



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRARON EIGHTY SIX  
390 SAN CARLOS ROAD SUITE G  
PENSACOLA, FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 5510.1F  
11000  
11 Mar 09

### TRAINING SQUADRON EIGHT SIX INSTRUCTION 5510.1F

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: PROCEDURES FOR HANDLING BOMBS AND/OR THREATS

Ref: (a) OPNAVINST 3850.5  
(b) OPNAVINST 3100.6F

Encl: (1) Telephone Threat Complaint  
(2) Unit Situation Report for Bomb Threats Evaluated as a Hoax  
(3) Guidelines for Preparation of OPREP-3 Navy Blue for Valid Bomb Threats

1. Purpose. To provide standard operating procedures to be followed upon receipt of a bomb threat.
2. Cancellation. TRARONEIGHTSIXINST 5510.1E
3. Background. Bomb threats or "scares" have been frequent occurrences in recent years and generally parallel activities of civil disturbances, labor and student unrest or other manifestations of dissidence or dissatisfaction. Such activities onboard Naval Air Station, Pensacola generally have involved persons who have grievances of perceived wrong doing against them, holiday or weekend watches, or have an unbalanced mentality. Although the incidence of actual bomb findings has been minimal, it is incumbent upon all hands to properly respond to bomb threats, "scares" and real bombs, in order to prevent death or serious injuries, to reduce time and money losses, to minimize the inconveniences caused by the threats and to properly prosecute the perpetrators of such acts.
4. Discussion. Bomb threats are insidious by nature and prey upon the fears of the people affected. Further, they tend to spawn additional threats by people who are amused at the turmoil and large scale activity of those units that must respond to the threats.

a. Threats may be received by anyone in the general location. It is not uncommon for the message to be received by the Fire Department, Security Police, various duty offices, or by watchstanders. Messages are commonly left in such places as restrooms and workspaces. Written messages should be left untouched as they may provide fingerprint and handwriting identification.

b. Persons who receive bomb threats by telephone should listen very closely to the calling party. Exact wording used by the caller is important. The receiving party should be alert to detect background noises, (i.e., traffic, music, party, etc.) pitch and tone of voice and to make a reasonable determination of sex, age and if possible, ethnic origin of the caller. This type of information will be requested by the police and investigating officers. Enclosure (1) contains the checklist for bomb threat as required by reference (a). Copies of enclosure (1) should be available next to every phone in the squadron. It is provided to assist in gaining the necessary information and should be immediately referred to in order to prevent the loss of valuable information.

5. Definitions:

a. Letter Bomb. An explosive device contained in letter size or other mailable container. The device is triggered by opening the container and is intended to kill or maim the person to whom it is addressed.

b. Bomb. Any object containing explosive matter and capable of being detonated. Such devices can be containers of every known description from the more commonly identified bomb shapes, to shoe boxes, metal pipes, bottles, small boxes or any of various other objects including exposed explosives.

c. Bomb Threat. Information received from any source indicating or implying that an explosive device or bomb has been surreptitiously placed in any building, structure, space, vehicle, airplane or any other location where damage to government property or injury to personnel could occur.

d. Bomb Hoax. A determination made by competent authority after investigation of a bomb threat that fails to uncover any evidence of a real bomb. A bomb hoax is also any item that is

not a bomb but is made to look like a bomb. It may be complete in every detail except that it lacks explosives. Such items may be marked with crude writing, "Bomb, TNT, Nitro", etc., or expressed consequences if certain demands are not met.

6. Procedures. The following procedures are intended to maximize the protection of life and property, to preserve evidence that will lead to identification of the perpetrator and to minimize efforts of search and disposition.

a. Notification:

(1) The recipient of an anonymous telephone bomb threat and/or persons who may discover written bomb threats should immediately notify their supervisor and/or Training Squadron Eight Six Duty officer at 452-4168/4169.

