

MAIL THREAT PROCEDURES

***** WARNING *****

WEARING PROTECTIVE GLOVES IS ENCOURAGED FOR OFFICIAL MAIL CENTER MAIL HANDLERS

***** NOTE *****

Screening every piece of mail for EXPLOSIVE, RADIOLOGICAL, CHEMICAL, and BIOLOGICAL hazards looking for the following characteristics:

1. PRIORITY ONE
 - a. Fails Ion or X-Ray screening, if available.
 - b. Oily stains, discolorations, crystallization on wrapper or leaking powder or fluids, strange odor.
 - c. Excessive weight, oddly shaped, has soft spots.
 - d. Protruding wires or aluminum foil.
 - e. Ticking sound.
 - f. Suspicious/Threatening messages written on exterior
2. PRIORITY TWO
 - a. Excessive postage or no postage.
 - b. Possibly mailed from a foreign country.
 - c. No return address or fictitious address.
 - d. Poorly written or typed addresses, cut/paste lettering.
 - e. Incorrect/inaccurate titles.
 - f. Title, but no name.
 - g. Misspellings of common words.
 - h. Lopsided, unusual rigid or uneven envelope.
 - i. Excessive wrapping material such as masking tape, string, etc.
 - j. Visual distractions.
 - k. Marked with restrictive endorsements, such as "PERSONAL"/"RUSH"/"CONFIDENTIAL"/"FRAGILE"/"DO NOT DELAY"/"HANDLE WITH CARE"
 - l. Shows a city or state in the postmark that does not match the return address.

SUSPICIOUS UNOPENED LETTER OR PACKAGE

***** WARNING *****

DO NOT shake or open the LETTER or PACKAGE. TURN OFF all wireless communication devices (e.g. Cell Phones, pagers)

1. ISOLATE/SEGREGATE the LETTER or PACKAGE in a safe place.
2. LEAVE the LETTER or PACKAGE in the open.
 - a. PLACE "suspicious package" tag near it, with the arrow pointing toward it.

***** NOTE *****

TAKE these procedures with you

***** WARNING *****

DO NOT leave the vicinity if RADIOLOGICAL, CHEMICAL or BIOLOGICAL contaminants are suspected (wait for Emergency Responders (ER) instruction)

3. EVACUATE the immediate area (e.g. room, building, lobby) and CLOSE THE DOOR, prevent others from entering the building. Post "DO NOT ENTER BUILDING"
4. Employee discovering the substance must stand-by in the rear of the building and awaits instruction from ER
5. REPORT (include WHO, WHAT, WHERE) the incident to:
 - a. SECURITY FORCES _____
 - b. BUILDING MANAGER _____
 - c. SUPERVISOR _____
6. WASH your hands with soap and water to prevent spreading any potentially dangerous substance to your face
7. LIST all people who were in the room or area when the LETTER or PACKAGE was determined to be suspicious.

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Give these procedures to the PUBLIC HEALTH and LAW ENFORCEMENT OFFICIALS for follow-up investigations, advice, medical follow-up, etc.

8. DELAY DELIVERY of all mail in the bag/batch, until the suspicious LETTER or PACKAGE is checked and cleared by authorized personnel.

SUSPICIOUS OPENED/LEAKING LETTER OR PACKAGE

***** WARNING *****

DO NOT shake or empty contents of the LETTER or PACKAGE. DO NOT try to BRUSH OFF or CLEAN UP anything that has spilled on your clothes or in the immediate area

1. CONTAIN any further leakage of potentially dangerous substances.
 - a. If possible, PLACE the LETTER or PACKAGE in a PLASTIC BAG or some other type of container to prevent leakage of contents.
 - b. If no container is available, the COVER/DRAPE the LETTER or PACKAGE with anything (e.g. Clothing, paper, trash can) and do not remove the cover.
 - c. PLACE "suspicious package" tag near the LETTER or PACKAGE with the arrow pointing toward it.

***** NOTE *****

TAKE these procedures with you

***** WARNING *****

DO NOT leave the vicinity if RADIOLOGICAL, CHEMICAL or BIOLOGICAL contaminants are suspected (wait for Emergency Responders (ER) instruction)

2. EVACUATE the immediate area (e.g. Room) and CLOSE THE DOOR, or section off the area to prevent others from entering (i.e. Keep others away).
3. REPORT (include WHO, WHAT, WHERE) the incident to:
 - (1) SECURITY FORCES _____
 - (2) BUILDING MANAGER _____
 - (3) SUPERVISOR _____
4. Wash your hands with soap and water to prevent spreading any potentially dangerous substances to your face.
5. If clothing is contaminated, DO NOT attempt to brush off. Remove and place in plastic bag(s) or remain still and await direction from first responding public health or law enforcement.
6. LIST all people who were in the room or area when the LETTER or PACKAGE was determined to be suspicious, especially those who had actual contact with the potentially dangerous substance.

***** NOTE *****

Give these procedures to the PUBLIC HEALTH and LAW ENFORCEMENT OFFICIALS for follow-up investigations, advice, medical follow-up, etc.

***** WARNING *****

DO NOT use BLEACH or other DISINFECTANT on your skin

7. When practical. SHOWER with soap and water.