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### SECURITY ADVICE

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THE THREATS

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## **BOMB THREAT CHECKLIST**

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This checklist is designed to help your staff to deal with a telephoned bomb threat effectively and to record the necessary information.

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Print it off and fix it to walls or desks so that staff can see it instantly. Refer also to our advice on the "bomb threat procedures" page.

# Actions to be taken on receipt of a bomb threat:

# - Switch on tape recorder (if connected) - Tell the caller which town $\slash\,$ 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 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: \_

### **BOMB PROTECTION**



### IN THIS SECTION

- Vehicle bombs
- Letter bombs
- Hand-carried bombs
- Suicide bombs
- > Bombs delivered by air and sea
- > Other bombs
- > CBRN devices
- > Bomb threat procedures
  - Bomb threat checklist

# LINKS

- This site > Other sites
- Vehicle bombs
- <u>Letter bombs</u>
- **UK POLICE SERVICE: Find your** local force

Nationality: \_

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