

060920

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

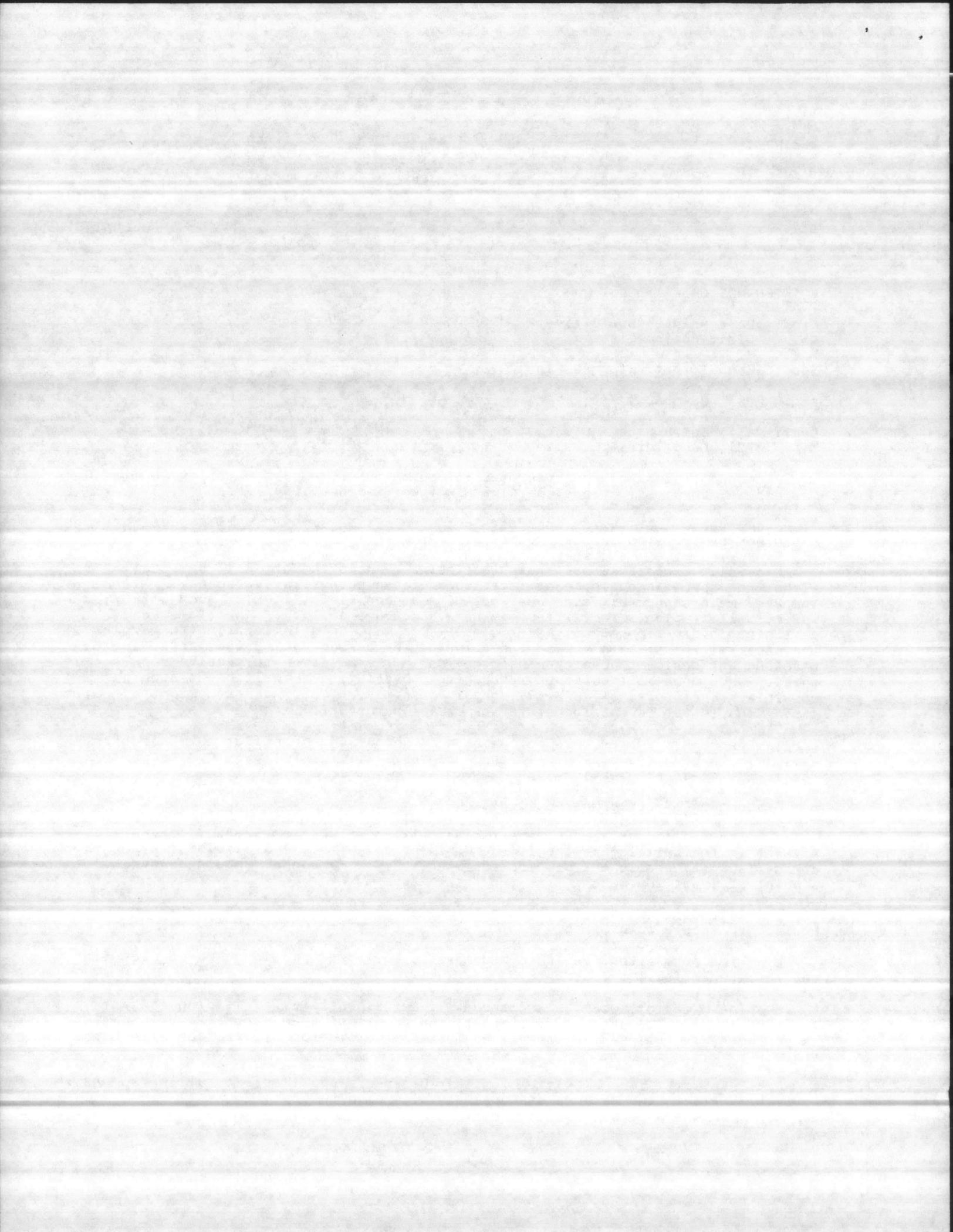
Ref: (a) BO 5500.3

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 mannequin 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. Cottrell
H. L. COTTRELL

