

Emergency Management Plan

for

Cardinia Primary School



March 2011

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1. In Case of Emergency

Incident Occurs	CALL	000
	CONTACT	Contact DEECD Emergency & Security Management Unit (ESMU) on * and the Emergency Management Coordinator at your regional office on * or *.

Advise	<u>WHO</u>	✓ ✓	The number and name/s of persons involved. Name of the person reporting the emergency/critical incident.
	<u>WHAT</u>	✓	The nature of the emergency/critical incident.
	<u>WHEN</u>	✓	The time you became aware of the emergency/critical incident.
	<u>WHERE</u>	✓	The location of the emergency/critical incident and contact phone numbers if the emergency is away from the school.

Report	✓	Verify all details of reportable incidents on receipt of the IRIS incident report forwarded to the school.
	✓	Follow EduSafe guidelines for non-student related reportable injuries: www.education.vic.gov.au/hr/ohs/edusafe
	✓	Follow WorkSafe guidelines for school-related reportable injuries
	✓	Details relating to DEECD Incident Reporting Requirements can be found under Section 6.15.1 of the Victorian Government Schools Reference Guide.

2. DEECD Regional and Central Office Numbers

Group	Phone Number	Contact Name
Regional Office		
Regional Director		
Emergency Management Coordinator		
Regional Network Leader		
Assistant Regional Director Regeneration (Emergency Management)		
Assistant Regional Director Early Childhood and Youth Services		
Manager Quality Improvement Learning and Transition		
Regional Student Support Services		
Children's Services Advisor		
Central Office		
DEECD Media Unit		
Emergency & Security Management Unit		
Employee Health Unit		

3. Emergency Numbers and Key Contacts

Group	Phone Number	
Police	Life-threatening or time critical emergency	000
	Non-life threatening incident	000
	Pakenham Police Station	(03) 5945 2500
Ambulance	000	
Fire Services Authority – CFA	000	
State Emergency Service (SES)	132 500	
Hospital	Casey Hospital (Berwick)	(03) 8768 1200
	Dandenong Hospital	(03) 9554 1000
	West Gippsland Hospital (Warragul)	(03) 56 23 0611
Gas	Origin (LP Gas)	1800 808 526
Electricity	TRU Energy (Faults & Emergencies)	133 466
Water Corporation	South East Water (Water Faults – 24 hrs)	132 812
Department of Human Services (Regional Office)	Dandenong	(03) 9213 2111
Department of Human Services – Child Protection	Dandenong	1300 655 795
	After Hours Service (Statewide)	131 278
Local Government	Cardinia Shire Council	1300 787 624
Environment Protection Authority (EPA)	(03) 9695 2722	
DEECD Regional Office	Southern Metropolitan Region	(03) 9794 3555
Emergency Management Services Unit (ESMU)	(03) 9589 6266	

4. Emergency Contact Information – School Personnel

Role	Name	Phone Number (Daytime)	Phone Number (Mobile)	Phone Number (After Hours)
Principal	Allan Armstrong			
Assistant Principal/ Grade 6 Teacher	Trudie Esler			
Prep Teacher	Liz Alderson			
Prep Teacher/OHS Staff Representative	Jodie Mattingley			
Grade 1 Teacher	Michelle Polley			
Grade 1 Teacher	Kirrilee Cruse			
Grade 2 Teacher	Kasey Edwards			
Grade 2 Teacher	Nathan White			
Grade 3 Teacher	Courtney Esler			
Grade 3 Teacher	Hayley Stapley			
Grade 4 Teacher	Rebecca Kerslake			
Grade 4/5 Teacher	Chris Briginshaw			
Grade 5 Teacher	Jess Dart			
Computer Teacher	Michelle Henson			
Art Teacher	Emma Parker			
Music Teacher	Judy Young			
Library Teacher	Anne Preston			
Teacher Support	Jane Wood			
Integration Support	Kaye Armstrong			
Integration Aide	Deb Buxton			
Integration Aide	Rhonda Esler			
Integration Aide	Tory Moloney			

Role	Name	Phone Number (Daytime)	Phone Number (Mobile)	Phone Number (After Hours)
Integration Aide	Sophie Ferrari			
Integration Aide	Melissa Powell			
Integration Aide	Lisa Riddington			
Reading Recovery Teacher	Carmel Van Diepen			
Library Assistant	Louise Bonney			
Office Manager	Virginia Smith			
Office Assistant	Yvonne Everitt			
Administration Support	Paula Fleming			
Chaplain	Deb Beales			
SPA Program	Tracy Orchard			
School Council President	Scott Sheppard			
Playgroup Co-ordinator	Anita Gelley			

5. Facility Profile

Facility Profile Summary	
Name of Facility Cardinia Primary School	Hours of Operation: Monday to Friday – 8.00am – 6.00pm
Facility Address 2405 Ballarto Road, Cardinia	No. of Children: 245
Facility Phone (03) 5998 8323	No. of Children with Disabilities: 6
Facility Fax (03) 5998 8474	No. of Staff: 27
After Hours Emergency Contact Name: Allan Armstrong (Principal) Phone:	No. of Classrooms: 6
	No. of Portables: 13

