



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
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CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5500.3A  
H&S BN/PMO  
AUG 28 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5500.3A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE BOMB THREAT RESPONSE PLAN

Ref: (a) MCO 5580.2B Ch 2  
(b) MCIEAST-MCB CAMLEJO 3571.1A

Encl: (1) Sample Building/Facility Bomb Threat Plan  
(2) Bomb Threat Checklist

Report Required: I. Bomb Threat (Report Control Symbol MCIEAST-MCB  
CAMLEJ-5500-03), Page 3

1. Situation. To implement policy and prescribe procedures in the event of a bomb Improvised Explosive Device (IED) threat aboard Marine Corps Base Camp Lejeune (MCB CAMLEJ) and to amplify the guidelines set forth in references (a) and (b).

2. Cancellation. MCIEAST-MCB CAMLEJO 5500.3.

3. Mission

a. Bomb threats interrupt/disrupt the lives and mission of our service members, family members and civilian personnel; therefore, it is required to articulate protocols and procedures designed to eliminate or reduce the potential of bomb threats. When the possibility exists that a suspicious package may contain an IED or in the event an IED is found, provide appropriate response plans.

b. Definitions

(1) Bomb Threat. A message delivered by any means, warning or claim of the presence of one or more IED's.

(2) IED. A device that can damage material and/or cause injury or death to personnel when detonated or ignited.

c. Summary of Revision. This Order has been revised to make minor administrative edits to some pages. This Order should be reviewed in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent

(1) We will implement and maintain sound procedures that will be practiced regularly in order to reduce the time it takes to ensure a building/facility is clear of any IED's. Sound procedures include, but are not limited to, telephone protocols, building/facility bomb search plans, found bomb/suspicious package procedures, and emergency response procedures.

(2) Implementing and maintaining sound procedures will reduce the potential for future bomb threats due to the caller's desired effect being reduced or eliminated. Normally a caller's desired effect is to evacuate personnel from buildings/facilities, stop work and induce the arrival of large numbers of emergency vehicles.

b. Concept of Operations

(1) MCIEAST-MCB CAMLEJ General and Special Staff Department Heads, Commanding Officers (CO), Officers in Charge (OIC), etc., will develop and promulgate bomb threat procedures, enclosure (1), for each building/facility under their control as follows:

(a) Designate personnel by billet/position, who have the authority to evacuate the threatened building/facility, if necessary, and resume normal operations. The decision to evacuate a bomb-threatened building/facility rests with the person responsible for the building/personnel, such as the CO or OIC, or emergency personnel, e.g., Fire, Explosive Ordnance Disposal (EOD), Police (Provost Marshal Office (PMO)), etc. The decision to evacuate the building/facility can be made any time after the threat has been received i.e., immediately following the threat, after a search has been completed, or if and when an IED is found.

(b) Designate personnel by billet/position, who are closely familiar with the threatened building/facility, to supervise the evacuation of the premises.

(c) Per reference (a), searching of areas should only be conducted with security and emergency response personnel. Use only military personnel or civilian employees who are familiar with the area to help conduct an evacuation and to accompany search team(s) when searching the interior/exterior of the building.

(d) Ensure the evacuated threatened building/facility is completely emptied.

(e) Ensure pre-selected muster points for evacuated personnel are at least 500 feet away from the threatened structure and

away from glass windows. These muster points should be in areas where there is little chance of an IED or secondary device being hidden. Open spaces that are away from garbage dumpsters, parking spaces, or other buildings are ideal muster points.

(f) Ensure a designated supervisor accounts for personnel at each muster point. The supervisor is responsible for notifying the person authorized to evacuate the building/facility of any suspicious packages found, and/or of personnel not accounted for.

(g) Recall personnel intimately familiar with the threatened building/facility to assist security and emergency responders conduct searches, upon request only. Although history has shown that the majority of bomb threats are without substance, any bomb threat received should be taken seriously, and all personnel should be immediately evacuated.

(h) Ensure personnel are trained on IED recognition procedures at least annually, or when there is a 30 percent changeover of personnel.

