



UNITED STATES MARINE CORPS

MARINE CORPS BASE
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BO 5500.3C
DPS/PMO

OCT 19 2009

BASE ORDER 5500.3C

From: Commanding General
To: Distribution List

Subj: BOMB THREAT RESPONSE PLAN

Ref: (a) MCO P5580.2A
(b) BO 3571.1B

Encl: (1) Bomb Threat Checklist
(2) Sample Building/Facility Bomb Threat Plan
(3) Searching For Improvised Explosive Devices

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

2. Cancellation. BO 5500.3B.

3. Mission. 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.

a. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

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.

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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 are telephone protocols, building/facility bomb search plans, found bomb/suspicious package procedures and emergency response procedures, etc.

(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. History has shown that the majority of bomb threats are without substance.

b. Concept of Operations

(1) General/Special Staff, Commanding Officers, Department Heads, OIC's, etc., will develop and promulgate bomb threat procedures, enclosure (2), 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 solely with the person responsible for the personnel, e.g., CO or OIC, 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) Designate personnel by billet/position, who are closely familiar with the threatened building/facility, to make a search of the premises, enclosure (3).

(c) Designate search procedures beginning at the most critical areas of each building/facility.

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

(e) Ensure that 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 that 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 conduct searches for IED's. Use the following procedures when searching for a suspected IED:

1 Make a "NOMINATED PERSONS SEARCH" when the threat credibility is **low**. Pre-designated individuals search assigned areas. The search can possibly be done in a short time covertly. Due to liability issues, civilians can refuse to participate in this search.

2 Make an "OCCUPANT SEARCH" when the threat credibility is **medium**. Occupants quickly search their own areas because they know their area and are most likely to notice anything unusual. Due to liability issues, civilians can refuse to participate in this search.

3 Make a "TEAM SEARCH" when the threat credibility is **high**. Search teams make a systematic, very thorough search of the area, placing the minimum number of personnel at risk. The area is completely evacuated and 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.

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

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

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

(k) Provide the responding Military Police (MP) 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, MP's, etc.

(m) Ensure that all personnel responsible for answering telephones are well versed in the contents of enclosure (1).

(n) Ensure that copies of enclosure (1) are kept by all telephones.

(o) Ensure that enclosure (1) is filled out completely and turned over to the responding MP's upon their arrival.

(p) Ensure that all personnel are instructed to:
(1) Report all suspicious persons and packages; (2) Do not touch any suspicious packages or suspected IED's; (3) only handle/touch written threats if absolutely necessary and turn them over to the MP's as soon as possible.

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

(r) Ensure that 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 (PMO, Fire and Emergency Services Division, Naval Hospital, Explosives Ordnance Disposal, and Naval Criminal Investigative Service (NCIS), etc.) will:

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

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

b. Command. This Order is applicable to Marine Corps Base, Camp Lejeune and all tenant organizations.


W. A. MEIER
Chief of Staff

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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.

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SAMPLE BUILDING/FACILITY BOMB THREAT PLAN

From: (Unit)
To: Distribution List

Subj: BUILDING/FACILITY BOMB THREAT RESPONSE PLAN

Ref: (a) BO 5500.3C

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

1. Situation. To implement procedures and responsibilities in the event of a bomb Improvised Explosive Device (IED) threat at Building/Facility #_____, Marine Corps Base, Camp Lejeune, 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 IED's; (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, Base Headquarters, company offices, etc.), or (2) an authoritative agency, i.e., Military Police Desk Sergeant, Fire and Emergency Services Division, sentry booths, duty NCO, etc. Regardless of the actual recipient, certain pertinent information may be

ENCLOSURE (2)

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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. Enclosures (1) and (2) contain information which the recipient of a bomb threat call should try to obtain before the caller hangs up.

(a) Written threats should be handled/touched only if absolutely necessary, and turned over to the Military Police as soon as possible.

(b) The decision to evacuate a bomb-threatened building/facility rests solely with the person responsible for the personnel e.g., CO or OIC, 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 will:

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

(2) Ensure that the building/facility is searched per enclosure (3). Critical areas are to be searched first.

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

c. Officers In Charge, Staff Noncommissioned Officers In Charge, and Supervisors will ensure that:

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

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

ENCLOSURE (2)

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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 found during the search.

(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 enclosures (1) and (2).

(8) Copies of enclosures (1) and (2) are kept adjacent to all phones.

(9) All personnel involved in the search of a building/facility 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 searching for suspicious packages will:

ENCLOSURE (2)

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(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 per enclosure (3).

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

ENCLOSURE (2)

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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

ENCLOSURE (3)

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3. Types of Searches

- Nominated person search - Occupant 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 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.)

5. Detailed Room Search Procedures

- The search team leader should look around the room to be searched to determine how to divide it up 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.
- 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.

ENCLOSURE (3)

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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

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

* Inside

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.

ENCLOSURE (3)