



SECURITY ADVICE

MI5
THE SECURITY SERVICE

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SECURITY ADVICE

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THE THREATS

HOW YOU CAN HELP

ABOUT MI5

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BOMB THREAT CHECKLIST

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

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 / 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 informed.

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: _____

Nationality: _____

BOMB PROTECTION



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LINKS

> [This site](#) > [Other sites](#)

- > [Vehicle bombs](#)
- > [Letter bombs](#)
- > [UK POLICE SERVICE: Find your local force](#)

Age: _____

THREAT LANGUAGE (tick)

- Well spoken?
- Irrational?
- Taped message?
- Offensive?
- Incoherent?
- Message read by threat-maker?

CALLER'S VOICE (tick)

- Calm?
- Crying?
- Clearing throat?
- Angry?
- Nasal?
- Slurred?
- Excited?
- Stutter?
- Disguised?
- Slow?
- Lisp?
- Accent? If so, what type? _____
- Rapid?
- Deep?
- Hoarse?
- Laughter?
- Familiar? If so, whose voice did it sound like? _____

BACKGROUND SOUNDS (tick)

- Street noises?
- House noises?
- Animal noises?
- Crockery?
- Motor?
- Clear?
- Voice?
- Static?
- PA system?
- Booth?
- Music?
- Factory machinery?
- Office machinery?
- Other? (specify) _____

OTHER REMARKS

Signature _____

Date _____

Print name _____

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