(i) Ensure all office, storage, and utility rooms are secured when not in actual use.

(j) Ensure keys to the locked areas are available.

(k) Provide the responding security and emergency units with the recall numbers of personnel authorized to evacuate the threatened building/facility.

(l) Ensure timely notification of emergency services personnel, i.e., Fire and Emergency Services Division (FESD), PMO, etc.

(m) Ensure all personnel responsible for answering telephones are well versed in the contents of enclosure (2).

(n) Ensure copies of enclosure (2) are kept by all telephones.

(o) Ensure enclosure (2) is filled out completely and turned over to the responding security and emergency personnel upon their arrival.

(p) Ensure all personnel are instructed to:

1. Report all suspicious persons and packages;

2. Do not touch any suspicious packages or suspected IED's; and

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3. Only handle/touch written threats if absolutely necessary and turn them over to security and emergency personnel as soon as possible.

(q) Ensure drills are conducted at least annually to test these procedures.

(r) Ensure the Building/Facility Bomb Threat Response Plan is reviewed and updated annually or as significant changes occur. This will ensure that valid, accurate information is maintained in the plan for an emergency situation.

(2) Emergency Service Agencies (i.e., PMO, FESD, Naval Hospital Camp Lejeune, EOD, and Naval Criminal Investigative Service, etc.) shall:

(a) Coordinate emergency response to all bomb threat situations.

(b) Make contact with the responsible person of the building evacuated to determine if:

1. All personnel from the threatened site are accounted for;

2. Any suspicious packages or bombs have been found.

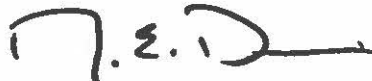
(c) Review coordinated emergency response procedures at least semi-annually.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ General and Special Staff Departments, MCB CAMLEJ, its subordinate and all tenant commands and organizations.

b. Signal. This Order is effective the date signed.



N. E. DAVIS  
Chief of Staff

DISTRIBUTION: A/C (plus H&S Bn and WTBn)

MCIEAST-MCB CAMLEJO 5500.3A  
AUG 28 2019

SAMPLE BUILDING/FACILITY BOMB THREAT PLAN

From: (Unit)  
To: Distribution List  
  
Subj: BUILDING/FACILITY BOMB THREAT RESPONSE PLAN  
  
Ref: (a) MCIEAST-MCB CAMLEJO 5500.3A  
  
Encl: (1) Bomb Threat Checklist

1. Situation. To implement procedures and responsibilities in the event of a bomb IED threat at Building/Facility #, MCB CAMLEJ, North Carolina.

2. Mission. To articulate protocols and procedures designed to eliminate, or reduce the potential of bomb threats and if necessary, provide appropriate response to found IED's.

3. Execution

a. Procedures

(1) Sound procedures, i.e., telephone protocols, building/facility bomb search plans, found bomb/suspicious package procedures and emergency response procedures, etc., that are practiced regularly accomplish two things: (1) reduce the time it takes to ensure a building/facility is clear of any personnel; (2) reduce the potential for future bomb threats because the caller's desired effect (personnel evacuated from buildings/facilities, work stoppage, and the arrival of large numbers of emergency vehicles) is reduced or eliminated.

(2) Experience has shown that normally a bomb threat will be received at one of two places: (1) the specific building/facility involved (i.e., Exchange, Commissary, MCIEAST-MCB CAMLEJ Headquarters, company offices, etc.), or (2) an authoritative agency, i.e., Security and Emergency Operations Cell, FESD, sentry booths, duty Noncommissioned Officer, etc. Regardless of the actual recipient, certain pertinent information may be ascertained, which will aid investigators, bomb threat teams, etc., in locating the IED and may assist in the apprehension of the person making the threat and/or planting the device. Personnel who are in the position to receive such a threat should be instructed to record the conversation to writing as soon as possible. Enclosure (2) contains information which the recipient of a bomb threat call should try to obtain before the caller hangs up.

