



# **Health and Safety Policy Appendix A - Bomb Threat**

***January 2024  
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*Approved by the UTC Board 7<sup>th</sup> February 2024*

## Document control table

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## Document History

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V3	06 July 2021		Re-formatting

## 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:
- 
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/they placed the bomb?

**Name and telephone number of person informed:**

**Time informed:**

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

**Date and time of call:**

**Duration of call:**

**The telephone number that received the call:**

**ABOUT THE CALLER:**

Male  
Female

**Nationality?**

**THREAT LANGUAGE:**

Well-spoken Irrational

Taped

Abusive

Angry	Clearing throat	Rapid	Deep	Disguised
Calm	Slurred	Excited	Familiar	
Crying	Slow			
Laughter	Hoarse	Stutter		

**CALLER'S VOICE:**

What accent?

If the voice sounded familiar, who did it sound like?

**BACKGROUND SOUNDS:**

Street noises	Animal noises	Crockery	Clear
House noises	Office machinery	Booth	PA System
Voice	Factory machinery	Static	

Other:

**REMARKS:**

**ADDITIONAL NOTES:**

Signature:

.....

Print Name:

.....

Date: .....