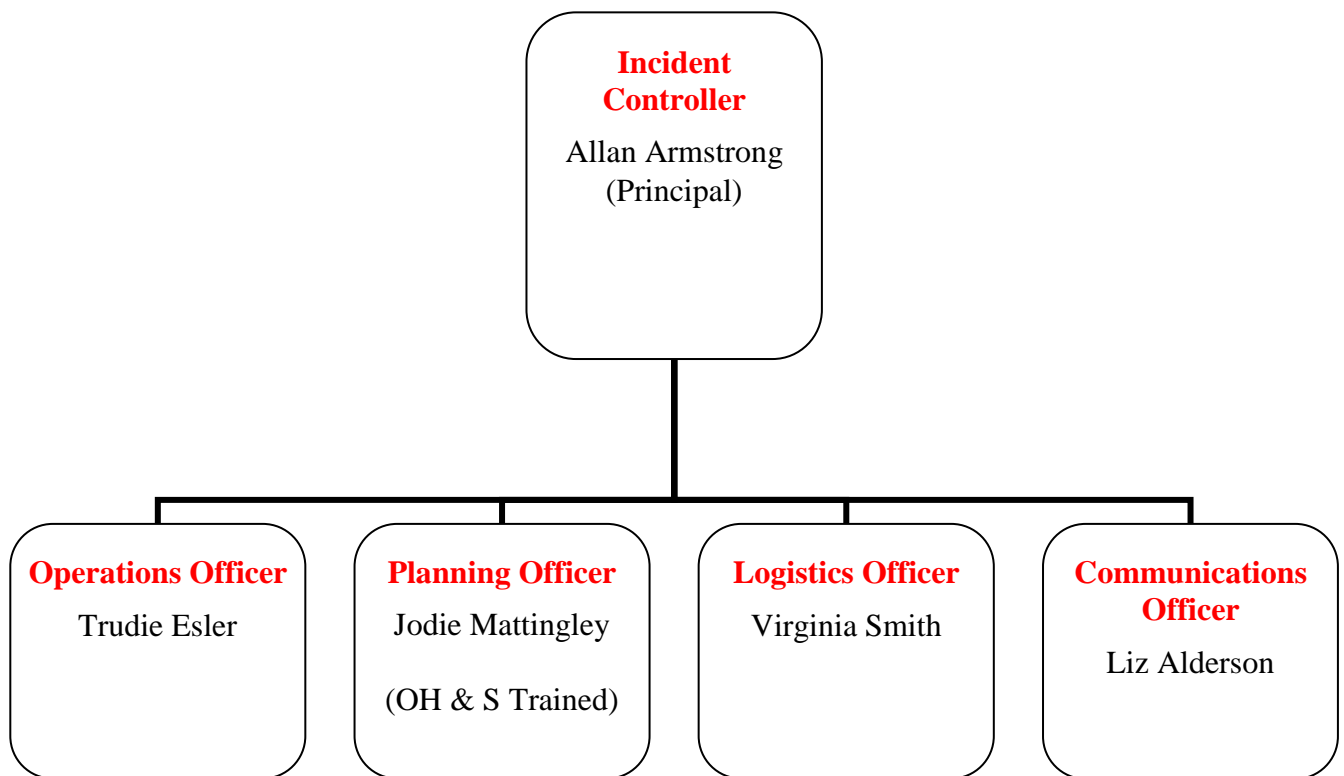
Personnel Information			
Position	Name	Office Phone	Mobile Phone
Principal	Allan Armstrong		
Assistant Principal	Trudie Esler		

Building Information		
Alarms		
Type	Location	Shutoff Instructions
Fire Alarm (Klacker)	Underneath the PA system in the Office - PA system is on the platform, immediately behind the entrance door	Stop winding!
Intrusion		
Telephones		
Location	Type	
Office	Commander System	
Principal's Office	Commander System	
Staff Room	Commander System	
Utilities		
Type	Location	Shutoff Instructions
Bulk Gas Cylinder	In wire cage on Cardinia Road, just behind playground	Valve located on top of cylinder
Bulk Gas Cylinder	In wire cage on Cardinia Road, just behind playground	Valve located on top of cylinder
Tank Water Pump House	Next to concrete tanks	Valves located inside pump house
Main Switchboard	Opposite sliding window of Office	N/A
Technology Room Switchboard	Near pole directly opposite canteen window	N/A
Library Switchboard	Just inside main door	N/A

