

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-7100

United States Army Alaska Pamphlet 75-1

16 April 2001

Explosives

Bomb and Bomb Threat Planning Guidance

Applicability. The procedures in this pamphlet apply to all commands, activities, units, tenant activities, and building custodians within the United States Army Alaska (USARAK).

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This pamphlet's proponent agency is the USARAK Provost Marshal Office. The Provost Marshal's Office invited users to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RUPM-FPO.

1. Purpose

This pamphlet establishes procedures to use when responding to a bomb threat or bombing within USARAK and provides guidance for the preparation of local standing operating procedures.

2. References

a. Related reference. (A related reference is merely a source of additional information. The user does not have to read it to understand this pamphlet.) Army Regulation (AR) 75-1 (Malfunctions Involving Ammunition and Explosives) is a related reference.

b. Prescribed form. USARAK Form 272 (Bomb Threat Checklist) is a prescribed form. It is cited in paragraphs 4k and 5.

c. Referenced form. DA Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form. It is cited in the suggested improvements statement.

3. Explanation of abbreviations

- a. AR..... Army Regulation
- b. DA..... Department of the Army
- c. EOD emergency ordnance disposal
- d. USARAK United States Army Alaska

4. Policy

Bomb threats and bombings against military property and personnel pose a threat. Deterring these activities and minimizing their effects are necessary to ensure ongoing operations are not disrupted and that personnel and property are protected.

*This pamphlet supersedes United States Army Alaska Pamphlet 75-1, dated 15 February 1994.

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5. Bomb threat/bomb incident standing operating procedures

Each unit (down to company level) and activity will develop a bomb threat/bomb incident standing operating procedure that includes, as a minimum, the following:

- a. Strict procedures for the control and inspection of packages and material entering the unit or activity area and a positive means of identifying and controlling visitors.
- b. Routine inspections of common-use areas such as restrooms, hallways, reception areas, lockers, trash receptacles, and building exteriors.
- c. Reminders to personnel to be alert to suspicious or nonroutine individuals and packages.
- d. Periodic checks of restrooms, stairwells, areas under stairwells, and building exteriors to ensure that unauthorized personnel are not hiding.
- e. Protection for documents and other records essential to daily operations in the event of a threat or actual detonation.
- f. Strict, key-control procedures.
- g. Checks of fire exits, fire-hose racks, fire extinguishers, and battery-operated, emergency lights to ensure they are functional and have met the periodic-inspection requirements.
- h. Checks of all exterior and interior lighting.
- i. Use of USARAK Form 272 (Bomb Threat Checklist) to record all available information when a telephonic bomb threat is received.
- j. Use of a fire-alarm signal to initiate building evacuation.
- k. Building-access control in the event of an evacuation.
- l. Building-search plan.

6. Receiving bomb threats

- a. Record all information given by the caller on a USARAK Form 272. Keep the caller on the line as long as possible. Ask him/her to repeat the message. **Do not hang up** even if the caller hangs up.
- b. Ask for information the caller does not provide, including the explosive device's location, time of detonation, etc. Notify the military police at 911 through another telephone line. Secure and protect written threats and the completed USARAK Form 272 until the military police or Criminal Investigation Division has taken them.
- c. Contact the unit commander, first sergeant, or activity chief. Brief them on the threat and request their guidance relative to building evacuation.

7. Evacuation

- a. Treat all threats seriously. However, not all threats mandate immediate, building evacuation. Determining the need for immediate evacuation is the responsibility of the unit commander, first sergeant, or activity chief. However, the person receiving the threat, regardless of rank, may initiate evacuation if they feel it is warranted. Use specificity-of-threat as the primary factor in evaluating the need for evacuation. The more specific the threat, the more seriously it should be treated and the greater the need for building

evacuation. Responding military police can make recommendations if queried; however, they do not make the actual evacuation decision.

b. If the threat specifically says the explosive device will detonate within a very few minutes, use of the building's fire-alarm system is authorized. If the time is less critical spread the evacuation requirement by voice or a whistle. Regardless, ensure personnel go to the outside of the building that is opposite the parking lot.

c. Once evacuation is complete, allow personnel to reenter only as part of an organized, search effort.

8. Search technique

a. Neither military police, fire department, nor emergency ordnance disposal (EOD) personnel will search for an explosive device. Area searches will be made by personnel who routinely live or work in the area since they can best identify suspicious objects. However, minimize the number of personnel searching the area. For example, a five-person office need be searched by only one person. Check common-use and public-access areas first. For barracks, assign two-person teams to check each floor, concentrating on common-use and public-access areas.

b. Designate a two-person team to check the parking lot for unusual-looking vehicles or vehicles that have not previously been seen.

c. Designate a two-person team to check around the entire exterior of the building.

f. Do not allow search teams to use any sort of radio transmitter during search. This includes cell telephones and any government-owned, hand-held radios.

g. Regardless of whether or not the building is evacuated, search procedures outlined in this paragraph are mandatory whenever a threat is received.

h. After evacuation and negative-results search only the commander, executive officer, first sergeant, or activity chief may authorize building reentry.

9. Procedures when a suspicious object is found

a. Report the location and description of the object to the military police.

b. If not already accomplished, evacuate the building.

b. Do not cover, move, or touch the object.

d. Use the following chart to determine requisite, personnel-evacuation distances. However, if the threatened building is a barracks, evacuation of the barracks on either side of threatened barracks is also required.

| Threat | Personnel outside, not in another building | Personnel in another building away from the threatened building |
|----------------|--|---|
| Pipe Bomb | 850 feet | 70 feet |
| Briefcase Bomb | 1,850 feet | 150 feet |
| Vehicle Bomb | 1,750 feet | 400 feet |

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10. Evacuation drills and training

Units and activities will conduct building-evacuation drills of barracks or facilities at least once annually. Units and activities will conduct annual training encompassing the following subjects as a minimum. Evacuation drills and training will be recorded and available for review during physical security reviews.

- a. Briefings by EOD personnel on the recognition and handling of explosives devices.
- b. Building-evacuation procedures.
- c. Building-search procedures.

11. Military police response procedures

- a. When responding to the threatened building, check in with the senior person on duty. Provide advice and assistance as necessary.
- b. If the building is evacuated, assist in determining evacuation distance by use of a terrorist-bomb-threat, standoff card.
- c. Ensure evacuated personnel do not congregate in areas where they are vulnerable to a secondary device (such as near a dumpster).
- d. If a suspicious device is found, ensure that assistance from the explosives-detection dog and EOD personnel are requested.

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