



9.6 Telephone Bomb Threat Checklist

Name of Policy:	Telephone Bomb Threat Checklist
Section:	WH&S
Responsibility:	All Employees
Department:	All Departments
Location:	All Offices

REMEMBER TO KEEP CALM

Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER:

DELAY: ASK CALLER TO REPEAT

Questions you should ask:

1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the bomb?
8. Why did you place the Bomb?
9. Time Bomb is set to explode?
10. Why kill or injure innocent people?

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Revision Date:	Approved By: CFO/HR	



VOICE DESCRIPTION

- Female
- Male
- Calm
- Young
- Refined
- Nervous
- Middle Aged
- Rough
- Old

OTHER DESCRIPTORS

Accent: Y/N Describe: _____

Speech Impediment: Y/N Describe: _____

Unusual phrases: _____

BACKGROUND NOISE

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Music | <input type="checkbox"/> Tape recorder |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Horns | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Whistles | |
| <input type="checkbox"/> Bells | |

ADDITIONAL INFORMATION

What line did call come in on? _____

Is the Number Listed? Y/N _____

Employee Name: _____ Signature: _____ Date: _____

For further information please contact Human Resources.

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