



DEPARTMENT OF THE NAVY

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NAVDENCENS DIEGOINST 5500.1C

013

27 JAN 1997

NAVDENCEN SAN DIEGO INSTRUCTION 5500.1C

Subj: PROCEDURES CONCERNING BOMB THREATS

Ref: (a) OPNAVINST 5530.14B
(b) OPNAVINST 8027.6D
(c) OPNAVINST 3100.6F

Encl: (1) Flow Chart for Bomb Threat Protocol
(2) Bomb Call Threat Checklist

1. Purpose. To establish procedures which will optimize safety for personnel in the target area of a bomb threat, allow for speedy search, provide for proper disposition of a suspected bomb, and delineate reporting procedures during and after a bomb threat in accordance with references (a) through (c).

2. Cancellation. NAVDENCENS DIEGOINST 5500.1B.

3. Background

a. Since the beginning of bomb threat incidents, it was common practice to immediately evacuate the target area creating a "safe" zone for personnel. This procedure, while providing a maximum "safe" condition, has generated hoax calls which are designed simply to disrupt government work creating tremendous losses in production.

b. A change in concept for handling bomb threats has been developed, and over a period of several years has proven to be highly successful. This concept is not evacuating until a suspicious object has been discovered. The idea is based upon the belief that the best person to search, is one who is familiar with that particular area. Bomb threats have been greatly reduced as a result of this concept being implemented generally throughout the United States.

4. Information

a. Explosive devices can be introduced into an activity by various means, some of these are:



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- (1) by mail;
- (2) in purses, packages, lunch boxes, and so forth;
- (3) in vehicles;
- (4) through windows or over perimeter walls or fences.

b. It has been demonstrated in the past that the fabrication and introduction of a variety of explosive or incendiary devices does not present any real difficulty for those persons or groups so inclined. A bomb may be any size, shape or color. It is imperative that all personnel have an awareness of the situation, have knowledge of the proper action to take when confronted with a bomb incident, and NOT DEVIATE in the slightest from the procedures set forth in this instruction

c. "Bomb Threats", as used herein, refer primarily to telephone calls, usually received from an anonymous person stating that, a "bomb" has been placed "somewhere"; or from the discovery of a suspicious object, usually by a person familiar with a room who finds "something" that does not, or should not, belong in that room or area and cannot be readily identified as being a "safe" object. Bomb threats also have been communicated in written form.

d. Anyone can be the recipient of a bomb threat. This is particularly true of personnel who answer the telephone in the normal course of their duties. Any bomb threat must be considered serious and reported immediately to Base Security, Base OOD, and other applicable personnel, at which the threat is received.

e. It is absolutely imperative that only trained explosive ordnance disposal personnel handle, touch, disturb, or attempt to deactivate any suspected object. Sabotage devices may be triggered in many different ways. Some require only the slightest movement. Some are insidious in that they appear to operate in one manner, but actually do so in another. An example is the "pipe" bomb which has a short piece of partially burned fuse protruding from one end. The device is activated by movement (a mercury switch) or by an incendiary substance in the threads which ignites when the cap on either end is unscrewed. DO NOT TOUCH ANY SUSPECTED OBJECT.

f. These procedures have been formulated to serve three basic purposes: to determine with the least possible delay if an actual explosive or incendiary device exist; to protect against personal injury and property damage; and to identify the person making a threat.

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5. Action. Each command at which a dental facility is located normally has its own procedure for handling bomb threats. Specific guidance can be found in the Physical Security Plan of each branch dental clinic and base plan instructions. Clinic directors shall ensure that a copy of the applicable instruction and plan, is placed in a conspicuous place and that personnel who answer telephones are aware of the location and content of this instruction and the instruction which applies to their area. The following actions are basic to bomb threat situations; however, where they conflict with established practices of a host command, that command's procedures shall be followed. Telephone numbers for the Security, Station Police, Provost Marshall, Fire Department, and so forth, shall be written on the first page of this instruction for the command at which the dental facility is located.

a. Person receiving the bomb threat

(1) Delivered physical object.

(a) If the threat was delivered by means of a physical object (message written as a note on some object), do not handle and preserve as received. Immediately notify the Security Officer on your base and turnover to Security personnel.

(2) Telephone threat

(a) Attempt to warn some other person of the threat without alerting the caller (i.e., wave, motion, and so forth).