(2) Supervisors or duty officers should immediately notify the Commanding Officer or Executive Officer, 452-2403/4 and the Naval Air Station, Pensacola Duty Office at 452-2353.

b. Evacuation. When ordered by competent authority, evacuation will be accomplished using established building and area evacuation procedures so as to provide the greatest degree of personnel safety. The decision as to whether or not evacuation should be ordered must be made rapidly and often with relatively few facts on hand. The following guidelines are offered as a basis for decision making, - if in doubt or if any apprehension exists in making the decision not to evacuate, the site should be evacuated.

(1) Letter Bombs. Duty officer will direct an initial evacuation for those personnel in offices/areas in the immediate vicinity of the dangerous item. Duty Officers should then contact NASP Weapons Officer (452-8071), the NASP Security Officer (452-8378, ext 3115), and the NCIS Duty Agent (452-4211, or if after normal working hours, 452-2846). Upon positive identification as a letter bomb, the Explosive Ordnance Demolition (EOD) or Weapons/Security personnel will direct a larger evacuation as necessary.

(2) Suspected Bomb Hoax. If it can be reasonably determined that the bomb threat has high probability of being a hoax, evacuation may not be required.

(3) Bomb Threats. When the words "Bomb", explosive, or any of the commonly known terms of various types of explosives are used in a threat, and/or a time is given for detonation, evacuation should be ordered.

(4) When language of the threat is extremely vague, as is most often the case, a decision not to evacuate may be made after evaluation of available information.

c. Search:

(1) When enough information and time is available to make a search a reasonable procedure, then it should be so ordered. The search should include the immediate area around the building and/or space(s) affected by the threat. Should any object be found which suggests itself to be an explosive device, the weapons and security officer should be immediately notified. The on-scene commander will determine whether or not the search is to be continued. Extreme care will be taken by all personnel to avoid touching or disturbing any explosive device, real or suspected, or any other evidence that may be discovered.

(2) Personnel and/or employees of the space/area being searched have the best knowledge of the area and objects normally located in the area. They also have keys to lockers, doors and closets and will be able to search more quickly. Such personnel (volunteers) shall be organized into small teams with an appointed leader, to search specific areas/spaces for which they are knowledgeable. When available, a member of the Weapons Division shall accompany each team and, within time and equipment constraints, cover suspicious objects with a bomb blanket and report to the Weapons officer.

(3) When a bomb threat has been received, a time for detonation given and when a search has discovered no evidence of a bomb, the space shall remain evacuated until at least 20 minutes beyond the stated detonation time has elapsed, or one hour from time of first notification of the threat, whichever is later.

d. Disposal. Will be accomplished only by qualified and designated EOD personnel. There are two EOD activities available to provide such services(s).

(1) Primary. 24 Hour Command Post, Eglin Air Force Base, Mary Esther, Florida. Notification and/or request for dispatch is accomplished by calling DSN: 88-875-4020, or comm: 1-850-883-4020.

(2) Secondary. EOD Detachment, Naval Coastal Station, Panama City, Florida. During normal working hours, notification and/or request for dispatch is accomplished by calling DSN: 88-436-4419/4798, or comm: 1-850-234-4419/4798. After normal working hours, or if there is no response at the above numbers, call the Officer of the Day, DSN: 88-436-4316 and give the necessary information. This activity should only be called when it has been determined that the primary EOD Team either cannot be contacted or cannot respond.

7. Responsibilities:

a. Command Duty Officer (CDO). When a bomb threat has been received the CDO will direct the SDO to call the Naval Air Station, Pensacola Duty Office at 452-2353 and the CTW-6 Duty Office at 452-2302 (380-4975 after normal working hours). He will notify the Commanding Officer or Executive officer. In many cases the CDO must make the decision whether or not evacuation is to be effected. Upon relief by proper authority or termination of the threat, the report(s) required by reference (b) will be prepared.

b. Squadron Duty Officer. Upon receipt of bomb threat notification, the SDO will notify the CDO and respond as directed. If the SDO receives a bomb threat he should try to fill out as much of enclosure (1) as possible. Information required for reports will be logged for CDO message writing and future reference.

c. Department Heads. All Department Heads will ensure that evacuation plans have been formalized for each workspace under their cognizance. Floor plans and other data that would facilitate search efforts should be made available to the on-scene commander and/or Weapons Officer.