Enclosure (1)

(a) Written threats should be handled/touched only if absolutely necessary, and turned over to the proper authority as soon as possible. (e.g., PMO, Criminal Investigation Division (CID))

(b) Threats received via social media, email, text, should be reported to the proper authority as soon as possible. (e.g., PMO, CID, Naval Criminal Investigative Service)

(c) The decision to evacuate a bomb-threatened building/facility rests with the person responsible for the personnel e.g., CO or OIC, Fire, EOD, Police, Incident Commander or government assets contained therein. The decision to evacuate the building/facility can be made anytime after the threat has been received i.e., immediately following the threat, after a search has been completed, or if and when an IED is found. History has shown that the majority of bomb threats are without substance.

b. Senior Occupant of Threatened Building/Facility shall:

(1) Authorize evacuation of building/facility number in the event of a bomb threat.

(2) Ensure that the building/facility is searched by emergency responders. Critical areas are to be searched first.

(3) Designate muster points in the event a site is evacuated.

c. OIC's, Staff Noncommissioned Officers In Charge (SNCOIC), and Supervisors shall ensure that:

(1) If the building/facility is evacuated, it is done so completely. Established fire drill routes should be followed.

(2) After evacuating, personnel should report to their muster areas, which should be at least 500 feet away from the threatened site and away from glass windows.

These muster points, which should be the same for fire drills, are identified below:

(a) \_\_\_\_\_  
\_\_\_\_\_

(b) \_\_\_\_\_  
\_\_\_\_\_

(3) They account for all personnel and report any suspicious packages/bombs observed.

(4) The following personnel are recalled in the event of an after-hours bomb threat:

Personnel to Recall	Telephone
_____	_____
_____	_____
_____	_____

(5) All office, storage, and utility rooms are secured when not in actual use.

(6) Keys are available to locked areas.

(7) All personnel responsible for answering telephone calls are well versed in the contents of enclosure (2).

(8) Copies of enclosure (2) should be maintained either by means of a hard copy or electronic copy.

(9) All personnel are instructed not to touch any suspect packages, and report the location and description of these to their OIC/SNCOIC/supervisor.

d. Personnel involved in assisting Security and Emergency Personnel searching for suspicious packages shall:

(1) When directed, evacuate the building/facility, of all personnel not involved in the search of the threatened site.

(2) Report immediately to their designated muster point after completing a search of their area of responsibility.

(3) Not touch any suspicious packages and report the location and description of those found to the OIC/SNCOIC/supervisor.

Reporting Requirement: MCIEAST-MCB CAMLEJ-5500-03

### BOMB THREAT CHECKLIST

DUPLICATE AND PLACE BY EACH PHONE

Exact time of call: \_\_\_\_\_ Phone number received at: \_\_\_\_\_ DATE: \_\_\_\_\_

Exact words of the caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. When kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Where are you calling from? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

CALLER'S VOICE? (check all that apply)

Age (years) \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_  Stressed  Normal  Calm  Deep  Accent  Nasal  Lisp  
 Stutter  Loud  Angry  Squeaky  Slurred  Excited  Disguised (How) \_\_\_\_\_ Other \_\_\_\_\_

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were their background noises? (check all that apply)

Street  Voices  Animals  PA System  Music  Long Distance  Motor  Phone Booth  Machinery  Crying  
 Clear  Static  Television  House Noises  Office Machines  Airport/Jet  Subway  Train Other \_\_\_\_\_

Person receiving the call: \_\_\_\_\_

REPORTING PROCEDURES: TRY TO KEEP THE CALLER ON THE PHONE. If possible, notify fellow workers to call 911 on another line to report the incident and so Dispatch can call Telephone Repair to initiate a phone trace on the Bomb Threat line. If the caller hangs up, initiate CALL TRACE PROCEDURES

CALL TRACE PROCEDURES:

- 1.) Keep the caller on the line if possible
- 2.) When the caller hangs up, "HOOK FLASH" your phone and dial \*57 to activate trace.
- 3.) Do Not use the phone line again. Use another line and call 911 and ask for the PMO Desk Sgt to ensure call trace was activated and to report Bomb Threat call.

Reset Form