

POL-CG-011

DIGITAL HEALTH AND CARE WALES

Suspect Packages and Bomb Threats Policy

The document sets out the policy for dealing with suspect packages and bomb threats

Document Version	v1.0
-------------------------	------

Status	Approved
---------------	----------

Document author:	Cameron Morgan, Environmental Development and Estates Compliance Facilitator
Approved by:	Claire Osmundsen-Little, Executive Director of Finance
Date approved:	15 March 2023
Review date:	15 March 2026

STRATEGIC OBJECTIVE	Delivering High Quality Digital Services
----------------------------	--

WELL-BEING OF FUTURE GENERATIONS ACT	A resilient Wales
If more than one standard applies, please list below:	

DHCW QUALITY STANDARDS	ISO 27001
If more than one standard applies, please list below:	

HEALTH CARE STANDARD	Staff & Resources
If more than one standard applies, please list below:	

EQUALITY IMPACT ASSESSMENT STATEMENT	Date of submission: July 2018
Yes, applicable	Outcome: Completed
Statement: Undertaken by Velindre NHS Trust (previous host organisation), no negative impact, only positive focusing on the safety of staff and visitors	

APPROVAL/SCRUTINY ROUTE:		
Person/Committee/Group who have received or considered this paper prior to this meeting		
COMMITTEE OR GROUP	DATE	OUTCOME

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes, please see detail below
	Health & safety of staff and visitors
LEGAL IMPLICATIONS/IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATION/IMPACT	No, there are no specific financial implication related to the activity outlined in this report
WORKFORCE IMPLICATION/IMPACT	Yes, please see detail below
	Health & safety of staff and visitors
SOCIO ECONOMIC IMPLICATION/IMPACT	No. there are no specific socio-economic implications related to the activity outlined in this report

TABLE OF CONTENTS

1	DOCUMENT HISTORY	5
1.1	REVISION HISTORY	5
1.2	REVIEWERS	5
1.3	AUTHORISATION	5
1.4	DOCUMENT LOCATION	5
2	INTRODUCTION	6
3	PURPOSE OF THIS GUIDANCE	6
4	THE HAZARD: suspect items	7
5	THE HAZARD: Chemical, Biological and Radiological (CBR) substances	9
6	PREVENTION – housekeeping practices	10
7	RESPONSE – discovery of a suspicious item	10
8	RESPONSE – receipt of suspicious item through the post or courier	12
9	RESPONSE - bomb threats	13
10	RESPONSE – CBR Substances	14
11	RESPONSE - search planning	16
12	RESPONSE - Evacuation or Invacuation	17
13	ROLE OF THE POLICE	19
14	TRAINING AND EXERCISES	19
15	EQUALITY IMPACT ASSESSMENT	19
16	RELATED POLICIES	19
17	RELEVANT LEGISLATION	19
18	REFERENCES	20
19	GETTING HELP	20

1 DOCUMENT HISTORY

1.1 REVISION HISTORY

Date	Version	Author	Revision Summary
July 2018	1	Velindre Trust	Approved
09/02/2023	d0.1	Cameron Morgan	Annual Review/transfer to DHCW approved policy
15/03/2023	v1.0	Cameron Morgan	Version 1 for approval

1.2 REVIEWERS



This document requires the following reviews:

Date	Version	Name	Position
15/03/2023	v1.0	Julie Ash Claire Osmundsen-Little	Head of Corporate Services Executive Director of Finance

1.3 AUTHORISATION

Signing of this document indicates acceptance of its contents.

Author's Name:	Cameron Morgan
Role:	Environmental Development and Estates Compliance Facilitator
Signature:	 Expired certificate X C.Morgan <hr/> <p>Signed by: Cameron Morgan (Ca208615)</p>

Approver's Name:	Claire Osmundsen-Little
Role:	Executive Director of Finance
Signature:	 Expired certificate X  <hr/> <p>Signed by: Lucy Healey (lu003871)</p>

