



Illinois Terrorism Task Force

Suspicious and Unknown Mail/Package/Explosive Awareness Course

This course was developed for the Illinois Terrorism Task Force by a team of subject matter experts from fire, law enforcement, emergency management, transportation, bioterrorism preparedness, training, and the U.S. Postal Inspectors. The intent of this curriculum is to have it taught as developed and in conjunction with a specific agency's plan and procedures. The content of this curriculum shall not be altered without approval of the Illinois Terrorism Task Force.

COURSE OVERVIEW AND OBJECTIVES

The purpose of the course *Suspicious and Unknown Mail/Package/Explosive Awareness* is to enable participants to be aware of the threats and hazards in today's mail by providing information on the history and characteristics of suspicious mail and packages; basic safety procedures; associated response agencies and procedures; and available resources for awareness, mitigation and preparedness. As stated in the title of the course this is an awareness level course. Time for the course is 30 minutes when viewed as Web based streamed video or DVD, or one-hour when presented in the classroom and allowing for questions.

After completing this course, the participants will be able to:

- Explain the use of mail and packages to deliver toxic substances and/or explosives.
- Identify visual characteristics of mail and packages that are considered suspicious.
- Describe symptoms that may indicate exposure to anthrax or toxic substances.
- Explain basic procedures to be followed if suspicious mail or packages are delivered or found.
- Describe who will be involved in response to suspicious mail or packages and possible response procedures.
- Identify appropriate resources to provide informational posters and assist with risk assessment for the workplace.
- Explain why every workplace should have a written plan with procedures for reporting suspicious mail, packages and explosive devices.

TARGET AUDIENCE

The target audience for this course includes workplace mailroom employees, receptionists, any employee who receives mail or deliveries of any kind from an outside source, security officers who screen individuals and x-ray their possessions, supervisors or managers of those employees, and management personnel responsible for developing emergency plans and procedures. It is highly recommended that this course be considered for all employees no matter what position they hold.

COURSE MATERIALS

Materials for this course include the following:

- PowerPoint program developed in Office 2007.
- *Suspicious Mail, Package and Explosive Threat Checklist* brochure.
- United States Postal Service poster *Suspicious Mail or Packages*.

The PowerPoint program has the instructor script on the Note Pages. Additionally, there are “Notes” included with some of the script which provide additional related information that may or may not be included in a classroom presentation of the course. Handouts of the slides without the instructor notes may be provided to each participant. The final slide identifies appropriate agencies to contact for additional information or assistance.

The Power Point and *Mail, Package Explosive Threat Checklist* can be downloaded from the Ready Illinois Web site at: <http://www.ready.illinois.gov/pdf/TerrorismBrochure.pdf>. The United States Postal Service poster can be downloaded from www.usps.com/cpim/ftp/posters/pos84.pdf.

STREAMED VIDEO OR COURSE DVD

The curriculum is available as a 30 minute presentation via Web based streamed video or DVD. To view the streamed video, go to www.ready.illinois.gov or order the DVD from ittf.web@illinois.gov.

INSTRUCTOR QUALIFICATIONS

Instructors and facilitators for this course must meet the following criteria:

- Recognized knowledge of the general issues of suspicious mail/package
- Subject matter expertise on emergency response.
- Knowledge and understanding of appropriate resources for information, workplace assessments, and actual incident response.
- Knowledge of the organization’s specific emergency plan and procedures when the training is being delivered to a single agency or organization

In addition instructors should:

- Have good interpersonal and training skills
- Knowledge of adult learning principals and their impact on training
- Knowledge of reasonable accommodations that may be necessary for special needs of some participants

QUESTIONS & COMMENTS

Please direct all questions or comments to the Illinois Terrorism Task Force at (217) 558-1334 or ittf.web@illinois.gov.