(b) Keep caller on the telephone as long as possible in order to complete the bomb threat call checklist (enclosure (2)). **DO NOT** under any circumstance attempt to transfer the call. Encourage the caller to talk freely. Listen carefully for voice or speech peculiarities and try to distinguish background noises which might help to locate the caller. Be alert for repeated use of certain words or phrases; listen for accents, national or regional; record the date and precise time the threat is received. Take notes while caller is talking; do not wait until the caller has hung up and then try to reconstruct the conversation. **DO NOT** under any circumstances hang up after the call. If one does not hang up, the line is left open and even if the caller does hang up the call may be traced back. Use another telephone for any calls. There are specific questions listed in enclosure (2) which may be used to prolong the conversation.

(c) As soon as the call is terminated, notify the appropriate authority, (see enclosure (1)).

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(d) Using the Bomb Threat Call Checklist as a guide, attempt to answer as many questions as possible and enter the information in the appropriate places. As soon as possible turn this checklist over to the Security Officer or appointed representative.

(e) Immediately notify your supervisor of the call. Do not discuss it with fellow workers. Return to work unless otherwise directed.

b. Branch Clinic Directors/Department Heads

(1) Notify division supervisors to organize personnel into search teams to accomplish a simultaneous search of all potentially affected areas, both inside and out, as quickly and efficiently as possible.

(2) Designate an on-scene coordinator to assure that the search requirements are completed expeditiously and to receive and disseminate search result reports from search team leaders to the Incident Scene Commander.

c. Evacuation

(1) Normally, an order to evacuate will not be declared unless a suspicious object has been discovered, but there is nothing to prohibit an evacuation order when, because of the situation, it is felt to be in the best interest of personnel safety.

(2) An order to evacuate the bomb threat area may be declared by the Commanding Officer, Branch Head (or representative) or by the Incident Scene Commander. The order will be transmitted to the senior member of the activity present.

(3) As a part of the bomb threat pre-planning, evacuation monitors will be designated by Branch Clinics. Monitors will ensure that an order to evacuate is conducted in an orderly manner; that evacuating personnel are moved in a direction to avoid the area of the suspicious object; and that, personnel do not enter the evacuated area until the "all clear" is announced.

(4) All personnel will be evacuated to a distance of 300 yards from the danger point. Buildings within 400 yards of the danger point having windows facing the danger point shall be evacuated. All doors and windows in a building containing a suspicious object shall be opened as fully as possible.

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(5) Search teams shall continue their searches until all parts of the target area have been examined.

(6) Whenever evacuation is ordered, any classified material not in locked stowage shall be returned to the stowage. If a safe or safe file is open when evacuation is ordered, the custodian shall search the container for any suspicious object prior to stowing the classified material and securing the lock. Should the holder of classified material be unable to secure the material within a reasonable time, it shall be taken with him/her. In no case will drawers, cabinets, or desks, not containing classified material, be locked prior to evacuation until a proper search has been conducted.

(7) The "all clear" shall be declared by the Incident Scene Commander to the Commanding Officer or Branch Clinic Director (or representative) who will announce the operation terminated.

6. Release of information. All inquiries for information concerning incidents covered by this instruction shall be referred to the Public Affairs Officer, Commander Naval Base, San Diego.

7. Training. Periodic training drills should be conducted whenever feasible and coordinated with the host command on each base. Supervisors are responsible for the dissemination of the information contained within this instruction.