1.4 DOCUMENT LOCATION

Type	Location
------	----------

2 INTRODUCTION

- At present, the terrorism threat faced by the United Kingdom is considered to be significant; attacks can take place at any time and any place without warning. Everyone has a role to play by taking appropriate steps to maintain a safe and secure environment for our service users, staff and others.
- Whilst it is acknowledged that the concept of absolute security is almost impossible to achieve in combating the threat of terrorism, it is possible to reduce the risk to as low as reasonably practicable.
- It recognised that there is a need for the Special Health Authority ('SHA') to maintain environments which are friendly and welcoming, and it is not intended to create a fortress mentality; however, a balance needs to be struck and proportionate protective security measures introduced to mitigate and respond to the risk of terrorism.
- It is also worth considering that implementing measures for countering terrorism will also work against other forms of criminality, such as theft, burglary, and arson. Where possible, additional security measures should be integrated with the existing security regime.

3 PURPOSE OF THIS GUIDANCE

This protocol supports the SHA's response to [Prevent | Counter Terrorism Policing](#) the UK's counter-terrorism strategy, the aim of which is to reduce the risk faced from terrorism so that people can go about their lives freely and with confidence.

The protocol provides advice on:

- a) Housekeeping practices
- b) How to identify suspicious items
- c) How to deal with the discovery of suspicious items
- d) How to deal with suspicious items received through the post
- e) How to deal with receipt of a bomb threat
- f) Appropriate responses:
 - Evacuation or Invacuation
 - Search procedures.

If you are based on premises not directly managed by the SHA, it is likely that there are local procedures in place; you need to familiarise yourself with the procedures specific to the site you are on.

4 THE HAZARD: suspect items

Bombs and hazardous substances can be sent through the post, sent by courier, or delivered by hand/left on site; the following characteristics may suggest that an item presents a threat – refer to figure 1 (below):

- Discolouration, crystals or surface, strange odours, or oily stains
- Envelope with powder or powder-like substance
- Excessive tape or string
- Unusual size and/or weight given size
- Lopsided or oddly shaped envelope
- Postmark which does not match return address
- Restrictive endorsements such as “Personal” or “Confidential”
- Excessive postage
- Handwritten, block-printed or poorly typed address
- Incorrect titles
- Title but no name
- Misspellings of common words

A quick indicator that something received through the post or delivered to site may be suspect is to think of the 7S's:

- Size
- Shape
- Sender
- Stamps
- Seal
- Staining
- *Smell*

Refer to section 7 for the appropriate response to this type of incident.

