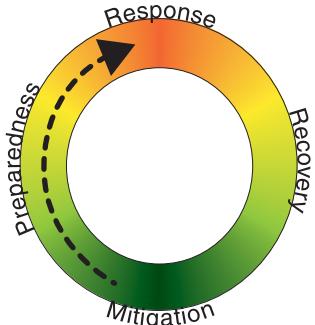


Additional Resources

The Bureau of Alcohol, Tobacco, Firearms and Explosives applauds the work of State and Federal disaster relief agencies and joins with them in encouraging all persons to have a disaster preparedness plan in place for both homes and businesses.

The following Web sites contain information and guidance in business disaster preparedness:



<http://www.ready.gov/>

This Department of Homeland Security site contains information on emergency preparedness for families, children and businesses.

<http://www.fema.gov/business/guide/index.shtml>

This site offers free, step by step advice on how to create and maintain a comprehensive emergency management program.

<http://www.redcross.org/>

This site offers free materials regarding disaster planning and recovery.

<http://www.usa.gov/Citizen/Topics/PublicSafety.shtml>

This General Services Administration site contains an enormous amount of information about the U.S. Government and its programs including this link to Public Safety and Law Enforcement resources who respond to disasters.

State government home pages. These sites usually consist of the State's name followed by "gov." Many of these sites contain links to emergency management agencies, public safety departments, and small business offices.

ATF is committed to assisting licensees and permittees in complying with the Federal explosives laws. Thank you for your continued diligence in helping keep America safe.

**U.S. Department of Justice
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**U.S. Department of Justice
Bureau of Alcohol, Tobacco,
Firearms and Explosives
Office of Enforcement Programs and Services**



ATF

Federal Explosives Licensees
and Permittees:

Voluntary Steps to Prepare for a Pending Natural Disaster



Disaster Preparedness

Many natural disasters occur with little or no warning. Whether or not advance notice is possible, the preservation of life is always paramount during any type of disaster. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) urges all persons to take steps to protect family and property by having a disaster preparedness plan in place before any disaster occurs.

For useful information on planning for a natural disaster, please visit <http://www.ready.gov/>.

The following are suggestions of voluntary measures Federal Explosives Licensees and Permittees (FEL/Ps) can take to help protect explosives business premises and inventories in the event of a natural disaster and guidance on what to do if the business premises is damaged or destroyed by a natural disaster.

Preliminary and Voluntary Steps to Prepare for a Pending Natural Disaster:

For pending natural disasters (e.g., flood, forest fire, or hurricane), relocate your explosive materials to a compliant explosives magazine storage in an area less susceptible to weather related damage if at all possible. Contact your local ATF office and provide the following information:

- Business name, licensed premises and storage magazine address (including magazines used for the temporary relocation of explosives), and FEL/P number;
- Emergency contact name, address and telephone number.



While you are not required to provide this information, it could be extremely useful in the event we need to contact you regarding damage to your business premises and/or inventory. In certain emergency situations, local field supervisors may have the authority to verbally approve certain requests, such as adding a new magazine.

In an emergency, the local Field Supervisor may verbally authorize you to immediately move stored explosive materials to compliant magazine storage in an alternate location.

Also, consider maintaining an off-site, back-up copy of critical records when a significant risk or disaster is predicted for an area.

If Explosives Have Been Stolen or Lost:

- Within 24 hours of the discovery of a theft or loss of explosives, please contact your local law enforcement authority **and** the United States Bomb Data Center (USBDC) at 800-461-8841, or after hours at the ATF 24 hour hotline (800-800-3855). The USBDC or ATF hotline personnel will notify the appropriate ATF Field Division to coordinate ATF's field response.
- If you suspect that a theft has occurred, do not disturb the scene until law enforcement authorities have completed an assessment and processed the potential crime scene.
- In the event that missing explosives are found, or stolen explosives are recovered and returned, please notify the USBDC at 1-800-461-8841, and any investigating agency personnel, of all recovered explosives. The USBDC is responsible for tracking all stolen, lost and recovered explosives. Prompt reporting of the recovery of explosives previously reported as missing or stolen saves valuable investigative time and resources.

If Explosives Have Been Damaged:

- If damaged explosive materials are an immediate threat to public safety, contact your local law enforcement authority and the ATF 24-hour hotline (800-800-3855). ATF hotline personnel will notify the appropriate ATF Field Division, who will coordinate ATF's field response.
- If the damaged explosive materials are not an immediate threat to public safety, contact the manufacturer for instructions on the appropriate means of destruction. (Read ATF's newsletter article on Deteriorated Explosives at www.atf.gov/publications/newsletters/fel/fel-newsletter-2009-12.pdf)
- Contact your local ATF office for any additional guidance they might have.

If ATF-Required Records Have Been Damaged, Lost or Destroyed:

Federal explosives licensees and permittees should inventory their explosive materials and try to reconstruct any records destroyed, lost, or rendered illegible. (Consider contacting major suppliers or customers to obtain copies of recent sales and acquisition records.) Contact your local ATF office for assistance or further information. FEL/Ps can obtain contact information for their local ATF offices by visiting <http://www.atf.gov/contact/field/>.

Why Establish a Disaster Preparedness Plan?

Having a Disaster Preparedness Plan is the best way to anticipate, prepare for, mitigate the effect of, and recover from a business disruption.

FEL/Ps have a two-fold interest in having a plan in place: the need to safeguard their business to facilitate a quick recovery and the need to protect the public from the risk of theft/loss of explosive materials.