8. Action. Personnel concerned will comply with procedures and responsibilities as contained herein.

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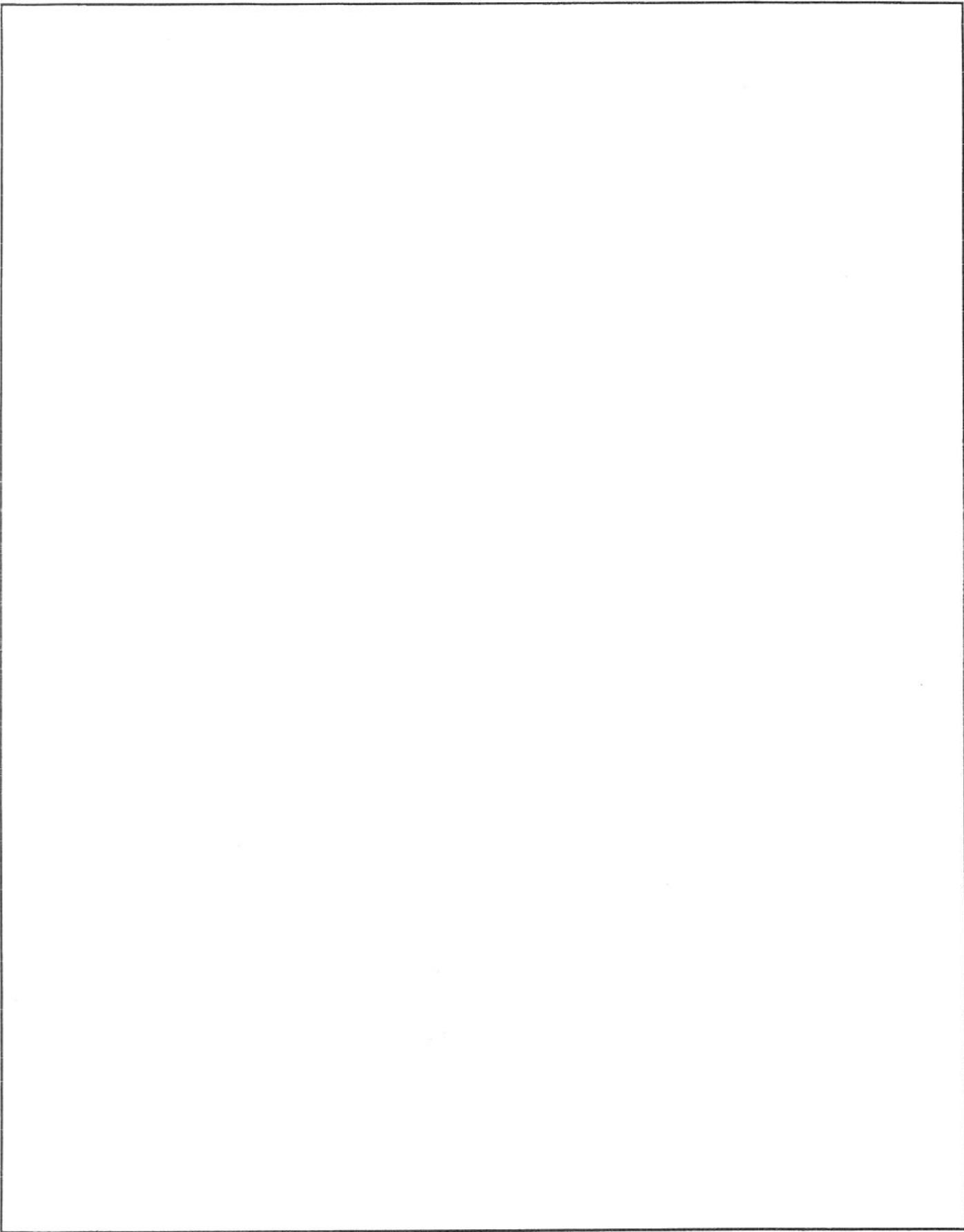
9. Reports. Required reports shall be in accordance with reference (b). Enclosures (2) and (3) are provided as guidelines for report preparation.

