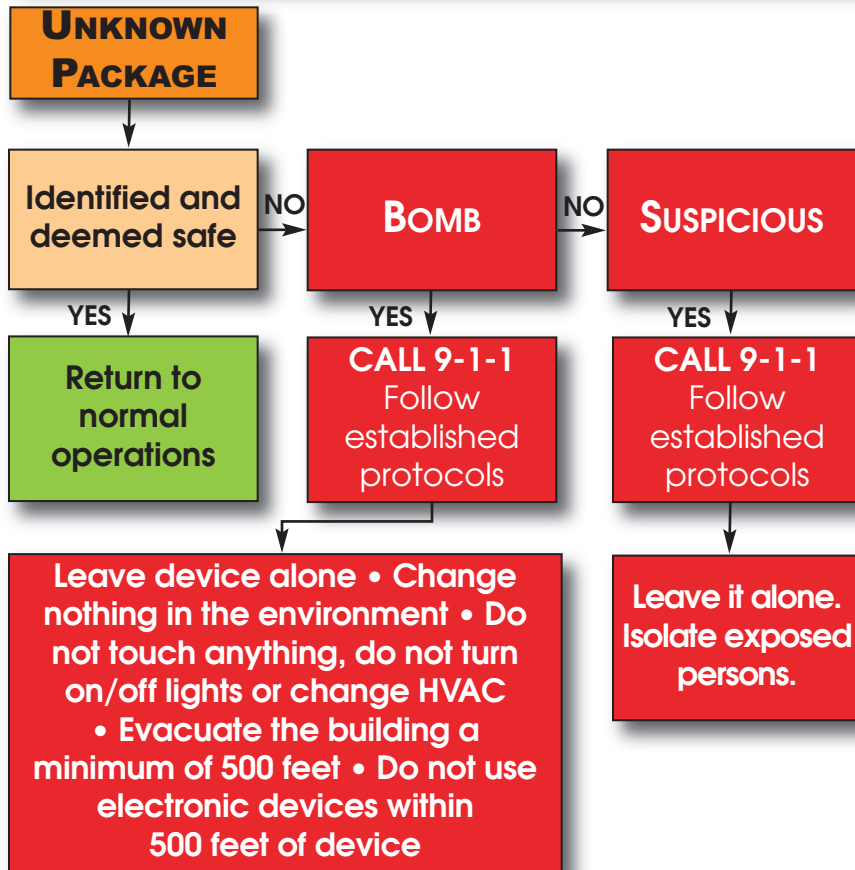


# Decision Flow Chart

Is it a suspicious or unknown package?



**Call 9-1-1**

and follow your organization's procedures

## For Further Information

[www.ready.illinois.gov](http://www.ready.illinois.gov)

Illinois Terrorism Task Force

217.558.1334

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State of Illinois  
Pat Quinn, Governor

Illinois Terrorism Task Force



# Mail - Package - Explosive Threat Checklist

**Why Is It Suspicious?**

**What Should I Do?**

**Whom Should I Tell?**



Provided by the Illinois Terrorism Task Force

# THREAT CHECKLIST

(Use this form to assist in identifying the threat)

Date: \_\_\_\_\_ Person receiving threat/suspicious package: \_\_\_\_\_  
Time received: \_\_\_\_\_ If by phone, time call terminated: \_\_\_\_\_  
Phone number displayed by Caller ID: \_\_\_\_\_  
Work location of person receiving threat/suspicious package: \_\_\_\_\_

## EXACT WORDING OF THREAT

\_\_\_\_\_  
\_\_\_\_\_

## CALLER/SUSPECT VOICE AND DESCRIPTION (circle all the apply)

**Gender:** male female  
**Age:** child teen 20-29 30-39 40-49 50-59 older  
**Voice characteristics:** loud soft deep whisper stutter lisp  
fast slow normal nasal slurred broken disguised squeaky  
**Accent:** \_\_\_\_\_ **Other:** \_\_\_\_\_  
**Manner:** angry excited giggling crying sincere stressed calm  
**Language:** well-spoken incoherent irrational taped (recorded?) abusive foul  
**Was voice familiar?** Yes No  
Know caller as: \_\_\_\_\_

## BACKGROUND NOISE

Street noises: \_\_\_\_\_  
House/residence noises: \_\_\_\_\_  
Aircraft: \_\_\_\_\_  
Voices: \_\_\_\_\_  
Music: \_\_\_\_\_  
Machinery: \_\_\_\_\_  
Bar/tavern: \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_

## SUSPICIOUS PACKAGE/MAIL

Time delivered/discovered: \_\_\_\_\_ Location of delivery/discovery: \_\_\_\_\_  
Who/how delivered or discovered: \_\_\_\_\_  
**Characteristics of package/mail (circle those that apply):**  
Actual threat message    Marked with any threatening language    Excessive postage  
Excessive weight    Inappropriate or unusual labeling    Handwritten or poorly typed address  
Strange or no return address    Incorrect titles or title without a name  
Misspelled common words    Not addressed to a specific person  
City of postmark does not match return address city  
Powdery substance felt through or appearing on package    Oily stains, discoloration or odor  
Lopsided/uneven package or envelope    Excessive tape, string, or packing materials  
Ticking sound    Protruding wires or aluminum foil

## BOMB THREAT QUESTIONS

When is bomb going to explode? \_\_\_\_\_  
Where did you put the bomb? \_\_\_\_\_  
Where is it right now? \_\_\_\_\_  
Did you place the bomb? Why? \_\_\_\_\_  
Do you know who placed the bomb? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
What will make bomb explode? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
Where are you calling from? \_\_\_\_\_  
What is your address? \_\_\_\_\_  
Have you notified anyone else? \_\_\_\_\_  
Whom do you represent? \_\_\_\_\_  
Do you know that there are innocent people in the building who may be killed or injured?  
Yes No (circle what applies)

## NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_