6. Priority Risks Schedule

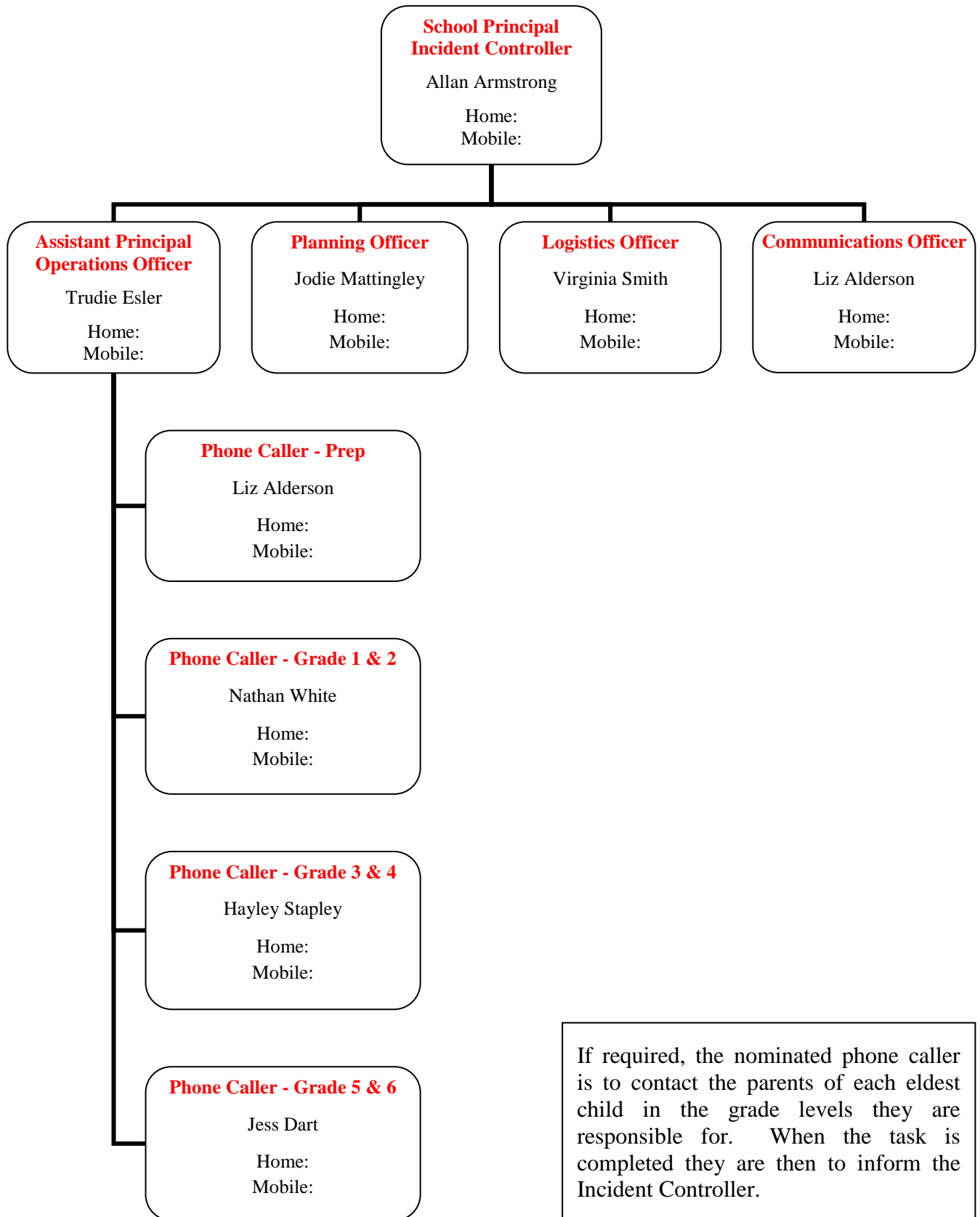
Priority	Hazard Specific Risks
Very High	<ul style="list-style-type: none">• Child Injury
High	<ul style="list-style-type: none">• Snake• Bushfire• Internal Fire and Smoke• Off-Site Emergency
Moderate	<ul style="list-style-type: none">• Severe Storm• Vehicle Incident• Flooding• Irate Parent• Earthquake• Bomb Threat• Death of Teacher/Parent/Child
Low	<ul style="list-style-type: none">• Stray Dog/Other Animal• Pandemic and Communicable Diseases• Criminal Incident• Plane Crash

7. Incident Management Team

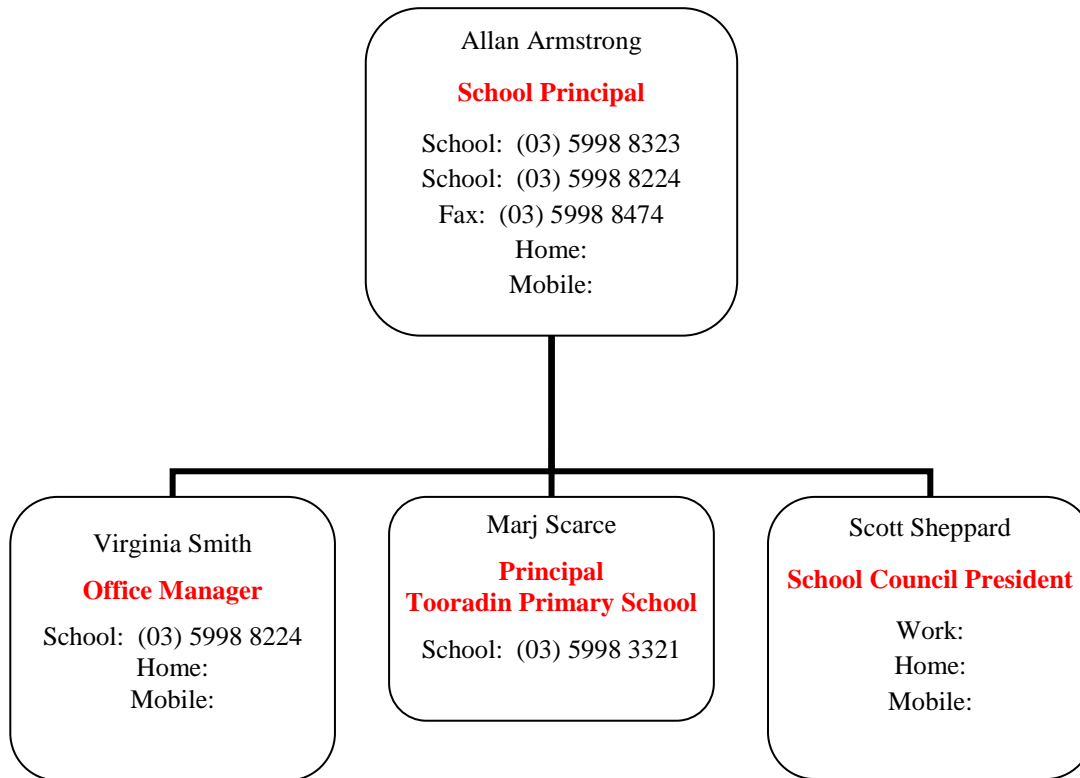


IMT Member	Tasks	Name of Staff Member & Contact Details	Name of 'Back Up' Staff Member & Contact Details
Incident Controller	In charge of overall management of emergency situation	Allan Armstrong	Trudie Esler
Communications Officer	All media/internal and external information management/will be supported by regions/DEECD media unit	Liz Alderson	Hayley Stapley
Operations Officer	Student care/ensuring adherence to school protocols, procedures	Trudie Esler	Jess Dart
Planning Officer	Collects and evaluates information related to development of incident/status of resources	Jodie Mattingley	Chris Briginshaw
Logistics Officer	Responsible for securing materials, resources, services, additional staff	Virginia Smith	Nathan White

