

Bomb Threat Advice

If you receive a phone bomb threat you should:

Dial 999 and follow police advice.

Inform University Security Services (emergency number: 289999)

- Stay calm, have access to a checklist on key information that should be recorded (refer to bomb threat checklist)
- If practical, keep the phone caller talking and alert a colleague to dial 999
- If displayed on your phone, note the number of the caller
- If the threat is a recorded message write down as much detail as possible
- If the threat is received via or text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible
- Consider if there is CCTV operating in the area.

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

- Do not reply to, forward or delete the message
- Note the sender's email address or username/user ID for social media applications

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)

If emergency services advise that the threat is a hoax and the decision is made not to evacuate the building it may be appropriate check the building for suspicious items:

- Focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays
- Ask office staff to check their immediate surroundings for anything unusual or suspicious
- Ensure all staff students and visitors visiting your building have the confidence to report suspicious items/behaviour
- **If a suspicious item is located under no circumstances should it be touched or moved in any way. Immediately start an evacuation and call Police on 999**