

## 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 has 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:

<p>When Where What How Who Why Time</p>
---

**ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:**

1. Where exactly is the bomb right now?	
2. When is it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not you, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	
11. Why have you placed the bomb?	
Record time call completed:	

Protective Marking: Official Sensitive when Completed

**INFORM BUILDING SECURITY/ COORDINATING MANAGER**

Name and telephone number of person informed:

**DIAL 999 AND INFORM POLICE**

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

Nationality?

Age?

**THREAT LANGUAGE:**

Well-spoken

Irrational

Taped

Foul

Incoherent

**CALLER'S VOICE:**

Calm

Crying

Clearing throat

Angry

Nasal

Slurred

Excited

Stutter

Disguised

Slow

Lisp

\*Accent

Rapid

Deep

Familiar

Laughter

Hoarse

Other (please specify)

\*What accent?

If the voice sounded familiar, who did it sound like?

**BACKGROUND SOUNDS:**

Street noises

House noises

Animal noises

Crockery

Motor

Clear

Voice

Static

PA system

Booth

Music

Factory machinery

Office machinery

Other (please specify)

**Protective Marking: Official Sensitive when Completed**

**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 organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: ..... Print Name: ..... Date: .....

**SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY/ COORDINATING MANAGER**