Indicators and Threat Checklist

Suspicious packages and letters can come in a variety of shapes and sizes and may appear to be harmless. Certain characteristics of mail or packages could lead the recipient to become suspicious of the item.

**Characteristics of Suspicious Letters and Packages**

- Computer generated label on letters; handwritten addresses on packages
- Excessive postage; non-cancelled postage
- Generic or incorrect title
- Lopsided and uneven
- Misspelled words
- Missing or unknown return address; nonsensical return address
- Oily stains
- Protruding wires
- Restrictive markings; handwritten notes
- Sealed with tape; excessive tape
- Unknown powder or substance

**How Should I Handle A Suspicious Letter or Package?**

- Do not touch, move, or open.
- Stay in the immediate area unless explosives are detected or signs or symptoms of exposure develop. If the item indicates it contains an explosive, evacuate the area.
- Notify your immediate supervisor.
- Isolate the letter or package and close off the area.
- Wash your hands with soap and water.
- List all persons who touched the item.
- Segregate exposed employees.
- Follow established procedures.

For Further Information
www.ready.illinois.gov
BOMB THREATS

Although most bomb threats are received by telephone, some can be received electronically (e-mail or text message), through written or verbal communication, or posted to social media or internet sites. All threats should be taken seriously, and as much information as possible should be captured.

### Threats Made By Phone
- Remain calm.
- Listen carefully.
- Alert someone you are receiving a bomb threat.
- As long as there is no immediate threat, keep the caller on the line as long as possible to collect information.
- Immediately call 911 after the threat if another person has not already done so.

### Electronic Threats
- Preserve the information.
- Make a hard copy of the information.
- Immediately notify a supervisor.
- Call 911.

### Handwritten Threats
- Handle the note as minimally as possible.
- Call 911.

### Bomb Threat Checklist

| Date: ________________________________________________ | Time received: ________________________________ |
| Phone number called: ____________________________ | Person receiving call: ____________________________ |

### Questions to Ask Caller

| Where is the bomb? ________________________________ |
| When will it go off? ________________________________ |
| What kind of bomb is it? __________________________ |
| What does the bomb look like? ______________________ |
| What will make it explode? _________________________ |
| Did you place the bomb? ___________________________ |
| Why? ________________________________________________ |
| What is your name? ________________________________ |

### Exact Words of the Threat

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### Information About Caller

| Location of caller: ________________________________ |
| Background noise: ________________________________ |
| Estimated age: ________________________________ |
| Gender: ________________________________ |
| Description of caller’s voice: __________________________ |
| Phone number called: ________________________________ |
| Person receiving call: __________________________________ |
| Date and time of call: ________________________________ |