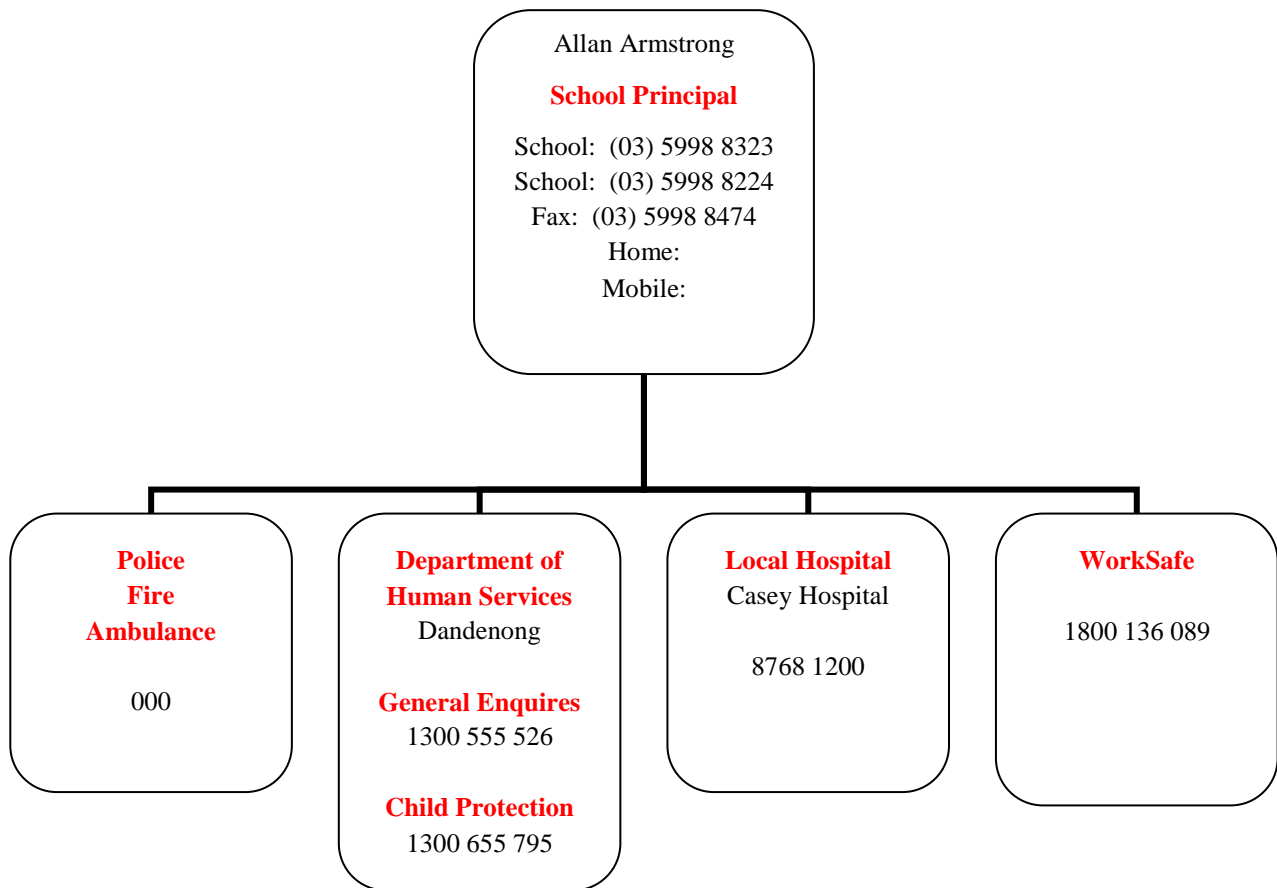
8. School Communication Tree



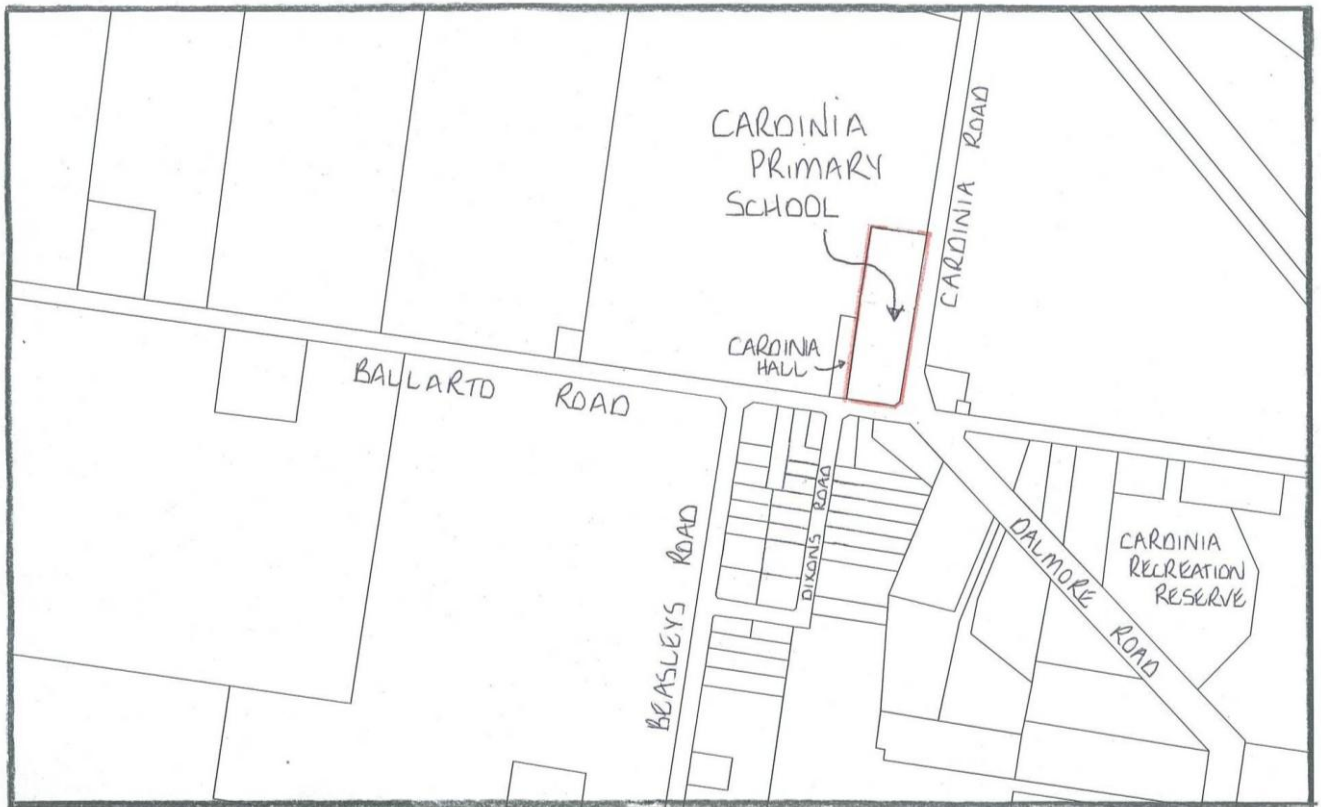
9. Administration and Support Communication Tree