A handwritten signature in black ink, appearing to be 'E. M. Galvin', written in a cursive style with a long horizontal stroke extending to the right.

E. M. GALVIN

Distribution:  
TRARONEIGHTSIXINST 5216.6H (List I)

<p>DEPARTMENT OF THE NAVY</p> <h2 style="margin: 0;">TELEPHONIC THREAT COMPLAINT</h2>		<p><b>IF BOMB THREAT, ASK THE CALLER</b></p> <ul style="list-style-type: none"> <li>● WHEN IS THE BOMB TO GO OFF?</li> <li>● WHERE IS THE BOMB TO GO OFF?</li> <li>● WHAT KIND OF BOMB IS IT?</li> <li>● WHAT DOES THE BOMB LOOK LIKE?</li> <li>● WHERE ARE YOU CALLING FROM?</li> </ul>
<b>1. COMMAND</b>		
a. Name & Address		b. Phone No.
<b>2. COMPLAINANT</b>		
a. Name		
<b>3. PERSON RECEIVING CALL</b>		
a. Name		b. Date & Place of Birth
c. Command Name & Address		d. Phone Number (Work) <span style="margin-left: 100px;">(Home)</span>
<b>4. TELEPHONE CALL RECEIVED ON</b>		
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		
<b>5. DETAILS OF CALL</b>		
a. Date	b. Day of Week	c. Time
<b>6. CONTEXT OF CONVERSATION</b>		
a. Recipient "		"
b. Caller "		"
c. Recipient "		"
d. Caller "		"
e. Recipient "		"
f. Caller "		"
<b>7. BACKGROUND NOISES</b> (Describe street sounds, voices, music, etc. If more space needed, continue on reverse.)		
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b>		
a. Sex	b. Age	c. Race
d. Accent	e. Educational Level	
f. Attitude (Calm, Nervous, Serious)		
g. Other		
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b>		<b>10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?</b>
<input type="checkbox"/> No  <input type="checkbox"/> Yes (List Name)		<input type="checkbox"/> No  <input type="checkbox"/> Yes (List Name)
<b>11. NOTIFICATION OF AUTHORITY</b> ("X" all notified)		
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OOD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Co. <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept.		



UNIT SITUATION REPORT (SITREP) FOR BOMB THREATS EVALUATED AS A  
HOAX

1. Scope. This report is used to provide operational commanders and higher authority as applicable:

a. Status of situation/events that do not require an OPREP-3

b. Status of progress in special operations/events such as SAR efforts.

c. With information, as directed, of specific events tailored to a unique operational requirement.

2. Submitted by:

a. Unit Commanding Officer and Officers-in-charge.

b. Other Commanders as directed or appropriate.

3. Submitted to: Unit Situation Reports (UNIT SITREPS) will be addressed to the immediate superior in command with information addressees as appropriate. Also to CNO, Washington, DC when reporting incidents involving death, serious injury, or serious illness in which the adequacy of medical care is reasonably an issue.

4. When Submitted:

a. As directed.

b. Whenever considered appropriate by the reporting activity.

c. When incidents occur involving death, serious injury, or serious illness in which the adequacy of medical care is reasonably an issue.

5. How submitted: The UNIT SITREP will be submitted by message communications, using precedence and classification as deemed appropriate by the originator.

6. Specific Reporting Instructions:

- a. The UNIT SITREP is a narrative report.
- b. UNIT SITREPS will be identified by the subject matter and numbered sequentially for each report on the same subject, e. g., UNIT SITREP/BOMB THREAT 011800ZJUN80/001. The date-time-group is the time that the incident occurred.

7. Report Content:

- a. As deemed appropriate by the originator.
- b. Reporting units must ensure that all appropriate information is provided.

UNIT SITUATION REPORT (UNIT SITREP) FOR BOMB THREATS EVALUATED  
AS A HOAX

Appropriate Precedence

FM TRARON EIGHT SIX PENSACOLA FL  
TO COMTRAWING SIX PENSACOLA FL  
INFO COMNAVBASE CHARLESTON SC  
CNET PENSACOLA FL  
CNATRA CORPUS CHRISTI TX  
COMNISCOM WASHINGTON DC/22D//

Classification

(MSGID)/UNIT SITREP/BOMB THREAT -----Z----- /(Serial #OOX)/-  
//  
FLAGWORD/UNIT SITREP/-//  
TIMELOC/ Z/

1. GENTEXT/ (Narrative Report)

I. Amplifying info to follow or final report this incident//\*

S A M P L E U N I T S I T R E P  
FM TRARON EIGHT SIX PENSACOLA FL//32000//  
TO COMTRAWING SIX PENSACOLA FL//JJJ//  
INFO COMNAVBASE CHARLESTON SCIIJJJII  
CNET PENSACOLA FL//JJJ//

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CNATRA CORPUS CHRISTI TX//JJJ//  
COMNISCOM WASHINGTON DC//22D//

UNCLAS

00301/UNIT SITREP/BOMB THREAT -----Z ----- X(SERIAL #OOX)/-//  
FLAGWORD/UNIT SITREP/-//  
TIMELOC/081213Z/

GENTEXT/AT OR ABOUT 300300Z THE DUTY DESK WATCH IN ACCOMPANIED  
PERSONNELQUARTERS BLDG 3470 NAS PNCLA RECEIVED A TELEPHONE BOMB  
THREAT INDICATINGTHAT THERE WAS A BOMB IN THE BUILDING. BOMB  
DETONATION TIME WAS GIVEN AT 300400Z. THE BLDG WAS COMPLETELY  
EVACUATED BY 300315Z. A THOROUGH SEARCH BY NAS WEAPONS,  
SECURITY AND FIRE PERSONNEL, COMMAND DUTY OFFICER, AND RESIDENT  
VOLUNTEERS FAILED TO,DISCLOSE EVIDENCE OF ANY EXPLOSIVE DEVICE.  
BOMB THREAT EVALUATED AS A HOAX AT 300420Z AND APQ RESIDENTS  
ALLOWED TO RETURN TO THEIR QUARTERS.

2. LAST SITREP THIS INCIDENT.//

CO XO CM/C SE CDO-0 AD

CTW-6A CNET STD; SDO N2 002 N7 N73B

I. M. SPEEDY LT USN CDO

542 3038 30 FEB 1986

NTP-3

I. M. SPEEDY CDO 452-3038

PROFORMA MSG IAW

GUIDELINES FOR PREPARATION OF OPREP-3 NAVY BLUE FOR VALID BOMB THREATS

1. Message Text. The text of OPREP-3 NAVY BLUE reports will be arranged in paragraphs as shown below. Use UNKNOWN, NONE or other appropriate language for paragraphs for which the data is not known, or not relevant to the reported incident.

1. INCIDENT
2. CDR's ESTIMATE
3. REFERENCE
4. DETAILS
  - A. TIME
  - B. LOCATION
  - C. NARRATIVE
5. LOSS/DAMAGE
6. REMARKS

a. INCIDENT - Provide a brief phrase or sentence description of the type of incident. All OPREP-3 NAVY BLUE messages, including follow-up messages, will include this paragraph.

b. CDR'S ESTIMATE - The commanding officer's estimate of the situation, the impact of the incident on his unit, and the ability of the unit to operate.

c. REFERENCE - The Date-Time-Group in Greenwich Mean Time (ZULU) of the preceding voice or message report. The reference DTG is not the same as the incident DTG which is reported separately. Indicate the receipt of a voice report.

d. DETAILS - Initial message reports will include all three subparagraphs, whereas follow-up messages need only submit LOCATION and any supplementary narrative detail. Additional subparagraphs may be used as appropriate.

