



IMMEDIATE STEPS

1



Stay calm and listen carefully

2



Write down as much detail as possible using the bomb threat checklist

3



Keep the caller talking and alert a colleague to dial 999

4



Note the number of the caller, otherwise, dial 1471 after the call

5



If the threat is a recorded message, write down as much detail as possible and keep it safe

6



If the threat is received via text message, do not reply, forward or delete the message