



## BOMB THREATS CHECKLIST

### Actions to be taken on receipt of a bomb threat

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| 1. Remain calm and talk to the caller<br>2. Note the caller's number if displayed on your phone<br>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<br>5. Write down the exact wording of the threat |
|--|---|

### Ask these questions and record answers as accurately as possible:

**DO NOT put caller on hold or transfer to another line**

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



<b>Inform the dutyholder(s) responsible for security at your location</b>	<b>Dial 999 and follow police guidance</b>
Name and telephone number of person informed:	Time informed:

**This part should be completed once the caller has hung up and police / person responsible for security at your location 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	
Crying		Excited		Rapid	
Clearing throat		Stutter		Deep	
Angry		Disguised		Laughter	
Nasal		Slow		Hoarse	

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



Other (please specify)

**Other sounds:**

Street noises	
Office machinery	
Booth	
Music	
Factory machinery	

Motor	
House noises	
Animal noises	
Crockery	
Other (please specify)	

PA system	
Clear	
Voice	
Static	

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. Notify the person responsible for security in your workplace
3. If sent via email, note the address
4. If sent via social media, what application has been used and what is the username/ID?
5. Dial 999 and follow police guidance
6. 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)