



ETC International College

Bomb Threat Report

January 2024

Actions to be taken on receipt of a bomb threat

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, address, telephone number?
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-

Record time call completed:

- If incoming number is shown, record:
- Contact the Director, Principal or Director of Studies. Time informed:
- Contact the police on 999. Time informed:

About the Caller:

Sex of caller? Male: ☐ Female: ☐ Unsure: ☐

Nationality?..... Age?.....

Language:

Well Spoken ☐

Irrational ☐

Taped ☐

Foul ☐

Incoherent ☐

A read message ☐

Caller's Voice:

Calm ☐

Crying ☐

Clearing out ☐

Angry ☐

Nasal ☐

Excited ☐

Stutter ☐

Disguised ☐

Slow ☐

Lisp ☐

Accent ☐

Rapid ☐

Deep ☐

Familiar ☐

Laughter ☐

Hoarse ☐

Background Sounds:

Street noises ☐

House noises ☐

Animal noises ☐

Crockery ☐

Motor ☐

Clear Voices ☐

Static ☐

PA system ☐

Booth Music ☐

Factory machinery ☐

Office machinery ☐

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

What accent?

Other (specify)

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Signature..... **Date**.....

Print Name.....

When complete, this form is to be handed to the Director, Principal or Director of Studies who in turn is to hand it to the Police on arrival.

This version updated January 2024 Crisis Management Team
Next update due January 2025