

# BOMB THREAT CHECKLIST

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

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

- Switch on the recorder/voicemail (if connected)
- Tell the caller which town you are answering from
- Record the exact wording of the threat:



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## Ask the following questions:

Where is the bomb right now?

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When is it going to explode?

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What does it look like?

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What kind of bomb is it?

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What will cause it to explode?

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Did you place the bomb?

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Why?

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What is your name?

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What is your address?

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What is your telephone number?

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## Record time call completed:

Where automatic number reveal equipment is available, record number shown

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Record name and telephone number of the person informed:

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Notify Campus Security on 85850. Time informed:

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The following part should be completed once the caller has hung up and Campus Security have been informed.

Time and date of call	
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Please place a TICK (✓) where appropriate.

Language	
	Well spoken
	Irrational
	Taped Message
	Offensive
	Incoherent
	Message read by threat maker

Background sounds	
	Street noise
	House noises
	Animal noises
	Crockery
	Motor
	Clear
	Voice
	Static
	PA System
	Booth
	Music
	Factory Machinery
	Office Machinery
Other (Specify)	

Caller's voice	
	Calm
	Crying
	Clearing Throat
	Angry
	Nasal
	Slurred
	Disguised
	Slow
	Lisp
	Accent
	Type of accent
	Rapid
	Deep
	Hoarse
	Laughter
	Familiar
If so, whose voice did it sound like?	

Other remarks	

Signature:	
Date:	
Print Name:	