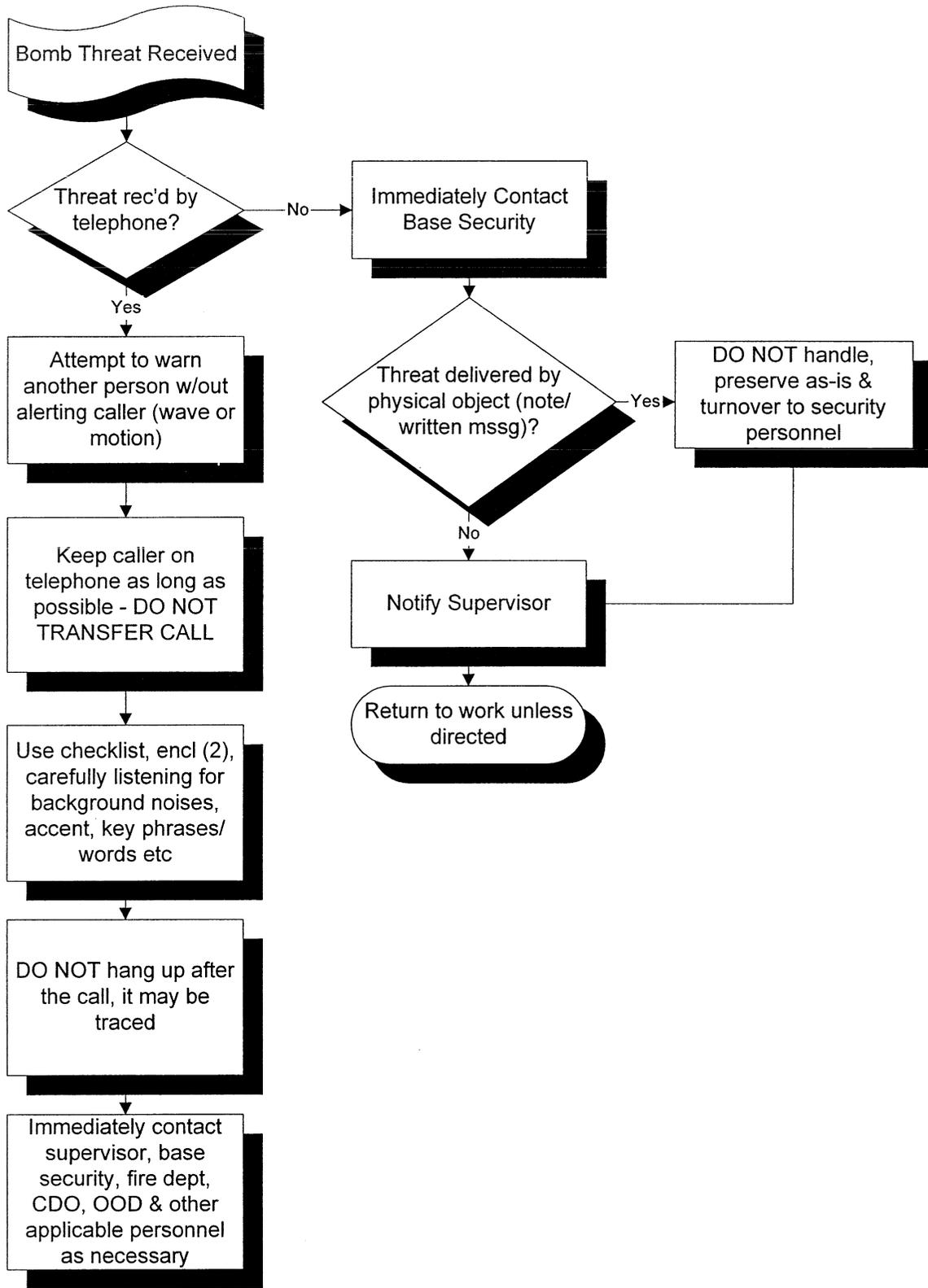
8. Reports. Reports will be filed in accordance with reference (c). A report will be made immediately to the Commanding Officer, Naval Dental Center, San Diego.


R. C. MELENDEZ

Dist:
List I, Case 1, 2

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General Procedures For Person Receiving Bomb Threat



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TELEPHONIC THREAT COMPLAINT

IF BOMB THREAT, ASK THE CALLER

- WHEN IS THE BOMB TO GO OFF?
- WHERE IS THE BOMB TO GO OFF?
- WHAT KIND OF BOMB IS IT?
- WHAT DOES THE BOMB LOOK LIKE?
- WHERE ARE YOU CALLING FROM?

1. COMMAND			
a. Name & Address	b. Phone No.		
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name	b. Date & Place of Birth		
c. Command Name & Address	d. Phone Number (Work) (Home)		
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number (Include area code)	b. Location		
c. Phone number listed in ("X" all that apply)			
<input type="checkbox"/> Unlisted <input type="checkbox"/> Other (list) <input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory			
5. DETAILS OF CALL			
a. Date	b. Day of Week	c. Time	
6. CONTEXT OF CONVERSATION			
a. Recipient "			
b. Caller "			
c. Recipient "			
d. Caller "			
e. Recipient "			
f. Caller "			
7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. If more space is needed, continue on reverse.)			
8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude (Calm, Nervous, Serious)	
g. Other			
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No <input type="checkbox"/> Yes (List name)		10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No <input type="checkbox"/> Yes (List name)	
11. NOTIFICATION OF AUTHORITY ("X" all notified)			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OCD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Company <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept.			