

## 7.2.3 Bomb Threat Checklist

### 1. Initial Actions—date:

Time of call: _____ am/pm	<b>DO NOT HANG UP—KEEP CALLER TALKING</b> <i>It may also be possible to trace the call</i>
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### 2. Exact Wording of Threat


### 3. Questions to Ask

#### BOMB THREAT

#### CHEMICAL/BIOLOGICAL THREAT

When is the bomb going to explode?		When will the substance be released?	
Where exactly is the bomb?		Where did you put it?	
What does the bomb look like?		What does it look like?	
What kind of bomb is it?		How will the substance be release?	
What will make the bomb explode?		Did you put it there?	
Did you place the bomb?		When did you put it there?	
When did you put it there?		Why did you put it there?	
Why did you place the bomb?		What kind of substance is in it?	
		Is the substance a powder, liquid or gas?	
What is your name?			
Where are you?			
What is your address?			

### 4. Listen For

VOICE	accent / impediment / tone / speech / diction / manner
LANGUAGE	polite / incoherent / irrational / taped / read out / abusive
NOISES	traffic / voices / machinery / music / noises on the line / local call / STD
OTHER	gender of caller / estimated age

### 5. After the Call: REPORT TO COORDINATOR IMMEDIATELY and CALL THE POLICE

Note the time at the end of the call: _____ am/pm
Name of recipient (print): _____
Signature: _____ date: _____

## References

Federation University Bomb Threat Checklist, [https://policy.federation.edu.au/forms/Bomb\\_Threat\\_Checklist.pdf](https://policy.federation.edu.au/forms/Bomb_Threat_Checklist.pdf)

Emergency Management Services Bomb Threat Checklist, <https://www.ems.edu.au/images/pdf/EMS-Bomb-Threat-Checklist-V-1.1.pdf>

<b>DATE DEVELOPED</b>	<b>DATE RATIFIED</b>	<b>DATE REVIEWED</b>	<b>DATE RATIFIED</b>
August 2018	August 2018	September 2021	October 2021
		October 2023	November 2023
		November 2025	November 2025