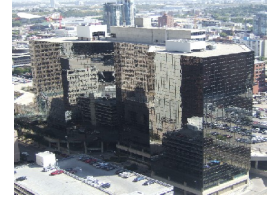


BOMB THREAT



When a bomb threat is received:

Listen carefully and remain calm.

Do not interrupt the caller.

Attempt to keep the caller talking.

Obtain as much information as possible using the questions on the attached “Bomb Threat Response” form (more copies of this form are available from Property Services). Ask as many questions as possible on the checklist and take down the information.

Do not hang up or disconnect your telephone, even after the caller hangs up.

Contact your immediate supervisor.

Use another telephone line to:

Call **9-1-1** and report everything to the Police;

Call Gulf Canada Square Security at: **403-221-1160**.

Return to your desk. Wait for further instructions.

Remain calm and do not cause any panic by alarming anyone else. The Police, security, maintenance and management personnel will be dispatched immediately to your area and they will decide what course of action is appropriate.

Should a search of your floor and or immediate location be necessary, it is advised to keep your location tidy so you may be able to identify any unusual objects or packages in the location. Remember, no one knows your area and what belongs better than you.

TELEPHONE BOMB THREAT CHECKLIST

CALLER'S VOICE:

BACKGROUND SOUNDS:

<input type="checkbox"/> Calm	<input type="checkbox"/> Crying	<input type="checkbox"/> Deep	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory Machinery
<input type="checkbox"/> Angry	<input type="checkbox"/> Normal	<input type="checkbox"/> Ragged	<input type="checkbox"/> Children	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Excited	<input type="checkbox"/> Distinct	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Rapid	<input type="checkbox"/> Nasal	<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter	<input type="checkbox"/> Disguised	<input type="checkbox"/> Household Noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Loud	<input type="checkbox"/> Lisp	<input type="checkbox"/> Accent	<input type="checkbox"/> Motors	<input type="checkbox"/> Booth
<input type="checkbox"/> Laughter	<input type="checkbox"/> Raspy	<input type="checkbox"/> Familiar	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Other _____

If voice is familiar, whom did it sound like?

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What will cause it to explode?

Did you place this bomb?

Why?

What is your name?

EXACT WORDING OF THREAT:

THREAT LANGUAGE

<input type="checkbox"/> Well spoken / educated	<input type="checkbox"/> Incoherent	Sex of Caller:	Approximate Age:
<input type="checkbox"/> Taped	<input type="checkbox"/> Foul	Length of Call (Minutes):	
<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by threat maker	Phone # at which call was received:	
		Date:	Time:

REPORT CALL IMMEDIATELY TO SECURITY

TELEPHONE: (403) 403-221-1160

Call received by:

Phone #:

Company:

Room #:

