



## U.S. Department of Justice

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

Director

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Washington, DC 20226

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### **Special Notice to Federal Explosives Licensees and Permittees in Hurricane Katrina Damaged Areas**

In anticipation of numerous questions relating to Federal explosives licensees (FELs) and permittees (FEPs) affected by Hurricane Katrina, ATF has devised the following procedures for FELs/FEPs.

#### **Procedures to Follow When Explosives Are Lost or Stolen**

1. Notify the Local Law Enforcement Authorities
  - The local law enforcement authority should be made aware of missing or stolen explosives, including type (high, low, blasting agents) and quantities (if known).
2. Notify ATF's Joint Support and Operations Center (JSOC)
  - ATF's 24-Hour Hotline: 1-800-800-3855
  - The JSOC will coordinate ATF's local response.
3. Ensure Safety and Preserve Evidence
  - Do not enter a crime scene until law enforcement authorities indicate that it is safe. Do not disturb the crime scene until law enforcement authorities have completed evidence gathering. Unless you are asked to assist, avoid the temptation to assess damage/losses until they are finished.
4. Contact the U.S. Bomb Data Center and Prepare an ATF Theft/Loss Report (ATF F 5400.5)
  - U.S. Bomb Data Center Hotline: 1-888-283-2662 (888-ATF-BOMB)
  - An ATF F 5400.5 (Theft/Loss Report) must be prepared when a theft/loss of explosives from a licensee or permittee's inventory occurs. Submit the original to the U.S. Bomb Data Center and keep a copy for yourself.
5. Notify ATF of Any Recovered Explosives
  - In the event that missing explosives are found or stolen explosives are recovered and returned, please notify the U.S. Bomb Data Center at the number listed above.

#### **Procedures to Follow if Your Explosives Are Damaged**

1. If the Damaged Explosives Are Causing an Immediate Threat to Public Safety, Contact Your Local Law Enforcement Authority
  - If the explosives are not causing an immediate threat to public safety, contact the manufacturer for instructions on the appropriate means of destroying these materials.

- If the manufacturer is unknown, you may contact the Institute of Makers of Explosives ([www.ime.org](http://www.ime.org)), the International Society of Explosives Engineers ([www.isee.org](http://www.isee.org)) or the American Pyrotechnic Association ([www.Americanpyro.com](http://www.Americanpyro.com)) for guidance. If necessary you may also contact ATF for guidance.

**Procedures for Reporting Destroyed or Damaged Business Premises, New or Temporary Storage Locations, or Destroyed Records and Inventory**

1. Contact the Critical Incident Management Response Team (CIMRT)
  - CIMRT Telephone Number: 1-800-366-9501
  - The CIMRT will serve as the temporary centralized contact for Federal explosives licensees and permittees reporting damaged or destroyed business premises, new or temporary storage locations or business premises, or destroyed records and inventory in the areas affected by Hurricane Katrina. The CIMRT will coordinate any field response with its Field Management Staff, Federal Explosives Licensing Center, and the local ATF contacts.