



Bomb Threat Checklist

NOTIFY POLICE IMMEDIATELY

Training on how to complete this form and how to respond should be undertaken prior to use

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:

ASK THESE QUESTIONS AND RECORD AS ACURATELY 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?

12. Record time call completed

INFORM SECURITY/ IMMEDIATE MANAGER

Name and telephone number of person informed:

DIAL 111 INFORM POLICE/ACTIVATE INTERNAL INCIDENT TEAM

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?	<input type="text"/>	<input type="text"/>
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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?

BACKGROUND SOUNDS:

- | | | | | | |
|-------------------|------------------|---------------------------------|--------------|---------------|----------|
| | | Street noises
Motor | House noises | Animal noises | Crockery |
| Clear | Voice | Static | PA system | Booth | Music |
| Factory machinery | Office machinery | Other (<i>please specify</i>) | | | |

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?
- 4 Dial 111 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 AND SECURITY/IMMEDIATE MANAGER

Bomb Threat Assessment Levels

A totality of the circumstances suggests that there is no single deciding factor when determining threat level. You must consider all the facts, the context, and conclude from the whole picture whether there is a possible threat. All threats should be **carefully evaluated**. Remember you are collecting the information for the Police, they will make the final assessment.

The following Risk Levels will assist you in obtaining the maximum amount of information for the threat received and may assist Police response.

LOW RISK

Lacks realism - Threat posing minimum risk to the victim/public safety. Probable motive is to cause disruption.

- Threat is vague and indirect
- Information contained within the threat is inconsistent, implausible or lacks detail
- Caller is definitely known and has called numerous times
- The threat was discovered instead of delivered (e.g. a threat written on a wall)

MEDIUM RISK

Increased level of realism - Threat that could be carried out although it may not appear entirely realistic.

- Threat is direct and feasible
- Wording in the threat suggests the perpetrator has given some thought as to how the act will be carried out
- May include indications of a possible place and time
- No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility
- Indication the perpetrator has details regarding the availability of components need to construct a bomb
- Increased commitment to the threat (e.g. "I'm serious" or "I really mean it")

HIGH RISK

Specific and realistic – Threat appears to pose an immediate and serious danger to the safety of others.

- Threat is specific, direct and realistic, may include names of possible victims, specific time, location of device
- Perpetrator provides his/her identity
- Threat suggests concrete steps have been taken toward carrying out the threat
- Perpetrator makes statements indicating they have practices with a weapon or have had intended victim(s) under surveillance

**SEE SOMETHING SAY SOMETHING
VIGILANCE REMAINS OUR GREATEST DEFENCE – APATHY OUR GREATEST
ENEMY**

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