10. Essential Services Communication Tree

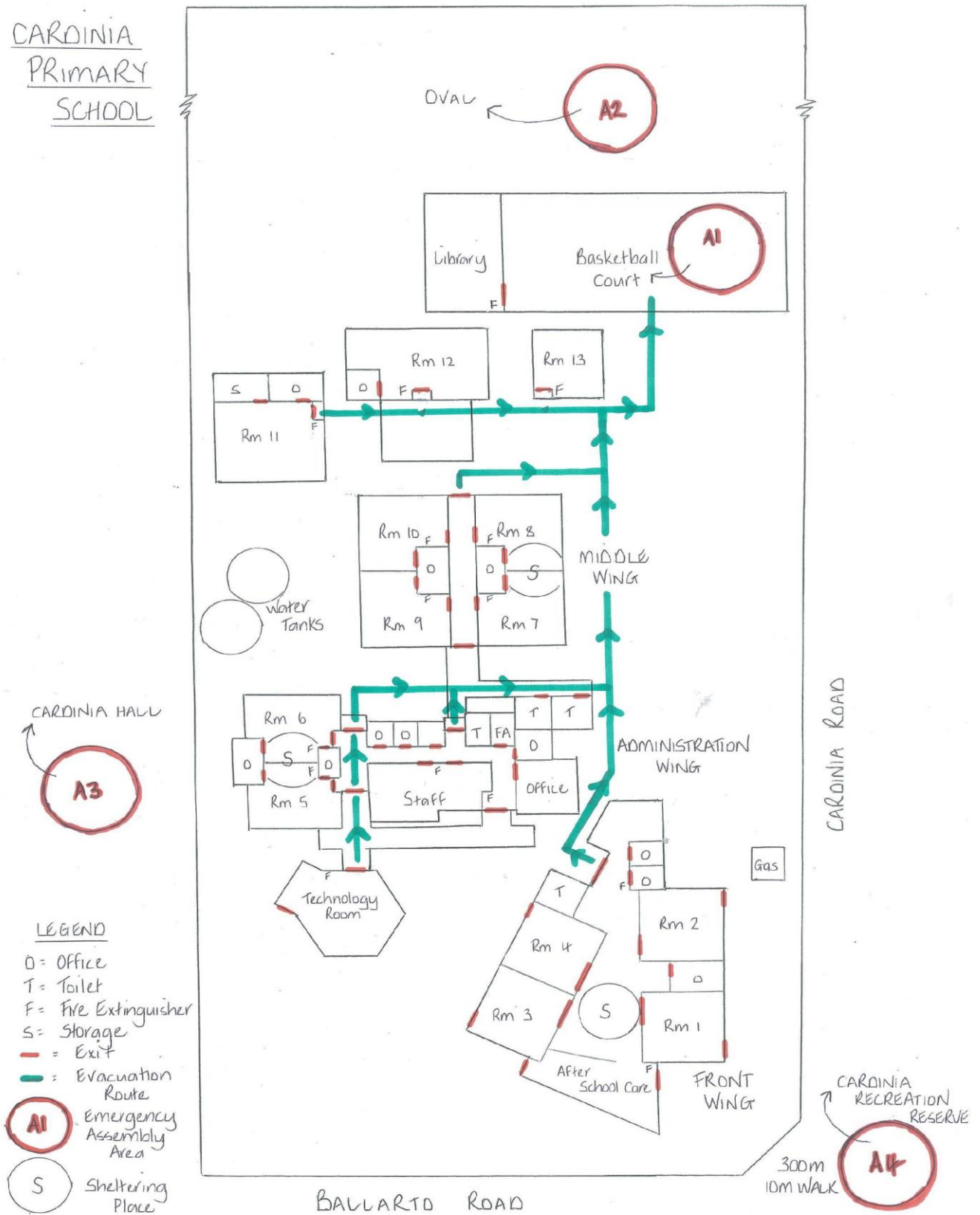


11. Area Map



12. Site Plan

CARDINIA
PRIMARY
SCHOOL



13. Emergency Management Plan

Emergency Assembly Areas

Option	Location	Notes
1	Basketball Court and adjoining Resource Room	Grades line up in grade order, facing Ballarto Road, with Preps closest to Cardinia Road
2	Oval	Only if conditions are suitable. Grades line up in grade order front of the goal posts, facing Ballarto Road, with Preps closest to Cardinia Road.
3	Cardinia Public Hall (OFF-site)	Has toilet facilities and water and is easily accessible from the school. Key is kept in Office.
4	Cardinia Recreation Reserve(OFF-site)	Has toilet facilities and water. Not suitable in a bushfire – oval is surrounded by Cyprus trees and students would have to cross major roads in dangerous circumstances

Evacuation Procedures

What is the Evacuation alarm?

In the event that evacuation is required, the alarm will be raised by the sound of a klacker (sounds like a duck) which will be used by the Principal, Acting Principal or Office staff.

Staff Instructions for Evacuation during Teaching Time

Classroom Teacher

1. Line children up in an orderly fashion at the door.
2. Take the class roll and any adrenaline auto-injection device with you.
3. Shut the door upon exiting the room.
4. Follow the coloured map located near the door of the classroom to the emergency assembly area.
5. At the emergency assembly area, take the roll and ensure all children are accounted for.
6. Report to the Incident Controller any children who are missing or that the entire grade is accounted for.

Other Staff in the Front Wing

1. Check rooms in the Administration Wing for children. Shut any doors you may come through.

-
2. Take any children with you to the emergency assembly area. Follow the coloured map located near the door of the classroom.
 3. Ensure the children with you are taken to their class teacher.
 4. Assist class teachers at the emergency assembly area and undertake any duties as directed by the Incident Management Team.

Other Staff in the Administration Wing

1. Check rooms in the Administration Wing for children. Shut any doors you may come through.
2. Take any children with you to the emergency assembly area. Follow the coloured map located near the door of the classroom.
3. Ensure the children with you are taken to their class teacher.
4. Assist class teachers at the emergency assembly area and undertake any duties as directed by the Incident Management Team.

Other Staff

1. Take any children with you, or in the same area as you, to the emergency assembly area. Follow the coloured map located near the door of the classroom.
2. Ensure the children with you are taken to their class teacher.
3. Assist class teachers at the emergency assembly area and undertake any duties as directed by the Incident Management Team.

Office Staff

1. Make phone call to 000 as soon as the klaker sounds – if safe to do so.
2. Take the Red Folder and visitor and student sign in/out book to the assembly area.
