to be searched and determine how it is to be divided for searching. Division is made based on the number and type of objects in the room, not necessarily the room size.
- The search team should stand in the middle of the room and close their eyes and listen for any unusual noises and also be able to recognize the usual noises. i.e. air conditioning, heating, clocks, etc..
- Search elements always work in pairs. Do not touch anything. Perform a visual search of the area.

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- First sweep of the room includes simultaneous checks of all objects from the floor to waist level and waist level to the ceiling.
- Search elements start back to back in the center of the room, and work toward each other. When they meet up again the search team switches assignments and conducts a second search of the area. Do not forget the tops of cabinets and cupboards (The person who did the floor to waist level, now does the waist to ceiling.)
- Search teams should pay particular attention to the following areas:

* Outside Areas

Trash cans	Street drain systems
Dumpsters	Storage areas
Mailboxes	Parked cars
Newspaper stands	

* Inside Areas

Mail parcels/letters	Rest rooms
Desks and/or containers	Trash receptacles
Ceilings (removable panels)	Utility closets
Behind drapes or curtains	Boiler rooms
Recent wall repairs	Under stairwells
Newspaper stands	

- Avoid conducting random or spot checks of logical areas when conducting a detailed search.
- Pass results of the search to the activity head immediately upon completion.

6. The criteria outlined above is intended to be an aid for management judgment, not a substitute for it. Each situation must be carefully assessed.