

## Appendix B: Bomb Threat Checklist

### REMEMBER

- REMAIN CALM
- Keep caller talking
- DON'T HANG UP
- Gain attention of a supervisor

Time/Date call received:

Telephone number of caller (if obtainable):

Phone number call received on:

Exact wording of Threat:

### IMPORTANT QUESTIONS TO ASK

Where exactly is the bomb?

What does it look like?

What time is it going to explode?

What will make the bomb explode?

Who put the bomb there?

What kind of device is it?

Why was it put there?

When was it put there?

Where are you calling from?

Can you give me your name and contact details?

### ANALYSIS OF THE CALLERS VOICE

Australian or accent

Male, female, child, estimate age, angry, calm, obscene, giggling, other

Fast, slow, slurred distorted, distinct, stutter, lisp, other

English fluency: Good / Fair / Poor

Familiar with area?

### BACKGROUND NOISE

None, TV/radio, train, aircraft, traffic, construction, sirens, other

### YOUR DETAILS

Name:

Who did you report the call to?

What time/date did you report the call?

Your work location:

Your signature: