



# SECURITY ADVICE

**MI5**  
THE SECURITY SERVICE

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**SECURITY ADVICE**

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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**



**IN THIS SECTION**

- > [Vehicle bombs](#)
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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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