

## D - Guidelines on Identification of Suspicious Persons

Suspicious persons can be detected by observing their appearance and behaviour. The following are some descriptions of how a suspicious person may appear and behave:

- Wearing oversized or inappropriate attire that may conceal a hidden object (e.g. wearing a long heavy coat in warm weather).
- Entering premises without prior notification or on the pretext of being engaged to perform some form of work within the premises.
- Loitering near premises or in the lobby of premises for an extended period of time.
- Wandering within premises without a valid pass authorising entry.
- Asking specific questions concerning the security of the premises (e.g. the number of security guards deployed at the premises and the type of security hardware installed at the premises).
- Asking questions about the personal movement of a specific or prominent individual (e.g. arrival & departure times, vehicle licence number or parking lot number).
- Not being able to provide a reasonable explanation or are uncooperative when asked for their purpose of visit.
- Making an unexpected delivery of a package to an office or to a specific person.
- Placing an object or a parcel within or outside premises and departing from the area.

## E - Guidelines on Identification of Suspicious Vehicles

The following are some characteristics of a suspicious vehicle, which may be laden with explosives:

- Unmanned.
- Haphazardly parked.
- Overly weighted especially where no indication of bulk is visible.
- Presence of suspicious items inside (e.g. boxes / parcels sticking out with wires).
- Presence of foreign objects attached under the vehicle or beside the wheels.
- Signs of being tampered with (e.g. keyhole damaged, windows/doors ajar, drilled holes in car body).
- It has a new vehicle license plate mounted on an old & dirty vehicle.

# - Bomb Threat Call Checklist

**Place This Card Under Your Telephone**

### QUESTIONS TO ASK:

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

EXACT WORDING OF THE TREAT :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of caller : \_\_\_\_\_

Race : \_\_\_\_\_

Age : \_\_\_\_\_

Length of call : \_\_\_\_\_

Number at which call is received :

\_\_\_\_\_

Time : \_\_\_\_\_

Date : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### CALLER'S VOICE:

- |                                    |  |
|------------------------------------|--|
| <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"/> Laughter  | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying    | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Whispered |  |

If voice is familiar, who did it sound like?

\_\_\_\_\_

\_\_\_\_\_

### BACKGROUND SOUNDS:

- |   |  |
|---|--|
| <input type="checkbox"/> Street noises    | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery         | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local             |
| <input type="checkbox"/> House noise      | <input type="checkbox"/> Long Distance     |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Office machinery | _____                                      |

### THREAT LANGUAGE :

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

REMARKS :

\_\_\_\_\_

\_\_\_\_\_

Report call immediately to :

\_\_\_\_\_

Phone number \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Phone number \_\_\_\_\_



## - Guidelines on Identification of Suspicious Letter / Parcel Bombs

### Part I : Identification Of Letter or Parcel Bombs

#### **The following are some physical characteristics of a letter / parcel bomb:**

- Excessive use of postage given the weight of the letter or parcel. This is because the sender of the letter bomb will not want it to be weighed and inspected at a post office so he will usually affix more stamps than necessary.
- Excessive use of securing material such as string and adhesive tape.
- Use of rigid, or oddly-shaped or sized parcel / letter.
- Uneven or lopsided weight distribution within the parcel / letter which is usually due to the weight of batteries or explosives.
- Oily stains or discoloration on wrapping material. This is because most explosives are oil-based and tend to leave oily, translucent stains on ordinary paper.
- Trace of unusual odour like that of almond or marzipan on the letter or parcel.
- Detection of clock-ticking sound (avoid even gently shaking the parcel) coming from the parcel / letter.
- Presence of an inner sealed enclosure or container.
- Wires or aluminum foil protruding from the parcel / letter which become visible upon close inspection.
- Evidence of pinholes in the envelope containing the letter or wrapping material of parcel.

## **Part II: Other Peculiarities To Note**

- The letter or parcel is addressed to the recipient by name only, or by title only. There are also instances in which the name of the addressee and his postal address are not directly typed or written on the envelope containing the letter or the parcel, but on a piece of paper, which is then pasted onto the envelope or the wrapping material of parcel.
- The letter or parcel is addressed to a specific person by name with markings (e.g. "Personal", "Private and Confidential" or "To be Opened by Addressee only") to indicate that the addressee should be the only one to open it.
- There is no return address or name of the sender.
- There may be spelling errors in the addressee's postal address, name or his designation. These may be written in strange or foreign-looking handwriting.