

Checklist for reporting suspicious behaviour

NOTE THE BASICS:

- Who did you see?
- What did you see?
- Where did you see it?
- When did you see it?
- Why was it suspicious?

LOOK FOR PERSONAL CHARACTERISTICS:

- sex
- age
- race
- height
- weight
- build
- hair
- complexion
- accent
- other features e.g. tattoos, scars
- clothing
- weapons
- method of transport.

LOOK FOR VEHICLE CHARACTERISTICS:

- numberplate
- colour
- make and model
- body type
- passengers
- damage or other unusual markings.

WHEN IDENTIFYING SUSPICIOUS PACKAGES/OBJECTS, NOTE:

- colour, smell, shape
- wrapping and labelling
- postage, origin and return address
- spelling on any labels
- weight
- noises
- securing material e.g. tape, string
- protruding wires or tinfoil.

RECEIVING TELEPHONE THREATS:

1. Stay calm.
2. Don't panic or make return threats.
3. Write down as much detail as you can.
4. Listen carefully for any clues about the caller.
5. Ask the caller for more information about the threat.
6. Try to keep the caller talking for as long as possible.
7. Try and get a co-worker to call police without alerting the caller.
8. Once the call is finished, DON'T hang up the phone.
9. Ensure you've written down as much as possible.
10. Tell your supervisor and report the threat to police immediately – don't use the same phone if possible.

Port Security - 1800 723 114

Further resources available at www.portbris.com.au