

Bomb threats checklist

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

--

ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?

7. What is your name?

--	--

2. When is it going to explode?

8. What is your address?

--	--

3. What does it look like?

9. What is your telephone number?

--	--

4. What does the bomb contain?

10. Do you represent a group or are you acting alone?

--	--

5. How will it be detonated?

11. Why have you placed the bomb?

--	--

6. Did you place the bomb? If not you, who did?

12. Record time completed:

--	--

INFORM BUILDING SECURITY OR
COORDINATING MANAGER

DIAL 999 AND INFORM POLICE

Name and telephone number of person informed:

Time informed:

--	--

This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed.

Date and time of call:

Duration of call:

The telephone number that
received the call:

--	--	--

About the caller:

Male

Female

Age

Nationality

Threat language:

Well spoken

Irrational

Taped

Foul

Incoherent

Caller's voice:

Calm

Slurred

Lisp

Familiar (if so, who did it sound like?)

Crying

Excited

Rapid

Clearing throat

Stutter

Deep

Accent (If so what accent?)

Angry

Disguised

Laughter

Nasal

Slow

Hoarse

Other (please specify)

Other sounds:

Street noises

Motor

PA system

Office machinery

House noises

Clear

Booth

Other (please specify)

Animal noises

Voice

Music

Crockery

Static

Factory machinery

Remarks

Additional notes

Signature:

Print name:

Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 Do not reply to, forward or delete the message
- 2 If sent via email, note the address
- 3 If sent via social media, what application has been used and what is the username/ID?
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR COORDINATING MANAGER

Retention period: 7 years