

GUIDELINES FOR HANDLING OF SUSPICIOUS MAIL & PACKAGES

I. WHAT CONSTITUTES A "SUSPICIOUS PARCEL?"

Some typical characteristics U.S. Postal Service Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

1. Are unexpected or from someone unfamiliar to you.
2. Are addressed to someone no longer with your organization or are otherwise outdated.
3. Have no return address, or have one that can't be verified as legitimate.
4. Are of unusual weight, given their size.
5. Are lopsided or oddly shaped.
6. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
7. Have protruding wires, strange odors or stains.
8. Show a city or state in the postmark that doesn't match the return address.

II. WHAT SHOULD YOU DO IF I'VE RECEIVED A SUSPICIOUS PARCEL IN THE MAIL?

- ✓ Do not try to open the parcel!
- ✓ Handle with care
- ✓ Do not shake or bump
- ✓ Isolate and look for indicators
- ✓ Do not open, smell or taste
- ✓ Evacuate the immediate area
- ✓ **Call 911**
- ✓ Report the incident to a U.S. Postal Service Inspector and indicate that you have received a parcel in the mail that may contain biological or chemical substances
- ✓ **Contact Your Property Manager**

III. WHAT SHOULD I DO IF I RECEIVE AN ANTHRAX THREAT BY MAIL?

1. Do not handle the mail piece or package suspected of contamination.
2. Notify local authorities (911).
3. Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off. If possible seal it in a plastic bag.
4. Ensure that all persons who have touched the mail piece wash their hands with soap and water.
5. List all persons who have touched the letter and/or envelope.
6. **Your local authorities will collect the mail, assess the threat situation and coordinate with the FBI, local, county, and state health departments.**

Please feel free to visit <http://www.usps.com/welcome.htm> for the latest information from the United States Postal Office regarding suspicious packages.

HELPFUL HINTS FOR THOSE HANDLING MAIL

- ✓ **Keep a supply of large zip lock bags available to isolate any suspicious items**
- ✓ **Use plastic gloves when handling / opening mail**