

Written Threat Report Form

INSTRUCTIONS

The purpose of this form is to summarize significant information from a written threat received by a drinking water utility. ODW staff may use this form to advise utilities about the information they should be gathering when evaluating a written threat. ODW staff may even wish to complete this form on behalf of the utility. The summary information provided in this form supports the threat evaluation process; however, the completed form is not a substitute for the complete written threat, which may contain additional, significant details.

The written threat itself (e.g., the note, letter, e-mail message, etc.) may be considered evidence and thus should be minimally handled (or not handled at all) and placed into a clean plastic bag to preserve any forensic evidence.

SAFETY

A suspicious letter or package could pose a threat in and of itself, so caution should be exercised if such packages are received. The US Postal Service has issued guidance when dealing with suspicious packages (http://www.usps.com/news/2001/press/pr01_1022gsa.htm).

THREAT NOTIFICATION

Name of person receiving the written threat: _____

Person(s) to whom threat was addressed: _____

Date threat received: _____ **Time threat received:** _____

How was the written threat received?

- | | | |
|--------------------------------------------|-------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> US Postal service | <input type="checkbox"/> Delivery service | <input type="checkbox"/> Courier |
| <input type="checkbox"/> Fax | <input type="checkbox"/> E-mail | <input type="checkbox"/> Hand delivered |
| <input type="checkbox"/> Other _____ | | |

If mailed, is the return address listed? ☐ Yes ☐ No

If mailed, what is the date and location of the postmark? _____

If delivered, what was the service used (list any tracking numbers)? _____

If faxed, what is the number of the sending fax? _____

If E-mailed, what is the e-mail address of sender? _____

If hand-delivered, who delivered the message? _____

DETAILS OF THREAT

Has the water already been contaminated? ☐ Yes ☐ No

Date and time of contaminant introduction known? ☐ Yes ☐ No
Date and time if known: _____

Location of contaminant introduction known? ☐ Yes ☐ No
Site Name: _____

Type of facility

- | | | |
|----------------------------------------------|------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Source water | <input type="checkbox"/> Treatment plant | <input type="checkbox"/> Pump station |
| <input type="checkbox"/> Ground storage tank | <input type="checkbox"/> Elevated storage tank | <input type="checkbox"/> Finished water reservoir |
| <input type="checkbox"/> Distribution main | <input type="checkbox"/> Hydrant | <input type="checkbox"/> Service connection |
| <input type="checkbox"/> Other _____ | | |

Address: _____

Additional Site Information: _____

Name or type of contaminant known? ☐ Yes ☐ No

Type of contaminant

- | | | |
|-----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Biological | <input type="checkbox"/> Radiological |
|-----------------------------------|-------------------------------------|---------------------------------------|

Specific contaminant name/description: _____

Mode of contaminant introduction known? ☐ Yes ☐ No

Method of addition: ☐ Single dose ☐ Over time ☐ Other _____

Amount of material: _____

Additional Information: _____

Motive for contamination known?☐ Yes☐ No☐ Retaliation/revenge☐ Political cause☐ Religious doctrine☐ Other _____

Describe motivation: _____

NOTE CHARACTERISTICS**Perpetrator Information:**

Stated name: _____

Affiliation: _____

Phone number: _____

Location/address: _____

Condition of paper/envelop:☐ Marked personal☐ Marked confidential☐ Properly addressed☐ Neatly typed or written☐ Clean☐ Corrected or marked-up☐ Crumpled or wadded up☐ Soiled/stained☐ Torn/tattered☐ Other: _____**How was the note prepared?**☐ Handwritten in print☐ Handwritten in script☐ Computer typed☐ Machine typed☐ Spliced (e.g., from other typed material)☐ Other: _____

If handwritten, does writing look familiar? _____

☐ Yes☐ No**Language:**☐ Clear English☐ Poor English☐ Another language: _____☐ Mixed languages: _____**Writing Style**☐ Educated☐ Proper grammar☐ Logical☐ Uneducated☐ Poor grammar/spelling☐ Incoherent☐ Use of slang☐ Obscene☐ Other: _____**Writing Tone**☐ Clear☐ Direct☐ Sincere☐ Condescending☐ Accusatory☐ Angry☐ Agitated☐ Nervous☐ Irrational☐ Other: _____

SIGNOFF

Name of individual who received the threat:

Print name _____

Signature _____ Date/Time: _____

Name of person completing form (if different from written threat recipient):

Print name _____

Signature _____ Date/Time: _____