3. Ensure all visitors are accounted for and that classroom teachers are aware of any students that have been signed in/out during the day.

Staff instructions for Evacuation before school, recess and lunchtime

Staff on Yard Duty

1. Yard Duty Teachers direct children to calmly walk to the emergency assembly area and thoroughly check their area for any children who are still there, including in buildings if safe to do so.
2. Once all children are moving towards the emergency assembly area, if safe to do so, collect roll from classroom and meet class at the emergency assembly area.
3. At the emergency assembly area, take the roll and ensure all children are accounted for.
4. Report to the Incident Controller any children who are missing or that the entire grade is accounted for.

Other Staff

1. If safe to do so, collect roll from classroom and move towards emergency assembly area as quickly as possible.

-
2. Senior staff member at the emergency assembly area will have to take charge and use other staff as they arrive, to assist children to line up in their grades.

Office Staff

1. Make phone call to 000 as soon as the klaker sounds – if safe to do so.
2. Take the Red Folder and the visitor and student sign in/out book to the emergency assembly area.
3. Ensure all visitors are accounted for and that classroom teachers are aware of any students that have been signed in/out during the day.

Lock Down Procedures

What is a Lock Down?

It is the school version of a situation that may happen at home when the Police tell everyone to stay in their homes, out of sight with the doors locked because there is something dangerous happening. In school it means staying inside the buildings out of sight and lock the doors and windows. Stay very quiet until the danger has passed.

What is the Lock Down alarm?

In the event that a lockdown is required, the alarm will be raised by an ‘alert’ electronic siren through the PA which will be used by the Principal, Acting Principal or Office staff.

How do we go into Lock Down during Teaching Time?

1. The classroom teacher locks the door (makes it hard to open with a chair or other furniture if it can’t be locked from inside).
2. PE classes outside go to the nearest classroom/sheltering place.
3. Everyone gets out of sight of people outside and stop talking.
4. Stay calm and quiet until the all clear is given by the Incident Controller on the loud speaker.
5. Students out of the classroom – go into the nearest classroom/sheltering place and give your name to the teacher.
6. Teacher takes roll – writes down names of any additional students present.
7. If possible, phone, text or e-mail the Office Manager with names of students and staff present.

Staff instructions for Lock Down during Teaching Time

Classroom Teacher

1. Lock/bolt the door (make it hard to open with a chair or other furniture if it can’t be locked from inside).
2. Close blinds/curtains if available.
3. Ensure all are quiet and out of sight – check roll – list those present.
4. Phone, if possible, names of those present and absent to Office or email the Office Manager.
5. Maintain situation until all clear given by Principal or Acting Principal on speaker.

