



Guidance and Actions on Receipt of a Bomb Threat

A bomb threat is where an individual places an article or communicates information with the intention of leading a person to believe that something is likely to explode or ignite, causing harm to persons in the vicinity.

Bomb threats containing accurate and precise information and received well in advance of an actual attack are rare occurrences. Most bomb threats are hoaxes, designed to cause fear and disruption. Other threats are to intimidate the public, draw attention to a cause or to mislead police.

A bomb threat may be communicated in different ways:

- Phone call
- Recorded message, possibly using a text to speech synthesiser or soundboard
- Written form
- Delivered face to face
- Sent by email or social media
- Via an independent third party, i.e. a person or organisation unrelated to the intended victim and selected only to pass the message

All bomb threats are a crime and must be reported to the police, no matter how ridiculous or implausible the threat may seem.

If you are the recipient of a bomb threat, act quickly but remain calm and obtain as much information as possible, using the Bomb Threat checklist in appendix 1.

Below is guidance on procedures to deal with a bomb threat. A Bomb Threat Response flow chart is provided in appendix 2, which can be printed separately and shared with key staff.

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If you receive a bomb threat by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP even if the caller ends the call.
2. If your phone displays the caller number make a note of it. If you can, record the call.
3. Listen carefully, be polite and show interest in what they are saying.
4. Try to keep the caller talking to learn as much information as possible.
5. Try to attract the attention of a colleague using a predetermined signal/ use mobile phone to contact colleague. The colleague should call the police and inform the contacts identified below or, as soon as the caller hangs up personally notify the police and contacts identified below.
6. DO NOT HANG UP your phone and use a different phone to make the calls.
7. Complete and retain as much information as you can on the checklist below.

Contacts

- Dylan Thomas Head Teacher 07970036135
- Ceri Boyd Deputy Head Teacher 07917192807
- Contact the Local Building Manager or building Responsible Person or building reception
- Police - 999

(consider the need of a separate phone line/contact number for emergency service use only)

- If none of the above apply or are unavailable contact the DCC call centre on 01824 706101

If the bomb threat is received by handwritten note or email:

- Handle the note as minimally as possible and store securely
- Do not delete, reply or forward the email

Some of the signs that may appear on a suspicious package:

No return address	Poorly handwritten	Excessive postage
Misspelt words	Stains	Incorrect titles
Strange odour	Foreign postage	Strange sounds
Restrictive notes	Unexpected delivery	

Dynamic risk assessment

Once a team of responsible people has been assembled, they should assess the threat using all available information. The outcome of the assessment will drive one of the following four actions:

- Ignore threat
- Search – no evacuation
- Search & part evacuation
- Immediate evacuation - no search

Things to avoid:

- Do not use two-way radio or mobile phone near the package
- Subject to your dynamic assessment, do not evacuate the building until the police arrive and evaluate the threat
- Do not activate the fire alarm
- Do not touch or move a suspicious package

After the incident

- Raise a DCC accident/incident form, via Linc, to record all significant findings and actions taken
- De-brief those involved
- Counselling may be necessary for some individuals

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Appendix 1 – Bomb Threat Checklist

Actions to be taken in the event of a bomb threat

1. Remain Calm
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:

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Inform Building Security/Coordinating Manager:

Name & telephone number of person informed:

Name:

Phone:

Dial 999 and inform the Police.

Time Informed:

This part should be completed once the caller has hung up and police/building security/coordinating manger 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?

Background Sounds:

Street Noises

☐

House Noises

☐

Animal Noises

☐

Crockery

☐

Motor

☐

Clear

☐

Voice

☐

Static

☐

PA System

☐

Booth

☐

Music

☐

Factory Machinery

☐

Office Machinery

☐

Other (Please Specify)

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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 999 and follow police guidance**
- 5. Preserve all web log files for your organisation to help the police investigation** *(as a guide, 7 days prior to the threat message and 48 hours after)*

Signature:.....Print Name:.....Date:.....

Save & Print – Hand a copy to Police and Security/Coordinating Manager

Restricted When Completed
Retention Period 7 Years

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Appendix 2 - Bomb Threat Response Flow Chart