DISTRIBUTION: A



BOMB RESPONSE PLAN - OUTLYING PLANTS

1. If you receive a BOMB THREAT, complete bomb threat checklist attached.
2. Ask questions through item (f). DO NOT HANG PHONE UP. LEAVE OFF HOOK.
3. Leave plant operating but secure chlorine cylinders at Cl₂ tank.
4. Take bomb threat checklist and go to secondary phone. Call Base Operator Extension 1113 or 1115. Report threat and phone number with receiver left off.
5. Call Leader at Bldg. 670. Report information on checklist.
6. Stand by at safe distance at least 200 meters or 640 feet to provide keys, assistance, etc. Have bomb threat checklist available for appropriate personnel.

SAFEGUARD LIST.

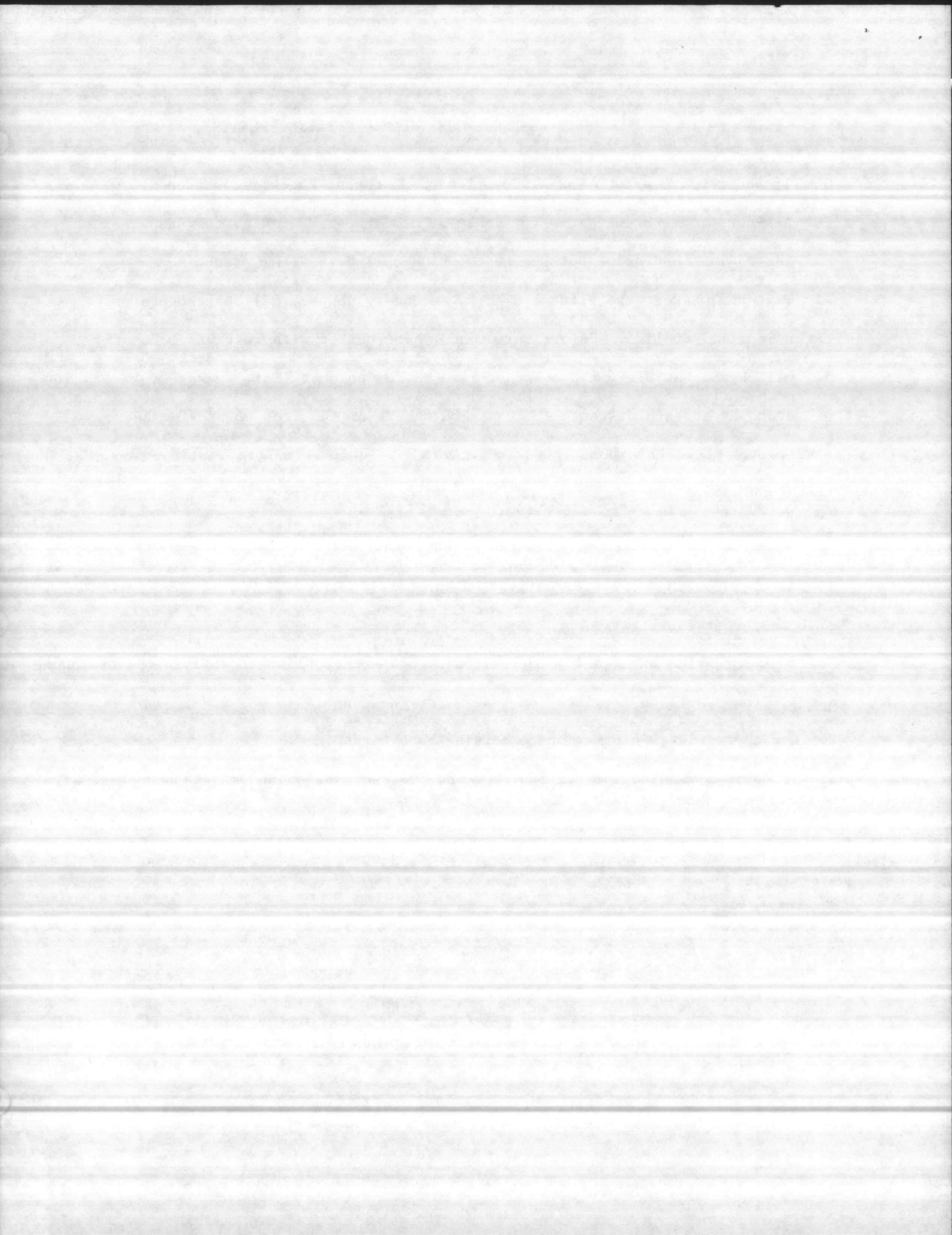
LEADERS - BLDG. 670

1. After receiving call from outlying plant complete items 4, 5, 6, 7, 8, and 10 of bomb threat checklist.

Note: Record time on item (5) but telephone off hook applies to outlying plants phone.

Note: Item 9 will be completed by supervisory personnel.

2. Log appropriate information concerning bomb threat.
