



WARNING!

SUSPICIOUS POWDER OR SUBSTANCES

STEPS TO TAKE



1. Do not shake or empty the contents and try not to smell/inhale the substance.
2. Double bag (with gloves) or COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.)
3. LEAVE the room, CLOSE the door and prevent others from entering.
4. **CALL 911 or 606-3911.**

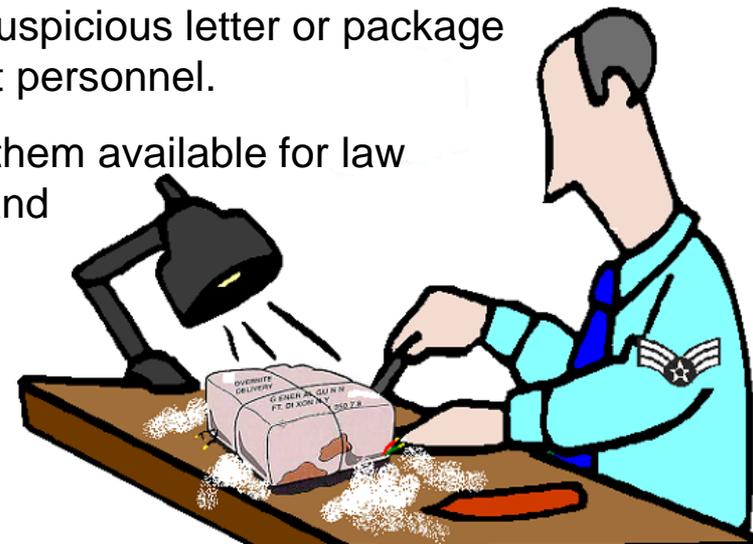
5. All persons in contact with substance WASH your hands with soap and water.

6. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to medical & law enforcement personnel.

7. Place all items worn at the time in plastic bags and keep them available for law enforcement. If possible change clothing in the workplace and DO NOT let anyone else touch the clothing.

8. If possible shower with soap and water.

9. Follow all instructions given by first responders.



Dial 911 or L.E. Desk (606-3911)