

Record 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 POLICE

Time informed:

This part should be completed once the caller has hung up and police/building security/ coordinating manager have all been informed

Date and time of call:

Duration of call:

The telephone number that received the call:

ABOUT THE CALLER:

Male

Female

Nationality?

Age?

THREAT LANGUAGE:

Well-spoken

Irrational

Taped

Foul

Incoherent

CALLER'S VOICE:

Normal

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 sounds familiar, who 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 (please specify)

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REMARKS:

ADDITIONAL NOTES:

Signature: Print Name:

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT
SENT VIA EMAIL OR SOCIAL MEDIA**

- 1 DO NOT reply to, forward or delete the message
- 2 If sent via email note the address
- 3 If sent via social media 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 organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: Print Name: Date:

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