3. If radio communication available, stand by base station and maintain contact with operator.



BOMB THREAT CHECKLIST

1. DO NOT . . . DO NOT HANG UP THE TELEPHONE UNLESS ABSOLUTELY NECESSARY.
2. Questions to ask: Exact words of the conversation.

a. Who is this? _____

b. When will bomb explode? _____

c. Where is bomb located? (Building number, inside, outside, etc.)

d. What does bomb look like? _____

e. What kind of bomb is it? _____

f. Why did you plant the bomb? _____

3. Go, or send someone, to another telephone and call the Base Operator (Ext. 1113, 1115, ~~1115~~), report the bomb threat and the telephone number of the phone that you left off the receiver. Extension 2020

4. Report the bomb threat to the Provost Marshal's Office, 2555/2455, from the second phone.

5. DO NOT HANG UP THE TELEPHONE

a. Time called received: _____

b. Time caller hung up: _____

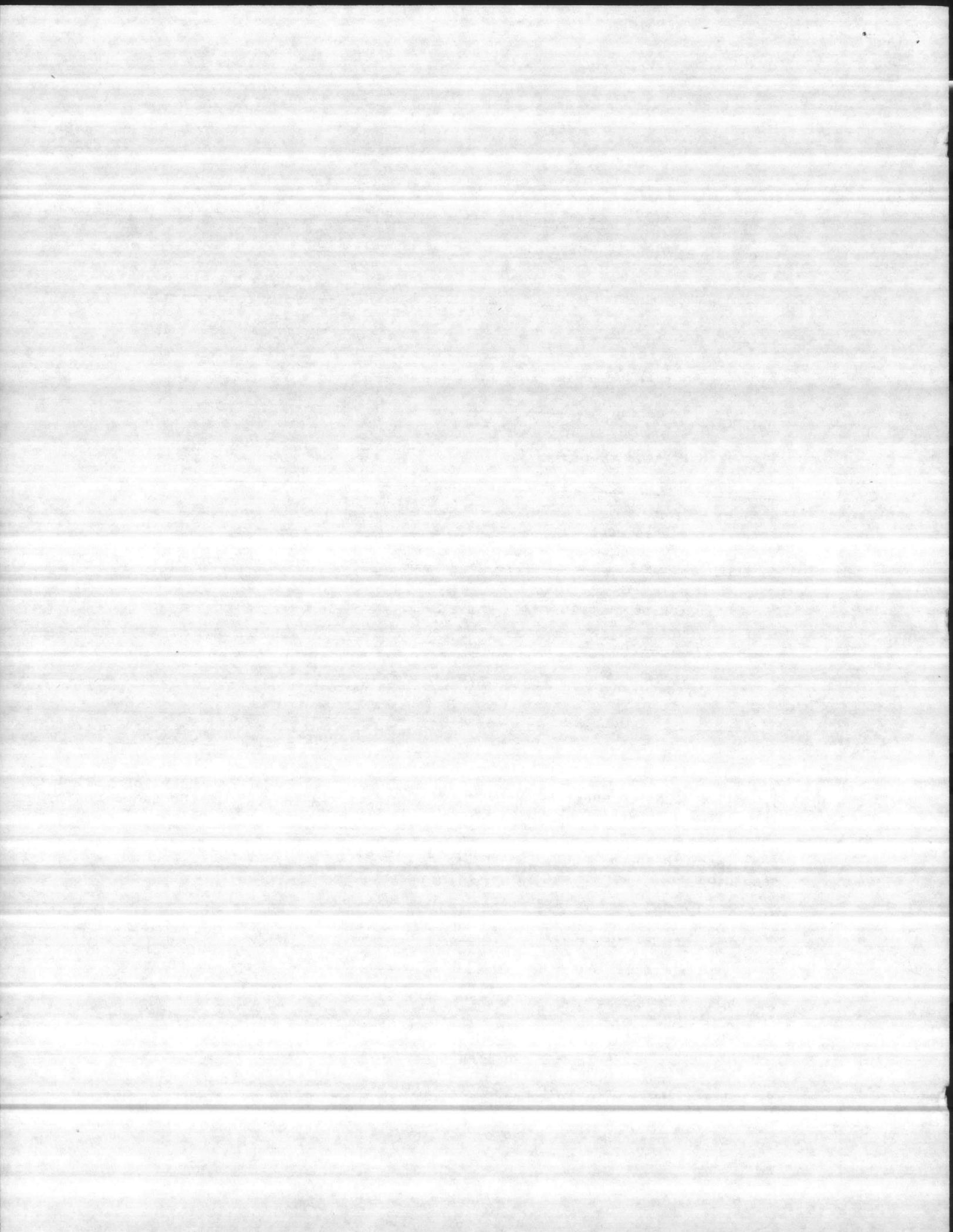
6. Notify key personnel (Supervisor, Branch Director, etc).

