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UNITED STATES MARINE CORPS
Base Maintenance Division
Marine Corps Base
Camp Lejeune, North Carolina 28542-5000

MO 5500.1
MAIN/RES/rsm
02 Apr 1985

MAINTENANCE ORDER 5500.1

From: Base Maintenance Officer
To: Distribution List

Subj: Bomb Threat Response Plan

Ref: (a) BO 5500.3

Encl: (1) Bomb Threat Checklist
(2) Bomb Threat Report

1. Purpose. To establish procedures within the Division for handling bomb threats and amplify the instructions contained in the reference.

2. Background. Nationwide increase in the number of bomb threats necessitates that employees be prepared to respond to such threats.

3. General. Experience has shown that normally bomb threats will be received at either the specific building or location or to an authoritative agency. Although the Base Maintenance Division does not have a high visibility for such threats as a whole, utility plants/facilities may have some vulnerability. Therefore, certain pertinent information may be ascertained which will help in locating the explosive and materially assist in the apprehension of the person making the threat and/or planting the device. Employees who may be in the position to receive such a threat, should be instructed to reduce the conversation to writing as soon as possible. Enclosures (1) and (2) contain information which the recipient of a bomb threat should try to obtain before the caller hangs up.

4. Telephone Procedures. Do not hang up the phone when a caller terminates the call. The procedures outlined in the enclosures will be followed by the person receiving the bomb threat.

5. Evacuation of Buildings/Facilities

a. The decision to evacuate personnel will rest with the senior occupant present in the building at the time of the threat. If time is limited, evacuation of the facility should be implemented immediately. Personnel should be evacuated to a point at least 200 meters from the threat area.

b. Depending on the circumstances, action should be taken to shut down equipment, secure power, etc.

c. Time permitting, vehicles and movable equipment should be moved away from the threatened facility.

d. The Director, Utilities Branch will be responsible for issuing separate instructions regarding the evacuation of manne plants when such evacuation may cause damage to equipment or otherwise result in violation of law, contamination, etc.

6. Applicability. The provisions of this Order are applicable to all personnel and activities within the Base Maintenance Division upon receipt.

H. L. Luttrell
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