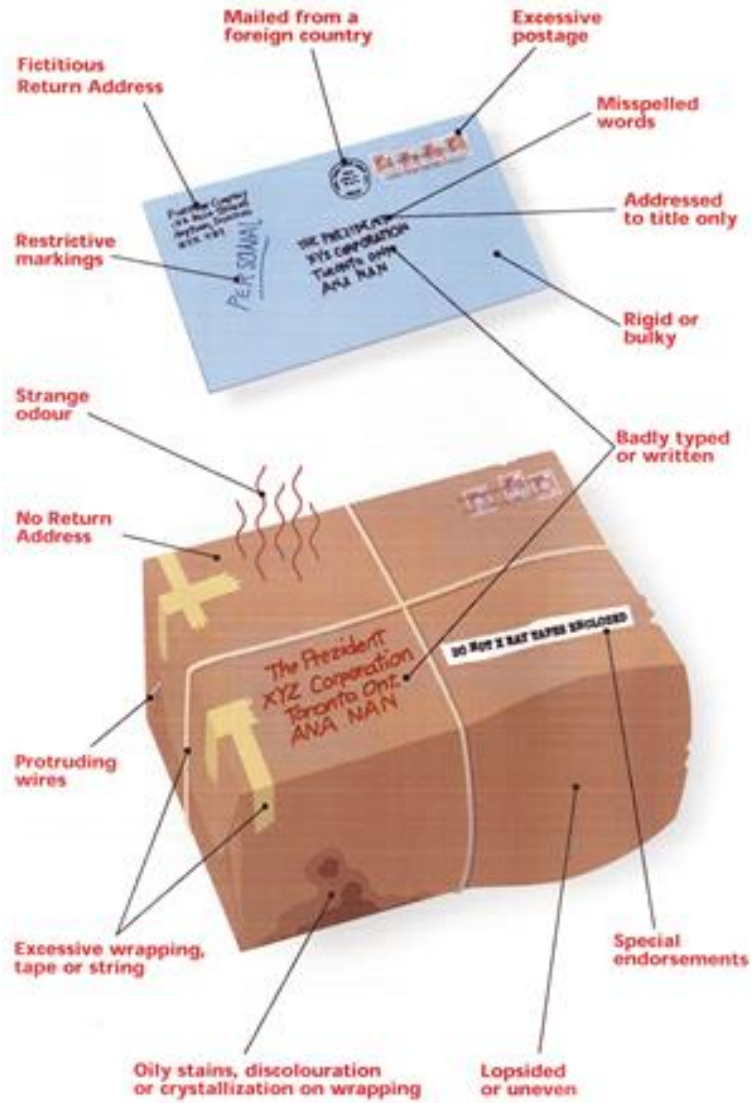


FIGURE 1

5 THE HAZARD: Chemical, Biological and Radiological (CBR) substances

Although the use of CBR substances as a means of attack are difficult to carry out, they have the potential to cause significant harm and disruption.

What are CBR substances?

- *Chemical*: poisoning or injury caused by chemical substances, including harmful industrial or household chemicals
- *Biological*: illnesses caused by the deliberate release of dangerous bacteria or viruses or by biological toxins
- *Radiological*: illness caused by exposure to harmful radioactive substances

Within the wider definition of CBR, the term 'White Powders' is often used in a mail context to describe the potential presence of a noxious substance/hoax material in a letter or parcel that is designed to cause significant harm or disruption; however, some materials may not be white and may not be powders

Indicators of a CBR substances are present include:

- Odd smells or tastes
- Individuals showing unexplained signs of skin, eye or airway irritation, nausea, vomiting, twitching, sweating, disorientation, breathing difficulties
- The presence of hazardous or unusual materials/equipment
- Unexplained vapour, mist clouds, powder, liquids, or oily drops
- Withered plant life or vegetation
- Distressed birds or animals.

Refer to [section 9](#) for the appropriate response to CBR materials.

6 PREVENTION – housekeeping practices

Good housekeeping reduces the opportunity for placing suspicious items and helps deal with false alarms and hoaxes. Items left unsecured on sites, such as flammable/highly flammable substances, tools, scaffolding and ladders, could be used during an attack.

The following actions should be taken;

- Keeping public and communal areas such as reception areas, stairwells, corridors, toilets, and external areas clean and tidy;
- Reduce the number of places where suspect items can be hidden by restricting the amount of furniture to the minimum and keeping vegetation and trees especially near entrances and exits pruned;
- Maintaining site security by keeping unoccupied areas / rooms such as offices, meeting rooms, storerooms, and cleaners' cupboards secure when not in use;
- Regular removal of rubbish from bins especially during periods of heightened threat which may necessitate the removal of litter bins;
- Use of clear refuse sacks which also need to be removed on frequent basis.

Staff should be encouraged and supported to report anything which they believe to be suspicious or out of place.

7 RESPONSE – discovery of a suspicious item

If you believe that an item is suspicious, the “4Cs” protocol should be applied - *CONFIRM*, *CLEAR*, *COMMUNICATE* and *CONTROL*.

CONFIRM whether or not the item exhibits recognisably suspicious characteristics – is the item ***H.O.T?*** – *refer to figure 2*

Is it **HIDDEN?**

- Has the item been deliberately concealed or is it obviously hidden from view?

Is it **OBVIOUSLY** suspicious?

- Does it have wires, circuit boards, batteries, tape, liquids, or putty-like substances visible; refer to section 4 above for other suspect traits.
- Do you think the item poses an immediate threat to life?

Is the item **TYPICAL** of what you would expect to find in this location?

- REMEMBER most lost property is found in locations where people congregate – ASK IF ANYONE HAS LEFT THE ITEM
- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.

UNATTENDED ITEMS: LOST... or **SUSPICIOUS?**



H

Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



O

Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



T

Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.



