



How to Deal with a Bomb Threat:

If you receive a bomb threat, **try to remain calm** and gather as much information as possible. Most bomb threats are received by phone, but may sometimes be received in person, by email or by letter. See below guidance for each scenario.

Received by Phone:

Keep the caller on the line as long as possible and take detailed notes about the caller, and the threat given - Try to collect the below information:

- When they plan to detonate the bomb and in what location / building / venue
- Does the person sound serious / genuine or is the person laughing, vague or hesitant about details?
- If the phone has a display, take note of the Caller Number
- If the speaker is male or female
- If the speaker has a distinctive accent
- If the voice is disguised, muffled or strange-sounding
- Any background noises (e.g. traffic, bus passing, bell ringing, fax or printer sounds)

In Person

Gather as much info as possible to help authorities to identify the individual on CCTV:

- If the perpetrator leaves, note which direction they went
- Notify the Site Decision Maker(s) and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat:
- Name (if known)
- Race
- Gender
- Type/color of clothing
- Body size (height/weight)
- Hair & eye color
- Distinguishing features
- Voice (loud, deep, accent, etc.)



Written or Email Threat

Notify Security immediately. Inform them of the date & time it was received, if written – confirm location it was found and any relevant circumstances or further information. If email, download and print a copy of the email to give to security.

What Next?

Call Security on Ext. 3333 or 091 493333 immediately after you have received the bomb threat by phone, in person, email or letter and relay information collected. They will liaise with the Gardai and manage the situation from here.

Suspicious Items

An item may be suspicious if it is found after a bomb threat has been recently made. It may appear out of sorts, in a busy area, and may have unusual characteristics. If you or a member of your team discover a suspicious item, alert security immediately. Do not touch or tamper with the item. Take a picture of the item from a safe distance and send it to the Security Mobile Phone on 0872864637, then leave the area until it is confirmed safe to return.

Notes

If you have been notified of a bomb threat, do not touch any suspicious package. If a suspicious package is found, leave the area and notify Security immediately.

If you have been evacuated from a building, avoid standing in front of windows or other potentially hazardous areas. Do not block the footpath or road - It will need to be kept clear for emergency officials.