



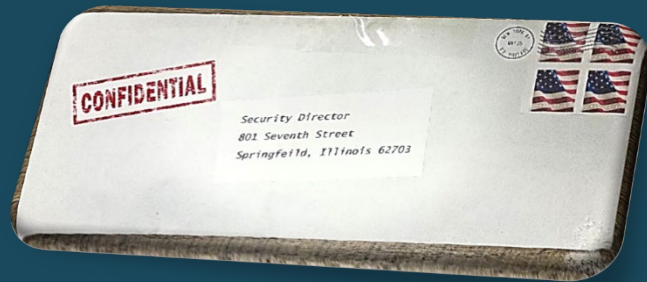
# SUSPICIOUS MAIL AND PACKAGES

## 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.

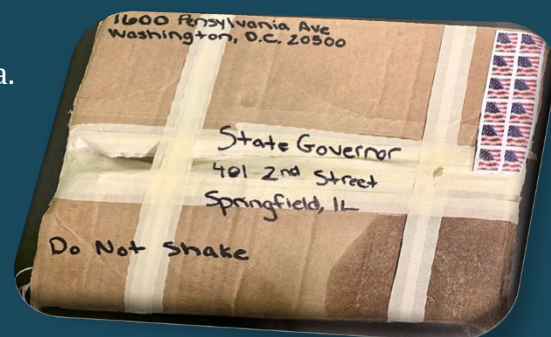
### Characteristics of Suspicious Letters and Packages

- 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.



# 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: \_\_\_\_\_

Time call ended: \_\_\_\_\_

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

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

## 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: \_\_\_\_\_

Threat Description	Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
Pipe Bomb	5 lbs	70 ft	71-1199 ft	+1200 ft
Suicide Bomber	20 lbs	110 ft	111-1699 ft	+1700 ft
Briefcase/Suitcase	50 lbs	150 ft	151-1849 ft	+1850 ft
Car	500 lbs	320 ft	321-1899 ft	+1900 ft
SUV/Van	1,000 lbs	400 ft	401-2399 ft	+2400 ft
Small Delivery Truck	4,000 lbs	640 ft	641-3799 ft	+3800 ft
Container/Water Truck	10,000 lbs	860 ft	861-5099 ft	+5100 ft
Semi-Trailer	60,000 lbs	1570 ft	1571-9299 ft	+9300 ft

# CAUTION!

- Do not touch suspicious item
- Notify proper Authorities - Call 911
- Ensure all witnesses are available to brief 1st responders
- Recommended stand-off data should be used in conjunction with your emergency evacuation plan

**Preferred Evacuation Distance**

**Shelter-in-Place Zone**  
Move to Preferred Evacuation Distance. If unable, seek shelter inside of building away from windows and exterior walls.

**Mandatory Evacuation Distance**  
Proceed to Preferred Evacuation Distance inside and outside of buildings.

Sources: Department of Homeland Security, Office for Bombing Prevention, Arlington, VA  
 FBI, Bomb Data Center, Quantico, VA  
 Technical Support Working Group, Arlington, VA