Staff not in classroom in Administration wing

1. Non-teaching staff in the Administration wing are to go to the staff room.
2. The senior staff member present takes charge and allocates duties as follows:
 - i) Lock and control doors – front x 2, rear x 2.
 - ii) Assist Office Manager with absence lists and checking.
 - iii) Assist classroom staff in Administration wing.
3. Other adults on site are to go to nearest designated sheltering place and assist as directed by teacher in charge.

Staff not in Administration wing

1. In Middle wing and Library, senior staff member takes charge and allocates jobs.
2. Lock/bolt the door (make it hard to open with a chair or other furniture if it can't be locked from inside).
3. Close blinds/curtains if available.
4. Assist with classroom management and communication with Office.
5. If in an isolated area stay there, lock the door, contact the Office and tell them your name and place.

Office Staff

1. Make phone call to 000 as soon as the alarm sounds – if safe to do so.
2. Receive calls from staff. Account for students and visitors using either the A-Z list or classroom list.

How do we go into Lock Down before school?

Students, staff and adults at school already or arriving are to go to the nearest designated sheltering place – either in the Front wing, Administration wing or Middle wing. Give your name to a teacher inside. Stay quiet and out of sight from outside.

Staff instructions for Lock Down before school

There is going to be a rush of people from outside to inside which has to be controlled. We will marshal people to three designated sheltering areas – Front wing, Administration wing and Middle wing. Senior staff member in each designated sheltering area is to take charge and using the assistance of any other staff members, compile a list of names of all staff and children present. Phone or e-mail this information through to the Office.

How do we go into Lock Down at recess or lunch?

Students, staff and parents go to the nearest designated sheltering place – either in the Front wing, Administration wing or Middle wing. Give your name to a teacher inside. Stay quiet and out of sight from outside.

Staff instructions for Lock Down at recess or lunch

There is going to be a rush of people from outside to inside which has to be controlled. We will

marshal people to three designated sheltering areas – Front wing, Administration wing and Middle wing.

- a) Yard Duty staff are responsible as follows:
 - i) Area A (Front of School) - control main entry to Front wing.
 - ii) Area B (Middle of School) - control main entry to Administration wing.
 - iii) Area C (Rear of School) – control entry points to Middle wing.
- b) Office staff – Same job as before.

Lock Out Procedures

What is a Lock Out?

A Lock Out is a procedure used when an internal and immediate danger is identified and it is determined that children should be excluded from buildings for their safety. It may also mean that students need to be excluded from the school site for their safety.

What is the Lock Out alarm?

In the event that a Lock Out is required, the alarm will be raised by an ‘evacuation’ electronic siren through the PA which will be used by the Principal, Acting Principal or Office staff.

How do we implement a Lock Out?

If the Lock Out is required, but the threat is such that students will still be safe on the school property, then the Evacuation procedures should be followed. In addition to the Evacuation procedures, staff members should ensure that all windows and doors in their classroom are locked, and the senior staff member in each wing should ensure that all students have exited the building and all external doors are locked. A roll call should be taken by the classroom teacher at the emergency assembly area.

If the Lock Out is required before school, at recess or at lunchtime, then the yard duty teachers should sweep all buildings located in their area and direct all students to leave the building. Any staff members should be directed to ensure that windows and doors are locked. On the alarm sounding all other staff members should return to their classrooms to assist the yard duty teachers in this procedure, thereby allowing the yard duty teachers to return outside to direct all students to the emergency assembly area. A roll call should be taken by the classroom teacher at the emergency assembly area.

14. Incident Controller Process and Checklists

Evacuation

1. Senior person on site takes charge and decides who does what (activate your Incident Management Team and Emergency Management Plan).
2. Call 000.
3. Inform Emergency Services of the nature of the emergency (i.e. “There is smoke in the building”).
4. Seek advice from ESMU and your Regional Office.
5. If the decision to evacuate is made, using all available staff/volunteers calmly move/carry/walk the children out of the building to your pre-determined **Emergency Assembly Area** if this is the evacuation option.
6. Take the Emergency Kit/First Aid Kit.
7. Once at the Emergency Assembly Area have staff take the class roll and ensure all children are accounted for. Have this information reported back to you.
8. Call 000 and inform them of your location at the Emergency Assembly Area.
9. Focus on the safety and well-being of staff and children.
10. Wait for Emergency Services to arrive or for further information.

OFF-site Evacuation Plan

The roles of school personnel in an OFF-site evacuation will be the same as those in an ON-site evacuation. After an OFF-site evacuation the school site may need to be inspected or cleared by relevant authorities before people return to the site.

Steps for OFF-site Evacuation

1. Principal (Incident Controller) assesses the situation and seeks advice from:
 - Regional Office;
 - ESMU; and
 - Fire and Emergency Services agencies.

More information can also be obtained from:

- CFA website: <http://www.cfa.vic.gov.au>
- DSE website: <http://www.dse.vic.gov.au>
- Victoria Police website: <http://www.police.vic.gov.au>
- VicRoads website – <http://www.vicroads.vic.gov.au>

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- Bureau of Meteorology website – <http://www.bom.gov.au> (flooding and severe weather events)
 - Victorian Bushfire Information Line: 1800 240 667
 - ABC Radio – AM774
2. Any evacuation off-site will need to be made on foot as no transport is available (public or private) unless arranged by the relevant authority.
 3. Careful consideration will have to be given to how students will cross Ballarto Road, especially in an emergency situation.