NaCTSO
National Counter Terrorism Security Office



**BRITISH
TRANSPORT
POLICE**

FIGURE 2

CLEAR the immediate area

- Do not touch the item
- Take charge and move people away to a safe distance; even for a small item such as a briefcase move *at least 100m* away from the item starting from the centre and moving out.
- Keep yourself and other people out of line of site of the item; it is a broad rule, but generally if you cannot see the item then you are better protected from it.
- Think about what you can hide behind; pick something substantial i.e. solid brick/block walls or other structural elements and keep away from glass such as windows and skylights.
- Cordon off the area.

COMMUNICATE – call 999

- Inform the appropriate person i.e. most senior manager on site; security etc.
- If used on site; do not use radios or mobile phones within *30 metres* of the item.

CONTROL access to the cordoned area

- Other members of staff and the public should not be able to approach the area until it is deemed safe
- Try and keep any eyewitnesses on hand so they can tell police what they saw.

8 RESPONSE – receipt of suspicious item through the post or courier

As identified previously, incidents of this nature are extremely rare, but it is important that everyone maintains awareness of the characteristics that are common to suspicious packages/letters and awareness of the correct procedures to follow; if you believe an item received through the post is suspicious, you need to take action and take personal responsibility.

Care needs to be taken when opening mail:

- Open all mail with a letter opener (preferably non-metal) or other method that is least likely to disturb contents
- Try to open letters and packages with a minimum amount of movement
- Do not blow into envelopes or shake / pour out contents
- Keep hands away from nose and mouth whilst opening mail
- Wash hands after handling mail

If you are in any doubt about an item – DO NOT touch it, move it or open it – notify the most senior manager/person on site and contact the police (9)999

8.1 Procedure - on receipt of a suspect package/letter which is undamaged and unopened

- Do not open it but DO NOT drop it or throw it away; place it on a flat surface in open view and isolated from other items
- Notify everyone else in the immediate area and evacuate; also notify occupants of each adjacent room, including rooms above and below.
- Leave doors and windows OPEN **UNLESS** it is suspected that there is a Chemical, Biological or Radiological (CBR) risk – refer to [section 4](#) above.
- If possible and safe to do so, mark the route to the suspect item with tape, string or similar.
- Notify the most senior manager/person on site of the incident; provide as much information as you can about the item and circumstances as this information will be requested by the police.
- Avoid using mobile phones or radios within 30 metres of the item.
- The relevant person should notify the police on the emergency number (9) 999 and provide additional instruction if given by the police.
- Make sure that others are prevented from approaching the item and/or accessing cleared areas and await further instructions.

9 RESPONSE - bomb threats

Bomb threats are commonly made over the phone and are generally one of two kinds:

- Hoax threats intending to disrupt, test reactions or divert attention; or
- Threats warning of a genuine device which are either attempts to avoid casualties or enable the attacker(s) to place blame on others if there are casualties.

However genuine threats can provide inaccurate information about where and when a device might explode. Although a vast majority of threats are hoaxes made as practical jokes, **any threat should be treated as real, no matter how ridiculous or unconvincing**

If you receive a threat, take the following actions:

- Stay calm and listen
- If available, switch on the recording facility
- Obtain as much information as possible – try to get the caller to be precise about details – *refer to the checklist in Appendix A*
- If possible, keep the caller talking.
- At the end of the call, try to get the number, either by using the 1471 facility and/or automatic caller display; If you are unable to record the call, record information on the checklist in *Appendix A*
- Report the incident immediately to the most senior manager/person on site who should then contact the police and decide what action needs to be taken; if the threat is immediate and you cannot contact the most senior manager/person on site, make a “999” emergency call to the police and give as much information as you can.

- Unless you are instructed to evacuate by the police or the most senior manager/person on site – Remain at your work area until the most senior manager/person on site and/or the police arrive;
- Cooperate fully with the police.

10 RESPONSE – CBR Substances

Incidents involving Chemical, Biological and Radiological (CBR) substances – refer to Figure 2

As identified previously, incidents of this nature are extremely rare, but it is important that everyone maintains awareness of the characteristics that are common to suspicious packages/letters and awareness of the correct procedures to follow.

