Engineering UTC Northern Lincolnshire

Health and Safety Policy Appendix A - Bomb Threat

March 2026

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Document control table

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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 is 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: .....