7. Notify the Assistant Base Maintenance Officer/Base Maintenance Officer.

8. If immediate action is required - evacuate the building.

9. Start recall roster of personnel intimately familiar with the building to assist in the search of the bomb (Clerks, Shop Heads, etc.).

10. Assign personnel to stand by with keys to assist in opening locked doors as requested by the search team.



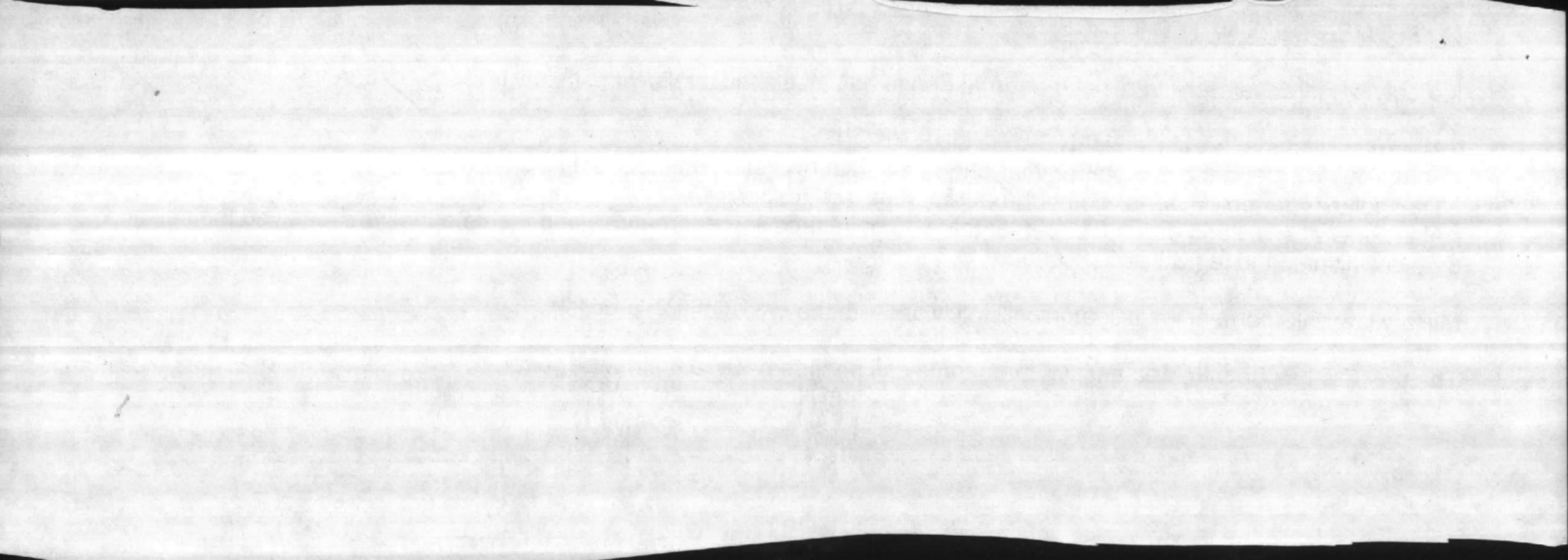
CUSTOMER ORIGINATED TRACE

If a duty or individual were to receive a threat phone call they should follow the below listed procedures:

- After receiving the threat call, HANG UP YOUR PHONE.
- Immediately pick up the receiver of your phone and dial *57 (star 57) then hang up.
- Then follow your unit SOP for bomb threat reporting and response.
- Alert PMO at 451-2555 or the 911 center that you have received a threat call and the time that you received the call and that you initiated the tag & trace procedure.

Military law enforcement investigators will follow up with the investigation process.

The process has been tested and will even trace cell phones back to their owner/user.



CONTAMINANT THREAT PLAN - OUTLYING PLANTS

1. If you receive a CONTAMINANT THREAT, complete checklist, enclosure (1).
2. Ask questions through item (e). DO NOT HANG PHONE UP. LEAVE OFF HOOK.
3. Take contaminant threat checklist and go to secondary phone and call Base Operator Extension 1113 or 1115. Report contaminant threat and phone number with receiver off.
4. Call Leader on duty at Bldg. 670 - relay information on checklist.
5. SECURE PUMPING EQUIPMENT AND PLANT IN THE FOLLOWING SEQUENCE.
