



TELEPHONE CHECKLIST

**BOMB THREAT CALL CHECKLIST --
EXACT WORDING OF THE THREAT QUESTIONS TO ASK:**

When is the bomb going to explode?
Where is it right now?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
What is your address?
What is your name?

CALLER'S VOICE:

- | | | | |
|----------------------------------|---------------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing
Throat | <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep
Breathing | <input type="checkbox"/> Cracking
Voice |

If the voice sounds familiar, who did it sound like?



BACKGROUND SOUNDS

Clear	Street Noises	House Noises	Office Machinery
Static	Animal Noises	Long Distance	Factory Machinery
Local	PA System	Crockery	Booth
Voices	Music	Motor	Other

LAUNGUAGE OF THREAT:

Well Spoken (educated)	Foul	Incoherent	Taped
Irrational	Message Read by Threat Maker		

DATE: _____

TIME: _____

NAME: _____

SUPERVISOR: _____



APPENDIX B—WRITTEN AND LETTER/PACKAGE THREAT CHECKLIST

Mail bombs have been employed against individuals and organizations for purposes of revenge, extortion, and terrorism.

Please consider the following helpful hints when opening mail at home or at work. Remember, the physical appearance of a mail bomb is limited only by the imagination of the bomber. Mail bombs have been contained in letters, books, and parcels of varying sizes, shapes, and colours. However, mail bombs often have exhibited certain characteristics which should be helpful in identifying a suspect item. To apply these helpful hints, it is important to know the type of mail normally received.

FREQUENTLY FOUND CHARACTERISTICS OF MAIL BOMBS

1. Letters feel rigid, appear uneven or lopsided, or are bulkier than normal.
2. Oil stains may be present on the wrapper.
3. Use of excessive amount of postage stamps.
4. The sender is unknown.
5. No return address.
6. Unusual restricted endorsements such as "Personal" or "Private".
7. The addressee normally does not receive personal mail at the office.
8. Name and title of addressee are not accurate.
9. Address is prepared to insure anonymity of sender (i.e., homemade labels, cut and paste lettering).
10. Mailing emits a peculiar odor.
11. Mailing appears to have been disassembled or reglued.
12. Handwriting appears distorted or foreign.
13. Protruding wires, tinfoil, or string are present.
14. Outer container has irregular or asymmetric shape or has soft spots or bulges.
15. Wrapping exhibits previous use, such as indicated by traces of glue, mailing labels, return addresses or tape.
16. Several combinations of tape are used to secure the parcel.
17. Unprofessionally wrapped parcel is endorsed "Fragile-Handle with Care" or "Rush-Do not Delay".
18. Package makes a buzzing or ticking noise.
19. Contents of parcel make a sloshing sound.

IF YOU ARE SUSPICIOUS OF A MAILING AND ARE UNABLE TO VERIFY THE CONTENTS:

1. Do not open the article.
2. Isolate the mailing and secure the immediate area.
3. Do not put in water or a confined space such as a desk drawer or filing cabinet.
4. If possible, open windows in the immediate area near the package
5. Contact your SUPERVISOR IMMEDIATELY and initiate "suspicious package" procedures