

TERRORISM ANNEX

I. PURPOSE

The purpose of this annex is to describe the policies and procedures with which Effingham County will operate in the event of a terrorist incident. This annex is intended to be used as a guide for emergency response personnel to safely respond to and to protect themselves and the citizens of Effingham County from the consequences of weapons of mass destruction (WMD).

II. SITUATION

Effingham County is vulnerable to acts of terrorism, domestic and/or foreign. It may be directed against the population in general, a specific segment of the population, or a governmental or private organization. The incident may be explosive or incendiary devices, chemical, biological, or nuclear attacks. Local first responders will be overwhelmed by any terror incident. With the large amounts of hazardous materials being shipped on railroads and roads, the incident may reach a critical mass in a matter of minutes, and may affect extremely large areas of the county and a large percentage of the population. With the massive amount of travelers through our area, biological terrorism may enter from other attack areas outside the county.

III. ASSUMPTIONS

A. This plan will go into effect when a WMD incident has occurred or a credible threat has been identified.

B. The first response to a terrorism incident is always the responsibility of local emergency response groups. These first responders (local emergency or law enforcement personnel) or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. This assessment will be based on warning or notification of a WMD incident that may be received from law enforcement, emergency response agencies, public health or the general public.

C. Emergency response groups should be aware of the threat of possible secondary devices in all instances.

D. A terrorism event may not be immediately recognized as an act of terrorism.

E. There will be multiple agencies involved in response to a terrorist incident. This response will include local, state, and federal resources. An incident may require federal support. To ensure there is one overall Lead Federal Agency (LFA), the Federal

Emergency Management Agency (FEMA) is authorized to support the Department of Justice (DOJ) as delegated to the Federal Bureau of Investigation (FBI) until the Attorney General transfers the overall LFA role to FEMA. FEMA is designated as the lead agency for consequence management within the United States and its territories. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the Federal Response Plan (FRP).

F. Protective actions taken by citizens in the risk areas include in-place sheltering, evacuation, and possibly quarantine/isolation.

G. In the event of a serious incident, many residents in the risk area will choose to evacuate spontaneously and may not use designated evacuation routes.

H. 75% of the population will relocate to private homes or hotel/motel facilities. For planning purposes, mass care resources will be for 25% of the at-risk population.

I. Sewage treatment and water treatment plants may have to be shut down due to biological, chemical, or nuclear hazardous materials entering into the sewage and/or water systems.

J. A terrorism incident could rapidly overwhelm local resources in or around the affected area.

K. Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.

L. Biological incidents may not be apparent until widespread systems appear and are identified by the hospital/public health system.

IV. CONCEPT OF OPERATIONS

A. DIRECTION AND CONTROL

1. All actions involved in the response to, and recovery from a terrorism event fall into one of two categories: Crisis Management and Consequence Management, which may function consecutively or concurrently.

2. **Crisis Management** is defined as “Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve the threat or act of terrorism.” **Consequence Management** is defined as “Measures to protect the public health and safety, restore essential government service, and provide emergency relief to the government, businesses, and individuals affected by the consequence of terrorism.”

3. Consequence Management will be implemented with Emergency Management Agency (EMA) as the lead agency. Crisis Management will be implemented through the National Incident Management System (NIMS). A key concept, which forms the cornerstone of this annex is that all response operations are conducted as a **crime scene**, and the ultimate prosecution of the perpetrators may be severely impacted by response and recovery operations. For these reasons, the inter-relationship between Crisis and Consequence Management is critical. At any event where terrorism is suspected, NIMS will immediately be established including the lead Crisis and Consequence Management agencies as well as a command officer from all other on-site responding agencies. The structure of the Incident Command/Unified Command system will constantly evolve during the course of the incident, but will always include the lead Crisis and Consequence Management Agencies.

4. The Effingham County Board Chair and/or Municipal Chief Elected Official has the responsibility of making sure the incident response and recovery operations are effective. When necessary, department response will be prioritized with personnel and equipment deployed to the areas of greatest need, i.e., hospitals, nursing homes, schools.

5. If evacuation is necessary, the procedures found in the Evacuation Annex will apply, based on the recommendation of the on-scene Unified Commander/ Incident Commander. Even if the emergency is clearly visible to residents, some may refuse to leave their homes or property. In Illinois, this is their right by law.

6. The Emergency Operations Center (EOC) is the focal point for coordination of policy and strategic resource requirements in support of on-scene activities and off-site protective action decisions. The EOC is managed by EMA. The EOC is staffed, as necessary, with representatives from each department and private sector organization identified in Part V – Organization and Assignment of Responsibilities of this Annex.

B. COMMUNICATIONS: In the event of a WMD incident, rapid and secure communication is crucial to ensure a prompt and coordinated response. Strengthening communications among first responders, emergency rooms, hospitals, mass care providers, and emergency management personnel must be given top priority. In addition, terrorist attacks have been shown to overload non-dedicated telephone lines and cellular telephones. In these instances, the Internet has proven more reliable for making necessary communications connections, although it should be recognized that computers may be vulnerable to cyber attacks in the form of viruses. Responders with different functions within the jurisdiction or from different jurisdictions may use different radio frequencies. (The confidential list of frequencies is located in the Resource Manual.) During a terrorist incident, several State and Federal Agencies will be involved and interoperable communication frequencies will be necessary. Emergency response agencies will need interoperable radios to communicate with various agencies involved in a terrorist incident.

1. In the event of a credible terrorist threat or a change in the terrorist advisory level:

a. The County PSAP shall be responsible for notifying:

- (1) The Chair of the County Board
- (2) Emergency Management Agency
- (3) All county government entities
- (4) All county fire protection districts except Effingham Fire Department

b. The Effingham City PSAP shall be responsible for notifying:

- (1) The Mayor
- (2) Effingham City Emergency Management
- (3) All Effingham City entities
- (4) Effingham Fire Department
- (5) St. Anthony's Hospital

c. County and City PSAPs shall maintain a current telephone listing of the above contacts.

d. When the advisory system level of alert is changed, all county entities shall follow the guidelines as listed in Appendix A.

e. All fire protection districts, except Effingham Fire Department, are responsible for notifying all mayors/village presidents and all schools within their fire protection districts.

f. Responders should utilize their own VHF/UHF frequencies as much as possible to avoid overloading the 800 MHz system.

2. In the event of a localized threat to any particular jurisdiction or entity, the party receiving the threat shall notify:

- (1) The local mayor/village president
- (2) The Effingham County Sheriff's Department
- (3) The local police department
- (4) The local fire protection district
- (5) Effingham County EMA
- (6) Effingham County Health Department
- (7) St. Anthony's Memorial Hospital
- (8) Effingham County Coroner's office

EMA shall cause the dissemination of the threat to other entities including the FBI as needed.

C. **WARNING:** There may or may not be a warning of a potential WMD incident. Factors involved range from intelligence gathered from various law enforcement or intelligence agency sources to an actual notification from the terrorist organization or individual.

The warning or notification of a potential WMD terrorist incident could come from many sources; therefore, open communication among local, State, and Federal law enforcement agencies and emergency response officials is critical. The local FBI Field Office must be notified of any suspected terrorist threats of incidents. Similarly, the FBI informs State and local law enforcement officials regarding potential threats.

Homeland Security Directory developed a Homeland Security Advisory System (HSAS). This system has been modified by Effingham County to meet local needs.

- ◆ Low Condition – Green. Low risk of terrorist attacks.
- ◆ Guarded Condition – Blue. General risk of terrorist attack.
- ◆ Elevated Condition – Yellow. Significant risk of terrorist attacks.
- ◆ High Condition – Orange. High risk of terrorist attacks.
- ◆ Severe Condition – Red. Severe risk of terrorist attack.

See Appendix A in this Annex for a list of actions that should be taken under the various threat level conditions.

D. **EMERGENCY PUBLIC INFORMATION:** Terrorism is designed to be catastrophic. The intent of a terrorist attack is to cause maximum destruction of lives and property; create chaos, confusion, and public panic; and stress local, State and Federal response resources. Accurate and timely information, disseminated to the public and media immediately and often over the course of the response, is vital to minimize accomplishment of these terrorist objectives.

Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of a terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an Information Officer, as directed by the Incident Commander/Unified Commander or Emergency Operations Center in accordance with the Public Information Annex of the EOP.

To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from Federal, State and local authorities for the purpose of managing the dissemination of information to the public, media, and

businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

Effingham County will receive information via WCRA/WCRC and WXF radio stations and the local newspapers. It is anticipated any terrorist incident would result in national media coverage also. Every effort will be made to keep the public informed through regular public briefings as warranted.

E. PROTECTIVE ACTIONS: As referenced in the Evacuation Annex of the EOP, temporary “in-place sheltering” may be required if that area must be contained because of the need for quarantine or if it is determined to be safer for individuals to remain in place. These actions are addressed also in the EOP and will be addressed by designated personnel.

Evacuation may be required from inside the perimeter of the scene to guard against further casualties from contamination by primary release of a WMD agent, the possible release of an additional WMD, secondary devices, or additional attacks targeting emergency responders. Multi-jurisdictional issues regarding mass care, sheltering, and evacuation would be pre-coordinated among public health, law enforcement, EMA, Red Cross and elected officials of the affected areas to lessen the negative impact.

Protection from biological threats may involve coercive or non-coercive protective actions, including isolation of individuals who pose an infection hazard, quarantine of affected locations, vaccination, use of masks by the public, closing of public transportation, limiting public gatherings, and limiting travel. As with any emergency, State and local officials are primarily responsible for making protective action decisions affecting the public. Protocols are established to ensure that important decisions are made by persons with the proper decision-making authority. Irrational public behavior will be dealt with by law enforcement according to established law.

F. MASS CARE: As referenced in the Mass Care Annex of the EOP, the location of mass care facilities will be based partly on the hazard agent involved. Decontamination, if it is necessary, may need to precede sheltering and other needs of the victims to prevent further damage from the hazard agent, either to the victims themselves or to the care providers. The American Red Cross is the primary agency for mass care. Temporary Shelters may be needed to move victims out of the way of immediate harm. This would allow responders to provide critical attention (e.g., decontamination, and medical services) and general lifesaving support, then evacuate victims to a mass care location for further attention.

G. HEALTH AND MEDICAL: Refer to the Health and Medical Annex of this EOP for greater details. The response to a bioterrorism incident will require the active collaboration of the clinicians and local public health authorities responsible for disease monitoring, treatment/immunization, and outbreak investigation. Bioterrorism might involve infectious or communicable diseases, such as smallpox or plague. As with any

terrorism incident, law enforcement will be a major player for security of medical facilities and investigation of incident. Patient tracking and treatment will be in accordance with St. Anthony's Memorial Hospital's emergency plan.

First responders may be entering an environment with biological or chemical agents, radioactive materials, or hazardous air pollutants from collapsed buildings, or collapse of buildings might be imminent. Other incidents may pose environmental or physical risks to responders for a structurally damaged and potentially deadly pipeline, tank truck or bridge.

A bioterrorism incident raises several other special issues. Such an incident may generate an influx of patients requiring specialized care. If an infectious agent is involved, it may be necessary to isolate the patients and use special precautions to avoid transmission of the disease to staff and other patients. State planning should also consider the need to obtain and integrate supplementary medical professionals and technicians who may be needed to respond to a terrorist incident. Another consideration is the need for a primary triage area away from the main medical facilities to prevent additional contamination. St. Anthony's Memorial Hospital and the Effingham County Health Department's bioterrorism plan will be enacted.

Accessing the Strategic National Stockpile SOGs is maintained by the Health Department.

H. RESOURCE MANAGEMENT: Each first responder group should maintain an internal resource list to augment their anticipated needs. The Resource Manual should be referred to for county-wide resources; however, unique needs or resources may be addressed to EMA who will refer the request to IEMA then to FEMA as necessary.

I. RECOVERY: A WMD incident is a criminal act, and its victims or their families may be eligible for assistance under a State crime victim's assistance law. In addition, injured victims of a terrorist attack, those put at risk of injury, and the families of these persons may have suffered psychological trauma as a result of the attack and may be in need of crisis counseling.

In the event of an incident involving chemical or biological agents or radioactive materials, large areas or multiple locations may become contaminated. Decontamination may be required before buildings can safely be re-occupied and farms can safely grow crops. While decontamination is taking place, or until damaged buildings are repaired or replaced, persons must be relocated from office buildings. Government response is limited to sheltering persons. Businesses will be responsible for their own relocation.

J. URBAN SEARCH AND RESCUE: Local search and rescue teams, such as Effingham County K-9 Search and Rescue, and/or CERT volunteers, should be adequate in most terrorist incidents. Should situation warrant, Federal Urban Search and Rescue can be requested through IEMA. US&R has the ability to deploy within six hours and to sustain themselves for 36 hours.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Chief Elected Official (CEO) is responsible for the response and recovery operations to ensure a return to normalcy.

B. The functions of Law Enforcement Agencies are as follows:

1. Enforce and maintain all laws and emergency regulations for the protection of life and property.
2. Establish an Incident Command Post.
3. Assume a perimeter position around the area using available personnel.
4. Make mutual aid request as needed to Law Enforcement agencies to ensure that security mission can be completed.
5. Initiate the segregation of victims and witnesses from perpetrators.
6. Provide perimeter, external, and special facilities security.
7. Preserve evidence for later prosecution.
8. Request laboratory and crime scene technical assistance from Illinois State Police and federal agencies.
9. Initiate evacuation, if needed.

C. The functions of the jurisdictional Fire Protection District will be as follows:

1. Identification and isolation of any hazardous material.
2. Fire suppression operations.
3. Emergency medical assistance when applicable and capable.
4. Search and rescue operations.
5. Request mutual aid assistance through the proper chain of command.
6. Request support (MABAS) on hazardous materials decontamination procedures.

D. The functions of the Emergency Medical Services are as follows:

1. Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operations.
2. Initiate triage setup.
3. Provide on-scene medical support.
4. Initiate victim transport activities.
5. Provide emergency medical care to emergency responders.

E. The functions of St. Anthony's Memorial Hospital are as follows:

1. Detect and control disease-causing agents.
2. Coordinate with Public Health on all control aspects to prevent further infections.
3. Initiate disaster plans and strengthen security to ensure that hospitals do not become secondary target.
4. Provide medical treatment to victims, families, and emergency responders.
5. Initiate Mass Casualty Emergency triage when notified of the large influx of patients to arrive.
6. Establish temporary patient care facilities.

F. The functions of Heartland Human Services are as follows:

1. Organize and coordinate the delivery of mental health services to the afflicted area.
2. Dispatch trained mental health volunteers to key sites throughout the community.
3. Provide monitoring and counseling at Reception Centers, Reunification Centers, Shelters, and the Hospital.
4. Coordinate Critical Incident Stress Management Team (217-333-8911) for Emergency Responders.

G. The functions of Effingham County Public Health Department will be as follows:

1. Responsible for the detection and control of disease-causing agents.
2. Supervision of sanitation and the purification of water sources.
3. Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
4. Collecting data related to disease outbreaks.
5. Forwarding data to the appropriate local, state, and federal agencies.
6. Issue necessary health instructions to the general public.

H. The functions of the Effingham County Coroner are as follows:

1. Assume responsibility for any deceased.
2. Establish temporary morgue sites as necessary.
3. Initiate the Disaster Mortuary Operational Response Team (DMORT), as needed.
4. Assume responsibility for the recovery, staging, and identification of remains.

I. The functions of the Effingham County Emergency Management Agency (EMA) are as follows:

1. Activate the Emergency Operations Center.
2. Establish contacts with higher levels of government to ensure resource availability.
3. Manage strategic resources within the affected area(s).
4. Coordinate transportation support for emergency workers and response equipment.
5. Coordinate intergovernmental and interjurisdictional operations through the Emergency Operations Center.
6. Serve as the County Resource Manager.
7. Maintain a list of resources available to local government during a terrorism event.

8. Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.
9. Maintain all records of resources expended during a terrorism event.
10. Request assistance through the State EOC (1-800-782-7860) if necessary.

J. The functions of the Effingham County/City 911 PSAPs are as follows:

1. Provide tactical communications to the incident scene.
2. Support interagency and intergovernmental communications.
3. Activate emergency communications and warning procedures when requested by the Emergency Operations Center.
4. Maintain all records of resources expended during a terrorism event.
5. Screen and prioritize all calls from the public for dissemination.

K. The functions of the Effingham County Highway Department/City Street Department are as follows:

1. Maintain traffic routes and remove debris from roadways.
2. Work in cooperation with the Water & Sewage Treatment Departments and the Public Health Department by assisting to protect the sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination.
3. Take steps necessary to prevent/isolate contamination of sewage system and water resources.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Chief Elected Official shall have the ultimate responsibility for all local operations during a terrorism incident.
2. Information which may cause distress, panic, or may fuel rumors should be relayed to the EOC via written or personal contact, or telephone (**NOT** cell phones or cordless phones).

3. Contacts of any kind with State and Federal officials should be documented in triplicate. One copy will be for the UC/IC, one copy for the EOC, and one copy to the State or Federal entity.

B. Logistics

1. Office space for Federal and State response personnel shall be located in the EMA building, or empty space in the County Office Building.

2. Lodging for State and Federal response personnel will be given priority in hotel/motels.

3. Office equipment and supplies for State and Federal response personnel may be acquired or purchased through EMA.

4. All County Emergency Response Groups shall maintain an inventory of their resources.

5. EMA maintains open credit accounts with Wal-Mart, Midwest Office Supply, Rural King, Menards, Effingham Builders Supply and Martin's IGA. Supplies and resources purchased through these accounts must have prior approval of the EMA Director or his designee. Such expenses shall be reimbursed to EMA by the entity utilizing the supplies.

VII. DEVELOPMENT AND MAINTENANCE OF TERRORISM ANNEX

A. The responsibility for revisions, and developing the necessary documents for this Annex belongs to EMA.

B. The responsibility for revisions and maintaining terrorism response SOGs belongs to the Emergency Response Groups.

VIII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Agency Act (20 ILCS 3305).

C. County Ordinance relating to Emergency Management as adopted by the Effingham County Board on January 18, 2005.

D. *Emergency Response to Terrorism* (ERT: SS), FEMA, Emergency Management Institute self-study course.

- E. *Emergency Response to Terrorism: Basic Concepts*, IEMA, classroom course.
- F. *Guide for All-Hazard Emergency Operations Planning: State and Local Guide (101)*; FEMA April 2001
- G. *Managing the Emergency Consequences of Terrorist Incidents*, FEMA July 2002.

XI. APPENDICES

- A. Advisory System Guidelines – Threat Level
- B. Warnings
 - 1. Suspicious Letter
 - 2. Suspicious Mailing
 - 3. Phone Calls

▪ **APPENDIX A ADVISORY SYSTEM GUIDELINES – THREAT LEVEL**

GREEN

Normal routine

BLUE

Normal routine

YELLOW

Normal routine

ORANGE

- Disseminate the ORANGE advisory when level is changed.
- Place the EOC on standby.
- Contact all personnel to ascertain their recall availability, modify staffing schedule as needed.
- Test communications systems.
- Ensure PPEs are readily available.
- Limit access to computer and sensitive facilities.
- Check all equipment for operational readiness, fill fuel tanks, check specialized equipment.
- Check inventory of all critical supplies and re-order if necessary.
- Be alert to suspicious activity and report it.
- Limit access points to critical infrastructure facilities and enforce entry control procedures.
- Enforce parking of vehicles away from sensitive buildings.
- Keep critical response vehicles in a secure area, keep all garage doors closed.
- Lock all exterior doors except main entrances, check all visitors' identification, require all visitors to sign in, insure all contractors have valid work orders, identification, and that they remove all unnecessary tools and equipment.
- Review all SOPs and the County Emergency Operations Plan.

RED

- Disseminate the RED advisory when level is changed.
- Place the EOC in operation.
- Continue all measures listed in ORANGE advisory.
- Consider a local declaration of disaster to activate local emergency management system.
- Maintain and monitor communications and warning systems.
- Implement staffing/recall plans. Heads of all departments shall stay at or be in direct communications with their departments.
- Lock down all critical infrastructures including all government buildings.
- Consider releasing all non-critical personnel.
- Ensure 24 hour access to the County Board Chair, and all mayors/village presidents and/or their alternates.
- Ensure communications with local TV/Radio stations.
- Brief all EOC, government and first responders of any evacuation routes or any information concerning alert status.
- Ensure welfare checks of government personnel and facilities every 6 hours.
- Place on high alert specialized teams including crisis counselors.
- Be prepared to control access and evacuation routes to all critical infrastructures and facilities.
- Increase security and all water treatment plants.
- Ensure communications with EMS facilities.
- Make first responders aware of secondary devices.
- Make positive identifications of all vehicles in staging and support areas.
- Restrict all parking within close proximity to all critical buildings.
- Control access and require positive identifications of all persons in critical infrastructure areas.
- Search everything brought into critical facilities. Accept only expected deliveries, any suspicious packages should be opened outside.
- Secure all doors.
- Make frequent checks of all perimeters and grounds of all critical facilities.
- Utilize volunteer or career personnel to provide 24 hours security watches in critical facilities.
- All visitors should be escorted and have a purpose for entering all critical facilities and should be searched before entering and upon leaving all critical facilities.

