Bomb threat call sheet

Adapted for security officers from the CISA Bomb Threat Checklist (August 2025) and the NaCTSO Bomb threats checklist (2022). If your site's plan names an official form, use that form.

Site / post		**Line or extension called**	
Officer taking the call		**Date**	

During the call

- ☐ Stay calm. Do not hang up; keep the caller on the line as long as possible.
- ☐ Signal a colleague to listen in and notify the site decision maker. UK: the colleague dials 999.
- ☐ Listen, be polite, let the caller talk. Write down the exact words.
- ☐ Copy the number on the display. Record the call if your phone allows it.
- ☐ UK: if no number was shown, dial 1471 after the call ends.

Sources: CISA Bomb Threat Checklist (front); CISA Bomb Threat Guide s.3 and s.8.1; ProtectUK Bomb threats s.1.3.

Ask the caller (write the answers word for word)

Question	Answer
Where is the bomb right now? (building, floor, room)	
When will it go off?	
What does it look like?	
What kind of bomb is it? What does it contain?	
What will make it explode?	
Did you place the bomb? If not you, who did? (UK form)	
Why?	
What is your name?	
UK form also asks: address, telephone number, group or acting alone?	

Time call started		**Time caller hung up**	
Number on display		**Call recorded?**	

Exact words of the threat

About the caller

Estimated age		**Accent (which?)**	
Voice familiar? Who?		**Other points**	

Voice: ☐ male ☐ female ☐ calm ☐ angry ☐ excited ☐ slow ☐ rapid ☐ soft ☐ loud ☐ deep ☐ nasal ☐ lisp ☐ stutter ☐ slurred ☐ disguised ☐ crying ☐ laughter ☐ clearing throat

Background: ☐ street ☐ traffic/motor ☐ voices ☐ music ☐ PA system ☐ office machinery ☐ factory machinery ☐ house/kitchen ☐ animals ☐ static ☐ quiet

Threat language: ☐ well-spoken ☐ incoherent ☐ irrational ☐ profane/foul ☐ message read ☐ taped/recorded

Field lists draw on both official checklists. Hand this sheet to police; keep a copy with the incident log.

Immediate actions

Notification log

Fill in names and numbers once per post. The site decision maker decides on search, lockdown or evacuation; the officer records, notifies and carries out the decision.

Who	Name / number (fill in before use)	Time informed	By
Police	US: 911 / local law enforcement UK: 999		
Site decision maker			
Alternate decision maker			
Security supervisor / control room			
Client contact			

Sources: CISA Bomb Threat Guide s.2 (primary and alternate Decision Makers), s.5; CISA What to Do: Bomb Threats (report to local law enforcement; 911 if an item is found or the threat is elevated); ProtectUK Bomb threats s.1, s.3 (dial 999; management decides).

Written, email, text or in-person threat

- ☐ Note or letter: handle as little as possible, note date, time and where found, secure it unaltered (small items in a bag or envelope). UK: treat as police evidence.
- ☐ Email or social media: do not log out, reply, forward or delete. Leave it open, screenshot it, note sender address or user ID, date and time.
- ☐ UK: preserve the organization's web logs (7 days before to 48 hours after the message).
- ☐ Text message: do not reply, forward or delete; note the sender's number.
- ☐ In person: keep your distance, call police, note the person's description and which way they went.

Sources: CISA Bomb Threat Checklist; CISA Bomb Threat Guide s.3; ProtectUK Bomb threats s.1.3; NaCTSO checklist (email section).

Suspicious item

- ☐ Hidden? Obviously suspicious (wires, batteries, tape, putty)? Not typical for the location? Ask if anyone left it.
- ☐ Do not touch, tamper with or move it. Never assume it is the only one.
- ☐ Clear the area and cordon it off. Get out of line of sight, behind hard cover, away from glass.
- ☐ UK distances: at least 100 m from a rucksack-sized item, 200 m from a car or wheelie bin, 400 m from a van or lorry.
- ☐ No radios or phones near it. UK: not within 15 m. US: not in close proximity. Then call 911 / 999.
- ☐ Keep witnesses available to brief police.

Sources: ProtectUK Unattended and suspicious items (HOT, 4 Cs); CISA Bomb Threat Checklist; CISA Bomb Threat Guide s.6 (HOT, RAIN); DHS-DOJ Bomb Threat Stand-Off Card (e.g. pipe bomb 70 ft mandatory, 1,200 ft+ preferred).

If the decision maker orders an evacuation

Assembly point		**Alternate assembly point / protected space**	

- ☐ Routes and assembly points searched and cleared before the evacuation is announced.
- ☐ Routes and assembly points away from the suspicious item. Evacuees take their personal items.
- ☐ Account for everyone. Confirm the building is empty. Control access to the evacuated area.
- ☐ UK: do not re-enter until police say it is safe.

Sources: CISA Bomb Threat Guide s.5 (Evacuations, Re-entry); ProtectUK Unattended and suspicious items; ProtectUK Evacuation, invacuation, lockdown.

Officer's incident log

Site / post		Date	
Officer		Type of threat (call, email, note, item)	

Time	Event	Who / instruction from (name, agency)
	Threat received	
	Police notified	
	Decision maker notified	
	Decision: monitor / search / lockdown / evacuate	
	Police on scene	
	Evacuation started	
	All accounted for	
	Site released by	
	Normal operations resumed	

Sources: ProtectUK Evacuation, invacuation, lockdown (record and justify key actions and decisions); CISA Bomb Threat Guide s.5.

Areas searched

Area / zone	Searched by	Time	Result

CISA: ensure all areas searched are marked and recorded; minimize wireless communications. ProtectUK: search in pairs, by people familiar with the area.

Handed to police

- ☐ Call sheet (page 1), original
- ☐ Threatening email, message or screenshots with sender, date and time
- ☐ Recording of the call, if any
- ☐ Note or letter, secured, with the names of everyone who handled it
- ☐ Floor plans, search zones, keys
- ☐ Witness names and contact details

UK: no details of the threat or the evacuation decision to the media or social media without consulting police first (ProtectUK Bomb threats s.4). NaCTSO retention period for the checklist: 7 years.

Officer signature		Supervisor signature	

COREDINATE is not affiliated with CISA, DHS, NaCTSO or Counter Terrorism Policing; they do not endorse this adaptation. Checked 24 November 2026.