

Bomb Threat

When a Bomb Threat is Received:

- Listen. DO NOT interrupt the caller.
- Be calm and courteous.
- Obtain as much information as possible.
- After the call has ended, hang up, wait a few seconds, then dial * 57 to trace the location of the caller. Follow the instructions. Results of the call trace will be given to the police.

Questions to Ask:

- What time will the bomb explode?
- What does it look like?
- Where is it?
- Where are you calling from?
- Why did you place the bomb?
- What is your name?

Record Information

Record as much information as possible such as:

- Date, time, duration of call;
- If you can determine the sex;
- Estimated age;
- Accent and/or voice description including whether speech was fast, slow, nasal, lisp, etc.;
- Manner, whether calm, emotional, vulgar, etc.;
- Any background noises;
- Did the caller seem familiar with the area.

Immediately after the caller hangs up, contact the Calgary City Police Department at “911” and relay all information collected. The vital information should be then reported to Tillyard Management Inc. at 531-3666 or security at 403-531-3665.

Evacuate the building removing all personal belongings and follow proper evacuation guidelines.