

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 Why Time

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY 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 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:	

INFORM SKYPORT OPERATIONS (ADO) 444-4444

Name of person informed:

DIAL 911 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:

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?

Street Noises

☐

House Noises

☐

Animal Noises

☐

Crockery

☐

Motor

☐

Clear

☐

Voice

☐

Static

☐

PA System

☐

Booth

☐

Music

☐

Factory Machinery

☐

Office Machinery

☐

Other (Please Specify)

REMARKS:

ADDITIONAL NOTES:

Signature _____ Print Name _____ Date _____

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 Dial
- 4 911 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)

Signature _____ Print Name _____ Date _____

SAVE AND PRINT – HAND COPY TO POLICE