

This form relates to OHS Procedure – [Incident and Emergency Management](#)

1 Initial Actions

Date of call:	Time of call start:	AM/PM
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2 Exact Wording of Threat

3 Questions to Ask

Bomb Threat

When is the bomb going to explode?	
Where exactly is the bomb?	
What does the bomb look like?	
What type of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
When did you put it there?	
Why did you place the bomb?	

Chemical/Biological Threat

When will the substance be released?	
Where did you put it?	
What does it look like	
How will the substance be released?	
Did you put it there?	
When did you put it there?	
Why did you put it there?	
What kind of a substance is in it?	
Is the substance a powder, liquid or gas?	

4 Listen for

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

5 After the Call

Note the time of the end of the call:	AM/PM
Name of recipient (print):	
Signature:	Date:

Don't hang up, it may be possible to trace the call

Use another phone to call your Campus' Emergency Phone Number immediately:

- ***Ballarat, Berwick, Gippsland: dial 1800 333 732 (1800 FED SEC)***
- ***Brisbane and Wimmera: dial 000***