(1) TIME - The time or approximate time of the incident in Greenwich Mean Time (ZULU) only. Do not use the DTG of the message or of a previous report of the incident.

(2) LOCATION - The location where the incident took place in latitude/longitude, GEOREF coordinates or place name.



UNCLASSIFIED (Transmit the security classification of this message)

OPREP-3 NAVY BLUE

LINE 1 SERIAL 01-90 (Serial number assigned to this report) 01-90

LINE 2 INCIDENT (Information identification, location and details)

LINE 3  
NARRATIVE

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LINE 4 TIME (Hour-Minute-Zone) (See NOTE 1)

NOTES: (1) The message time group is used when required to identify message time of origin.

(2) Record Name and Rank of person receiving your call.

(3) Call base comm center and reserve date time group 20 minutes after initial notification.

OPREP-3

MESSAGE REPORTS (PINNACLE and NAVY BLUE)

1. The initial message report will be sent within 20 minutes of knowledge of an event/incident and any amplifying voice reports will be followed by amplifying message reports.

2. Use the appropriate message blank, PINNACLE/NAVY BLUE, to prepare the message. The following is a guide:

a. Cross out CMC, BUPERS, or CNO OP ZERO ONE addressees if necessary.

b. For MSGID line: after/001/put in 3 letter identifier for current month, e. g., /DEC//.

c. After TIMLOC put day followed by Z time of incident, e. g., 291435Z/ then location and/or latitude and longitude e. g., /ATMORE AL 521100N1442800W// describe incident including all the known significant details and actions taken in response to the incident.

d. GENTEXT requires the following information:

(1) Give an account of the personnel and/or unit losses or damages which were incurred as a result of the incident.

(2) When reporting the death or serious injury of U.S. military personnel, names will be withheld pending notification of next of kin unless positive identification is deemed necessary. In such cases, the names can be listed provided the following statement is included: "FOR OFFICIAL USE ONLY. NEXT OF KIN HAVE NOT BEEN NOTIFIED".

e. Remarks:

(1) Fill in day and Z time OPREP-3 voice report sent, e. g., 291440Z.

(2) Provide Commanding Officers estimate of the situation, the impact of the incident on the reporting unit and the ability of the unit to operate.

(3) The initial message report shall contain all the information given in the initial voice report.

(4) Timeliness takes priority over both accuracy and completeness. Do not delay report to wait for additional data or validation of data.

FM TRARON EIGHT SIX PENSACOLA FL//14000//  
TO CNO WASHINGTON DC//JJJ//  
CNET PENSACOLA FL/JJJ//  
CNATRA CORPUS CHRISTI TX//JJJ//  
COMTRAWING SIX PENSACOLA FL//JJJ//  
INFO NAVOPINTCEN SUITLAND MD//JJJ//  
NAVY JAG ALEXANDRIA VA//JJJ//  
COMNAVBASE CHARLESTON SC//JJJ//  
COMNAVAIR SYSCOM WASHINGTON DC//JJJ//

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NAVSAFECEN NORFOLK VA//JJJ//  
CMC WASHINGTON DC//JJJ// (CROSS OUT IF MARINE NOT  
INVOLVED)  
BUPERS WASHINGTON DC//JJJ// (CROSS OUT IF NO  
DEATH OR  
SERIOUS INJURY)  
CNO OP ZERO ONE WASHINGTON DC//JJJ// (CROSS OUT  
IF NO  
DEATH OR  
SERIOUS  
INJURIES)

UNCLAS  
MSGID/OPREP-3P/TRARON EIGHT SIX/001/  
FLAGWORD/NAVY BLUE/-//  
TIMELOC/ Z/

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS

PHASE OF OPERATIONS:  
AFFAIRS IMPACT:

ASSESSMENT OF PUBLIC  
NEWS RELEASES

TO BE PROVIDED BY NAS PENSACOLA PAO ATVN 922-2312.//  
RMKS/AMPLIFYING INFO TO FOLLOW. VOICE REPORT SENT  
COMMANDERIS ESTIMATE:  
MISHAP REPORT SUBMITTED.//

Z.