

IF YOU RECEIVE A TELEPHONE BOMB THREAT

1. **REMAIN CALM.** Remember, bomb threats addressed to government buildings are normally intended to disrupt operations.
2. Without alerting the caller, indicate to a co-worker that you are receiving a telephone bomb threat and that you want them to initiate a telephone trace.
3. Attempt to persuade the caller to tell you:
 - a) when the alleged bomb will go off;
 - b) where the bomb is located;
 - c) what kind of bomb is it;
 - d) how big is the bomb;
 - e) is there a possible way to identify it; and
 - f) what kind of container is it.
4. Note any identifying characteristics of the caller such as:
 - a) gender;
 - b) accent;
 - c) speech pattern;
 - d) age;
 - e) background noises;
 - f) other characteristics which may assist in identifying the caller.
5. Report the threat immediately to the Building Control Centre using a red emergency telephone or by calling the number 992-1150.
6. Complete a Bomb Threat Check List form as soon as you have reported the threat and submit it immediately to the Chief Building Emergency Officer, Regional Security Division (ISRG).