▪ **APPENDIX B WARNINGS**

1. *Suspicious Letter:*

HOW DO I IDENTIFY A SUSPICIOUS LETTER/PACKAGE?

Keep in mind that a biological or chemical agent or a bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the sender. However, some unique characteristics may assist the identification of a suspicious mailing.

1. The package or envelope contains materials other than a letter — such as a powder, liquid or anything else that is unusual.
2. Suspicious packages or letters may bear restricted endorsements such as “Personal” or “Private.” These characteristics are important when the addressee does not usually receive personal mail at the office.
3. There is no return address, or the return address is unusual or makes no sense.
4. Cancellation or postmark may show a different location than the return address.
5. Addressee’s name or title may be inaccurate.
6. The packages or letters may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
7. Packages or letters may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
8. Mail bombs may have excessive postage.
9. Letter bombs may feel rigid, or appear uneven or lopsided.
10. Packages may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed “Fragile — Handle with Care” or “Rush — Do Not Delay.”
11. Packages or envelopes may have an irregular shape, soft spots, or bulges.
12. Packages may make a sloshing sound.
13. Pressure or resistance may be noted when removing contents from an envelope or package. If you feel pressure or resistance in removing contents — STOP.

2. *Suspicious Mailing*

WHAT SHOULD I DO IF I RECEIVE A SUSPICIOUS MAILING, INCLUDING A BIOLOGICAL OR CHEMICAL THREAT?

1. If the letter or package appears suspicious — **DO NOT OPEN** the letter or package.
2. Leave the mailing where you discovered it. Avoid contact with skin and disrupt the package as little as possible.
3. Turn off fans in the room.
4. Close windows.
5. Evacuate the room.
6. Close the doors to the room or area, if possible.
7. Wash your hands with soap and water.
8. Notify your immediate supervisor and on-site police or security personnel.
9. **Contact your local police agency**, which will arrange to collect the letter/package and assess the threat.
10. Ensure that all other persons who have touched the letter/package have washed their hands with soap and water.
11. Notify the Illinois Emergency Management Agency (IEMA) at (217) 782-7860 or (800) 782-7860. IEMA will also take a report from you and will notify the Illinois Department of Public Health, Illinois State Police, the FBI, and the United States Postal Inspector.
12. Prepare a list of all individuals who came into contact with the letter/package as well as those within the immediate area and provide this list to the appropriate people who are responding to the incident (local law enforcement and public health officials).
13. Follow all instructions given to you by the local, state and federal authorities.

3. Phone Threats

PHONE THREAT

Place this card under your telephone

Time: _____ a.m./p.m.

Date: ____/____/____

Caller ID# (____) _____

Questions to ask:

1. When is the device going to explode or release?
2. Where is it right now?
3. What does it look like?
4. What kind of device or package is it?
5. What is in the package? Chemicals? Germs?
6. What will cause it to explode or release its contents?
7. Did you place the package, bomb or device?
8. Why?
9. What is your address?
10. What is your name?

Exact wording of the threat:

Additional Information

Sex of caller: _____ Race: _____
Age of caller: ____ Call duration: _____

Caller's Voice

(Check all that apply)

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracked voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disgusted |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Altered |

If voice is familiar, who did it sound like?

If accented, what type of accent?

Background Sounds

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Restaurant noises | <input type="checkbox"/> Static |
| <input type="checkbox"/> Factory noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Phone booth | <input type="checkbox"/> Music |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> P A System |
| <input type="checkbox"/> Office machines | |

Other:

Threat Language

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

Remarks: _____

Report call immediately to your local police agency:

Phone number: (____) _____
Your telephone number (____) _____
Your name: _____