If it is suspected that there has been exposure to a CBR substance use caution and maintain a safe distance to avoid exposure; tell those exposed to REMOVE, REMOVE, REMOVE; swift action can save lives:

REMOVE themselves from the immediate area to avoid further exposure; FRESH AIR IS IMPORTANT

- If the skin is itchy or painful, find a water source.
- CLOSE doors and windows to the affected room; where possible and safe to do so,
- Also, if practicable, shut down any air-conditioning/ventilation and any equipment with fans such as computers to prevent further distribution of the substance.
- Move those directly affected by an incident to a safe location (i.e. away from the incident/source of contamination). If safe and practical to do so, then the safe location should be selected so as to minimise spread of contaminants from the scene of the incident.
- Separate those directly affected by an incident from those not involved so as to minimise the risk of inadvertent cross-contamination.
- Ask people not to wander off – though you cannot contain them against their will.

REMOVE outer clothing if affected by the substance

- Try to avoid pulling clothing over the head if possible; DO NOT PULL OFF CLOTHING STUCK TO SKIN
- Take into account environmental conditions and the privacy of the affected person.
- DO NOT eat, drink or smoke

REMOVE the substance from skin using a dry absorbent material to either soak it up or brush it off

- Rinse continually with water if the skin is itchy or painful
- It is not necessary to make any special arrangements beyond normal first aid provision. The emergency services will take responsibility for treatment of casualties.
- When the emergency services arrive act upon their instruction as you may need further decontamination and medical help.

Procedure - if there has been exposure to a potentially harmful substance

- Remain calm; however, it is also essential that the incident is reported quickly.
- Do not attempt to clear up any spilled materials
- Avoid contact with eyes, nose and mouth or other parts of the body
- If clothing is contaminated, do not attempt to remove contamination, and remove only remove clothing on instruction of the emergency services
- Evacuate to unoccupied room/area adjacent.
- Notify the most senior manager/person on site that there has been exposure
- Wash hands with warm soapy water at the earliest opportunity
- Seek medical attention on arrival of the emergency services.

If you think someone has been exposed to a **HAZARDOUS SUBSTANCE**
Use caution and keep a safe distance to avoid exposure yourself.

TELL THOSE AFFECTED TO:

<p>REMOVE THEMSELVES... ...from the immediate area to avoid further exposure to the substance. Fresh air is important. If the skin is itchy or painful, find a water source. REPORT... use M/ETHANE</p>	<p>REMOVE OUTER CLOTHING... ...if affected by the substance. Try to avoid pulling clothing over the head if possible. Do not smoke, eat or drink. Do not pull off clothing stuck to skin.</p>	<p>REMOVE THE SUBSTANCE... ...from skin using a dry absorbent material to either soak it up or brush it off. RINSE continually with water if the skin is itchy or painful.</p>

REMEMBER: Exposure is not always obvious. **SIGNS CAN INCLUDE:**

	<p>The presence of hazardous or unusual materials.</p>		<p>Unexplained signs of skin, eye or airway irritation, nausea, vomiting, twitching, sweating, disorientation, breathing difficulties.</p>
	<p>A change in environment, such as unexplained vapour, odd smells or tastes.</p>		

ACT QUICKLY. These actions can **SAVE LIVES.**

supported by JESIP

FIGURE 3

11 RESPONSE - search planning

Regular searches of premises, proportionate to the risks faced, will enhance a good security culture, and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items.

The following should be considered when developing a plan for building searches:

- Ensure plans are in place to carry out an effective search in response to a bomb threat
- Identify who in your venue will coordinate and take responsibility for conducting searches
- Initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
- Divide premises into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- Ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or 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
- Develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- Under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999
- Ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes, and rendezvous points.

Disabled/impaired staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision-making process when not to evacuate/invacuate.

12 RESPONSE - Evacuation or Invacuation

Responsibility for the initial decision making regarding the movement of building occupants who may be placed at risk remains with the management of the location being threatened.

Do not delay your decision-making process waiting for the arrival of police; the police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly.

Options to manage the risk include:

a) *External evacuation*

- Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.
- It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident, or location.
- Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning.
- It is essential that evacuation plans exist; they should be event and location specific; evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.
- The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

b) *Internal or inwards evacuation ('invacuation')*

- There are occasions when it is safer to remain inside.

Staying in the building and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

- If the suspect device is outside the building, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device.

