

Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

Ask the following questions:

- Where is the bomb right now?

- When is it going to explode?

- What does it look like?

- What kind of bomb is it?

- What will cause it to explode?

- Did you place the bomb?

- Why?

- What is your name?

- What is your address?

- What is your telephone number?

Record time call completed:

- Where automatic number reveal equipment is available, record number shown:

- Inform the Security Co-ordinator of name and telephone number of the person informed:

- Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- Time and date of call:

- Length of call:

- Number at which the call was received (i.e. your extension number):

About the caller

- Sex of caller:

- Age:

- Nationality:

✓ **Tick**
where
appropriate

Language

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat-maker

Caller's voice

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
- Slurred
- Excited
- Stutter
- Disguised
- Slow
- Lisp
- Accent

Type of accent

- Rapid
- Deep
- Hoarse
- Laughter
- Familiar

If so, whose voice 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 (specify)

Other remarks

Signature: _____

Date: _____

Print name: _____