

Actions to be taken on receipt of a bomb threat

- Switch on tape recorder (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 -

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 (or, if the Security Co-ordinator is not available, the police) has been informed.

Time and date of call: _____

Length of call: _____

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

About the caller

Sex of caller: _____

Nationality: _____

Age: _____

Threat language (tick)

Well spoken?

Irrational?

Taped message?

- Offensive?
- Incoherent?
- Message read by threat-maker?

Caller's voice (tick)

- Calm?
- Crying?
- Clearing throat?
- Angry?
- Nasal?
- Slurred?
- Excited?
- Stutter?
- Disguised?
- Slow?
- Lisp?
- Accent? If so, what type? _____
- Rapid?
- Deep?
- Hoarse?
- Laughter?
- Familiar? If so, whose voice did it sound like? _____

Background sounds (tick)

- 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 _____