A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

c) *Decision not to evacuate or inwardly evacuate*

- This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options.
- It may be considered desirable to ask staff familiar with the site to check their immediate surroundings to identify anything out of place, see search considerations ([section10](#)) above.

13 ROLE OF THE POLICE

Once contacted, the police will undertake a threat assessment which will determine whether there is a credible threat or not and determine what further action is required and which other agencies need to be involved.

- If there is no credible threat, the police will advise that no further action is required, and the item can be handled and disposed of.
- If there is a credible threat, the police will advise other agencies and take control of the incident. It is likely that the package and contents will be sent to a national specialist laboratory for testing of environmental samples.
- Anyone exposed to the potentially hazardous substance will undergo decontamination and receive medical attention.

14 TRAINING AND EXERCISES

- All staff should be made aware of this procedure as part of their induction.
- Any member of staff who mans a reception desk or switchboard should remain up to date and aware of the contents of this Policy.
- This procedure should be validated every 3 years.

15 EQUALITY IMPACT ASSESSMENT

- The Policy has a positive impact for all staff and visitors to our premises in that it provides advice and guidance to ensure staff safety
- If the SHA feels that staff have used the procedure as a catalyst to raise concerns of a malicious nature, they will be subject to standard disciplinary action.
- The SHA recognises that there is also a risk that the staff member dealing with an incident may have a bias which could impact on the way information is recorded and understood.
- The procedure is linked to current Government guidance and supports staff to respond correctly and safely in the event of receipt of bomb threat or discovery of a suspicious package.

16 RELATED POLICIES

- Security policy
- Business Continuity Management Plan

17 RELEVANT LEGISLATION

- The Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999

18 REFERENCES

- [Protecting against terrorism \(Third Edition\), Centre for the Protection of National Infrastructure, \(2010\)](#)
- [Crowded Places guidance – National Counter Terrorism Security Office \(NaCTSO\) \(2017\)](#)

19 GETTING HELP

Further information and support is available from:

- Michael McGrath (Estates Compliance Manager) – michael.mcgrath@wales.nhs.uk
- Mark Littlejohns (Head of Safety, Health, Environment & Fire | Capital People) - m.littlejohns@capital-people.co.uk
- Andrew Francis (Emergency Planning Lead) - andrew.francis@wales.nhs.uk



Bomb Threat Checklist

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
4. If you are able to, record the call
5. Write down the exact wording of the threat:

When Where What How Who Why Time

ASK THESE QUESTIONS & RECORD THE ANSWERS AS ACCURATELY AS POSSIBLE

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 placed the bomb?

12. Record time call completed:

INFORM BUILDING SECURITY/COORDINATING MANAGER

Name and telephone number of person informed:

DIAL 999 AND INFORM POLICE

Time informed:

This part should be completed once the caller has hung up and the police/building security/coordinating manager have all been informed

Date and time of call:

Duration of call:

The telephone number that received the call:

ABOUT THE CALLER:

Male	Female	Nationality	Age?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

THREAT LANGUAGE:

Well-spoken	Irrational	Taped	Foul	Incoherent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CALLER'S VOICE:

Calm	Crying	Clearing throat	Angry	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slurred	Exited	Stutter	Disguised	Slow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapid	Deep	Familiar	Laughter	Hoarse
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Other (please specify)
				<input type="text"/>

*What accent?

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

BACKGROUND SOUNDS:

Street Noises	House Noises	Animal Noises	Crockery	Motor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Voice	Static	PA System	Booth	Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Factory Machinery	Office Machinery			Other (please specify)
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>



**GIG
CYMRU
NHS
WALES**

Iechyd a Gofal
Digidol Cymru
Digital Health
and Care Wales

REMARKS:

ADDITIONAL NOTES:

Signature:.....Print Name:.....Date:.....

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. **DO NOT** reply to, forward or delete the message
2. If sent via email note the address
3. If sent via social media what application has been used and what is the username/ID?
4. Dial 999 and follow police guidance
5. 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)

Signature:.....Print Name:.....Date:.....

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY COORDINATING MANAGER

Retention Period: 7 years

Bomb Threat Checklist-v3
Protective Marking: Restrictive when Completed

Page 3 of 3

Author: Cameron Morgan