



SUBJECT: Guidance on handling telephone Bomb Threats

RECIPIENTS: All Council Services (including schools)

ISSUE DATE: **REF:**

July 2012

HSB14

Would you know what to do if you received a Bomb Threat over the phone?

Although the majority of telephone calls to Lincolnshire County Council are now answered by the Customer Service Centre, where staff already receive training in dealing with telephone bomb threat calls, there are a number of offices and buildings that still receive incoming calls directly.

As part of a recent review of the Corporate Health & Safety policy, G20 – Terrorist Threat Procedures, we've introduced a "Bomb Threat" checklist which can be used by staff as a prompt to jot down important information regarding the call which may be useful to the Police.

All staff who receive incoming external calls are encouraged to familiarise themselves with G20 – Terrorist Threat Procedures and the accompanying Bomb Threat Checklist contained in Appendix D.

Please use the link below to be taken directly to G20 – Terrorist Threat Procedures.

[G20 – Terrorist Threat Procedures](#)

If you require further assistance or clarification on the subject please contact:

Your Mouchel Health & Safety Adviser (for contacts details see GEORGE section: Corporate > Information for Working > Risk Management > H&S Advisers)