Actions during a Lockdown

To do during lockdown	Completed ✓
Liaise with staff, other agencies and the Region in considering a lockdown.	
Activate lockdown using the predetermined activation signal.	
Advise Victoria Police and other appropriate emergency service agencies.	
Advise ESMU on 24/7 hotline.	
Activate the Incident Management Team (to plan further actions and enact the response plan).	
Allocate responsibilities.	
Collect emergency kit.	
Guide visitors to safety.	
Divert parents and returning groups from the school.	
Ensure a telephone line is kept free.	
Keep public address system free.	
Secure external doors and entrances.	
Keep main entrance as the only entry point. This entrance must be constantly monitored and no unauthorised people allowed access.	
If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel.	
Ascertain (as possible) if all children, staff and visitors are accounted for.	
Record some details of actions undertaken and times (use the Post-Emergency Record from Appendix A).	
Await de-activation advice from Emergency Services personnel (if appropriate).	

Actions after a Lockdown

Actions to de-activate and immediately following a lockdown	Completed ✓
Confirm with Emergency Service personnel that it is safe to de-activate lockdown.	
Determine whether to activate the parent re-unification process.	
Determine if there is any specific information staff, children and visitors need to know (e.g. areas of facility to avoid or parent re-unification process).	
De-activate lockdown using the predetermined de-activation signal.	
Advise staff, children and visitors of any specific information they need to know.	
Ensure any children, staff or visitors with medical or other needs are supported.	
Print and issue pre-prepared parent letters and give these to children to take home	
Advise the ESMU that the lockdown is over.	
Seek support from the Regional EM Coordinator as required.	
Brief staff on the incident.	
Ensure all personnel are made aware of Employee Assistance Program contact details.	
Prepare and maintain records and documentation.	
Follow up with any children, staff or visitors who need support.	
Undertake operational debrief to review the lockdown and procedural changes that may be required.	
Actions (Follow Up)	Completed ✓
Signature:	

15. Children and Staff with Special Needs

A list of students with special needs is attached as Appendix E.

A booklet with Medical Alerts/Special Needs and Action Plans is located in the First Aid Room.

A copy is also placed in the Emergency Kit, which is located in the First Aid Room.

16. Eldest Child Contact List

A contact list for the eldest child from each grade level is attached as Appendix F.

A copy is also placed in the Emergency Kit, which is located in the First Aid Room.

17. Facility Emergency Drills/Training Schedule

Months	Training Event	Person Responsible	Date(s) Completed
January February	Staff training on Emergency Management Plan	Principal	
March April	Table Top Exercise Evacuation Drill	Principal	
May June	Lock Down Drill Lock Out Drill	Principal	
July August	Staff review of Emergency Management Plan	Principal	
September October	Surprise Evacuation Drill	Principal	
November December	Surprise Lock Down Drill Check Communication Trees	Principal	

18. Distribution List

Date	Name/s	Amendments Made

Appendix A – Post-Emergency Record

Facility	
Date	
Time of Notification	
Name of Person Taking the Call	
Position	
Name of Person Reporting the Incident	
Contact Telephone Number	
Details	
Immediate Action	Incident Controller notified Yes <input type="checkbox"/> No <input type="checkbox"/> Time:
	Other Staff notified Yes <input type="checkbox"/> No <input type="checkbox"/> Time:
	Emergency Services notified Yes <input type="checkbox"/> No <input type="checkbox"/> Time:
	Region and ESMU notified Yes <input type="checkbox"/> No <input type="checkbox"/> Time:
Major Activities	
Issues	Operational Debriefing required Yes <input type="checkbox"/> No <input type="checkbox"/> Date/Time:
	Person Responsible to organise Debriefing:
	Confirmation of Operational Debriefing Date/Time:
Issues for Follow Up Action	
Signature	Date

Appendix B – Emergency Management Plan Exercise Record

Date Exercise Completed	
Name of Person Completing this Record	
Area of Emergency Management Plan Tested by Exercise	
Names of Staff Involved in Exercise	

Item	Yes ✓	No ✓
Were Emergency Services briefed on the exercise prior to the exercise being started?		
If yes, who was briefed?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Was the Emergency & Security Management Unit notified promptly (if appropriate)?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		

Item	Yes ✓	No ✓
Was a roll call conducted for:		
Children?		
Staff?		
Visitors?		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Was the emergency service given the correct information?		
Did anyone re-enter the premises before the “all-clear” was given?		
Did anyone refuse to leave the building/site? If yes, see attached list for name and reason. To be followed up.		

Appendix C - Emergency Kit Checklist

Keep the Emergency Kit in a designated, easily accessible place. The Logistics Person in your Incident Management Team is responsible for making sure the contents are complete. Updated printouts of class attendance rolls must also be available.

Emergency Kit Inclusions	✓
Class Lists	
Children and Staff with Special Needs List	
Staff List	
Eldest Child Contact List	
Traffic Safety Vests	
Keys	
Standard portable First Aid kit with bandages, Savlon & antiseptic wipes	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery powered radio	
Copy of Emergency Management Plan	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	

Appendix D – Bomb Threat Checklist

Call Taker	Call Taken	
Name:	Date:	Time:
Telephone No.:	Duration of the call:	
Signature:	Number of the caller:	

Questions	Responses
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

Bomb Threat Checklist Continued

Characteristics of the Caller	
Sex of Caller	
Estimated Age	
Accent (if any)	
Speech impediments	
Voice (loud, soft, etc.)	
Speech (fast, slow, etc.)	
Dictation (clear, muffled, etc.)	
Manner (calm, emotional, etc.)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

Language		
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller	

Background Noise		
<input type="checkbox"/> Music	<input type="checkbox"/> Local Call	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call	
<input type="checkbox"/> Aircraft		