 - a. CUT OFF VALVES TO ELEVATED TANKS. SECURE SO WATER CANNOT LEAVE TANK.
 - b. CUT OFF HIGH LIFT PUMPS.
 - c. SECURE TREATMENT PROCESS.
6. Leaders will complete items 4, 5, 6, 7, and 8 of checklist. Insure that you relay information to appropriate personnel of areas that have been secured, etc.
7. Log all appropriate information.
8. Maintain contact with personnel via radio communication.
9. Stand-by to assist operator or send well man if available to assist operator at affected plant.

NOTE: Items 3 and 4 will have to be completed very quickly to preclude contaminant entering distribution system.

CONTAMINANT THREAT CHECKLIST

1. DO NOT . . . DO NOT HANG UP THE TELEPHONE UNLESS ABSOLUTELY NECESSARY.

2. Questions to ask: Exact words of the conversation.

a. Who is this? _____

b. Where is contaminant located? _____

c. What chemical is it? _____

d. When did you put contaminant into system? _____

e. Why did you induce contaminant into system? _____

3. Go, or send someone, to another telephone and call the Base Operator (Ext 1113, 1115) report the contaminant threat and the telephone number of the phone that you left off the receiver. Extension _____

4. Report the contaminant threat to the Provost Marshal's Office, 2555/2455, from second phone.

5. DO NOT HANG UP THE TELEPHONE

a. Time call received: _____

b. Time caller hung up: _____

6. Notify key personnel (Supervisor, Branch Director, etc).

7. Notify the Assistant Base Maintenance Officer/Base Maintenance Officer.

8. Notify Fire Department, Steam Generation and Sewage Plant of problem and areas secured.

