ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1	Remain calm and talk to	Remain calm and talk to the caller				
2	Note the caller's number	Note the caller's number if displayed on your phone				
3	If the threat has been se	If the threat has been sent via email or social media see appropriate section below				
4	If you are able to, record	If you are able to, record the call				
5	Write down the exact wo	Write down the exact wording of the threat:				
	V	When Where What How Who Why Time				
Α.5	K THESE QUESTIONS & F	RECORD ANSWERS AS ACCURATELY AS POSSIBLE:				
, , ,	on miles assembles an	RESORD ANOTHER AS ASSOCIATED FAST SSSIEL.				
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: Restricted when Completed

INFORM BUILDING SECURITY/ COORDINATING MANAGER						
Name and telephor person informed:	ne number of					
DIAL 999 AND I	NFORM POLI	ICE				
Time informed:						
This part should be completed once the caller has hung up and police/ building security coordinating manager have all been informed						g security/
Date and time of call:						
Duration of call:						
The telephone number that received the call:						
ABOUT THE CALLER:		Male	Female	Nationality? Age?		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	

Office machinery Other (please specify)

Factory machinery

Protective Marking: Restricted when Completed

REMARKS: ADDITIONAL NOTES: Signature:							
		Print Name:	Date:				
A		AKEN ON RECEIPT	OF A BOMB THREAT AL MEDIA				
1	DO NOT reply to, forward	d or delete the message					
2	If sent via email note the	address					
3	If sent via social media wl	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)						
Signat	rure:	Print Name:	Date:				