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	Language	Background sounds
where	Well spoken	Street noises
appropriate	Irrational	House noises
	Taped message	Animal noises
	Offensive	Crockery
	Incoherent	Motor
	Message read by threat-maker	Clear
		Voice
	Caller's voice	Static
	Calm	PA system
	Crying	Booth
	Clearing throat	Music
	Angry	Factory machinery
	Nasal	Office machinery
	Slurred	Other (specify)
	Excited	
	Stutter	
	Disguised	
	Slow	
	Lisp	Other remarks
	Accent	
	Type of accent	
	Rapid	
	Deep	
	Hoarse	
	Laughter	
	Familiar	
	If so, whose voice did it sound like?	
		 Signature:
		Date:
		Print name: