ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1 Remain calm and talk to the caller
2 Note the caller's number if displayed on your phone
3 If the threat has been sent via email or social media see appropriate section below
4 If you are able to, record the call
5 Write down the exact wording of the threat:

When Where What How Who

	V	When Where What I	How Who		
AS	K THESE QUESTIONS & F	RECORD ANSWEF	AS COUR	TELY AS POSSIBLE:	
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 play the by b? If not you who d?				_
7.	What You ?				
8.	What 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?				
Re	cord time call completed:				

Protective Marking: Official Sensitive when Completed

INFORM BUILDING SECURITY/ COORDINATING MANAGER								
Name and telephone number of person informed:								
DIAL 999 AND	INFORM POLI	CE						
Time informed:								
This part should be completed once the caller has hung up and police/ coordinating manager have all been informed								
Date and time of	call:				7 7			
Duration of call:								
The telephone nu received the call:					,			
ABOUT THE CALLER:		Male	male	Nation	nality?	Age?		
THREAT LANGU	AGE:	Well-spok	'rratı (Taped	Foul	Incoherent		
CALLER'S VOICE	: :	lm	rying	Clearing throat	Angry	Nasal		
Slurred	Excited	stutter	Disguised	Slow	Lisp	*Accent		
Rapid	eeµ	Familiar	Laughter	Hoarse	Other (please s	specify)		
*What accent?								
If the voice see the miliar, who lid it and it								
BACKGR	OUNDS:	Street noises	House noises	Animal noises	Crockery	Motor		
Clear	Voice	Static	PA system	Booth	Music			

Office machinery Other (please specify)

Factory machinery

Protective Marking: Official Sensitive when Completed

REMARKS: ADDITIONAL NOTES:				
Signa	ature:	Print Name:		
Δ	CTIONS TO BE T	AKEN ON RE		MB THREAT
1	DO NOT reply to, forward	or delete the mess		
2	If sent via email note the	address		
3	If sent via social media w	hat application has	n used and what is	the username/ID?
4	Dial 999 and follow police	guidant		
5	Preserve all web log files days prior to the threat			nvestigation (as a guide, 7
Signa	ature:	Print Name:		Date:

SAVE AND PRINT - HAND COPY TO POLICE AND SECURITY/ COORDINATING MANAGER