

FASTEN TO BOTTOM OF TELEPHONE

INSTRUCTIONS

Head of Office/Service/Facility Chief.

Do not permit distribution of this envelope without first entering the decision authority's telephone number in the space provided.

**ALLOW THE DECISION
AUTHORITY'S
TELEPHONE NUMBER
TO SHOW**

Produced by: AOP-500 and ASI-100



Federal Aviation Administration
THREAT CHECKLIST

If you are confronted with a threat

STAY CALM

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF THREAT

Sex of caller: _____

Age: _____ Length of call: _____

Group Affiliation: _____

Telephone number at which call is received:

Time call received: _____

Date call received: _____

THREAT CHECKLIST

THREAT LANGUAGE

- | | |
|---|--|
| <input type="checkbox"/> Well Spoken
(Education) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by
threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

BACKGROUND SOUNDS

- | | |
|--|---|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House Noise |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please Specify) |

CALLER'S VOICE

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
- Familiar (If voice is familiar, who did it sound like?):

Remarks: _____

Your Name: _____

Your Position: _____

Your Telephone Number: _____

Date Checklist Completed: _____

THREAT REMINDERS

- ✓ Keep the caller talking as long as possible.
- ✓ Ask for exact information, i.e., exact location (building, room number, etc.), exact time (4 PM rather than in 30 minutes)
- ✓ Listen closely to the voice. Is it male, female, calm, excited, accents, speech impediments, disguised?
- ✓ Write down everything you can remember about the call.
- ✓ When a note or letter is received that contains a threat of any nature, slide the paper and envelope, if any, into a file folder without touching it. Secure the folder in a locked drawer or cabinet. Do not abandon the paper, show it to others, or allow anyone else to touch it.
- ✓ If a person indicates knowledge of a threat, note the sex, age, height, weight, eyes, skin, hair, clothing and characteristics. If the person is leaving the area, note the mode of transportation, make, model, color, license number and direction.

SUSPECTED ANTHRAX CONTAMINATION OR LETTER BOMB

*If You Open A Parcel or Letter And
Encounter An Unidentified Substance...*

TAKE THE FOLLOWING STEPS:

1. Stop immediately
2. Alert others to stay away
3. Do not touch, smell, taste, or try to analyze the substance
4. Turn off fans, air conditioners or heaters
5. Do not shake or empty the package
6. Leave the room and close the door, or section off the area to prevent others from entering
7. Wash your hands with soap and cool water
8. Immediately notify supervisors

SUSPICIOUS CHARACTERISTICS INCLUDE PARCELS THAT:

1. Have a powdery substance, stains, wires or odors
2. Are unexpected or from someone unfamiliar to you
3. Are outdated or addressed to a former employee
4. Have no return address, or one that can't be verified
5. Have an unusual amount of tape on them
6. Are marked with restrictive endorsements such as "Personal" or "Confidential"
7. Have mismatched postmark and return address

FOR MORE INFORMATION:

DOT mail Handling Protocol:

<http://osam.ost.dot.gov/Mail%20Training%2002001.htm>

Centers for Disease Control:

<http://www.bt.cdc.gov/DocumentsApp/Anthrax/10122001Handle/10122001Handle.asp>

FYI