



## Would you know what action to take if your business or organisation received a bomb threat/hoax?

Although quite rare, these incidents do happen and can cause considerable disruption.

West Midlands Police treats such matters very seriously and will always work to bring malicious callers before the courts.

Your prompt actions could help us track offenders down.

This is what you should do:

- If the threat is received by **post or email**, please inform whoever is responsible for your organisation's security, then call us on 999. Keep the original copy of the correspondence, handling it as little as possible. Print off anything that has been received electronically but do not delete the files.
- If the threat is received by **telephone**, use the checklist below. This will help you get as much information as you can to assist the police. Inform your security officer then call 999.

Once you have contacted us, we will use established protocols to advise you of what action to take in order to ensure everyone's safety.



## 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.

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

Switch on tape recorder/voicemail (if connected)

Tell the caller which town/district 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? \_\_\_\_\_

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:

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Inform the premises manager of name and telephone number of the person informed:

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Contact the police on 999. Time informed: \_\_\_\_\_

### **The following part should be completed once the caller has hung up and the premises manager 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: \_\_\_\_\_

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**

\_\_\_\_\_