



If you receive a suspicious letter or package What should you do?

1. Avoid handling Don't shake or bump
2. Isolate and look for indicators
3. Don't Open, Smell, or Taste
4. Treat it as Suspect! Call 911

**If you suspect a letter or package contains a bomb, radiological, biological, or chemical threat:
Isolate area immediately, Call 911, Wash your hands with soap and water.**

Indicators:

Addressed to title only or incorrect title with name.
Lopsided or uneven.
Rigid or bulky.

No return address, or restrictive markings.
Unknown powder or suspicious substance.
Possibly mailed from a foreign country.



Protruding wires.
Strange odor.
Oily stains, discolorations, or crystallization on wrapper.
Excessive tape or string.



Poorly typed or written.
Excessive postage.
Misspelled words.

Police Department: _____
Fire Department: _____
Local FBI Office: _____

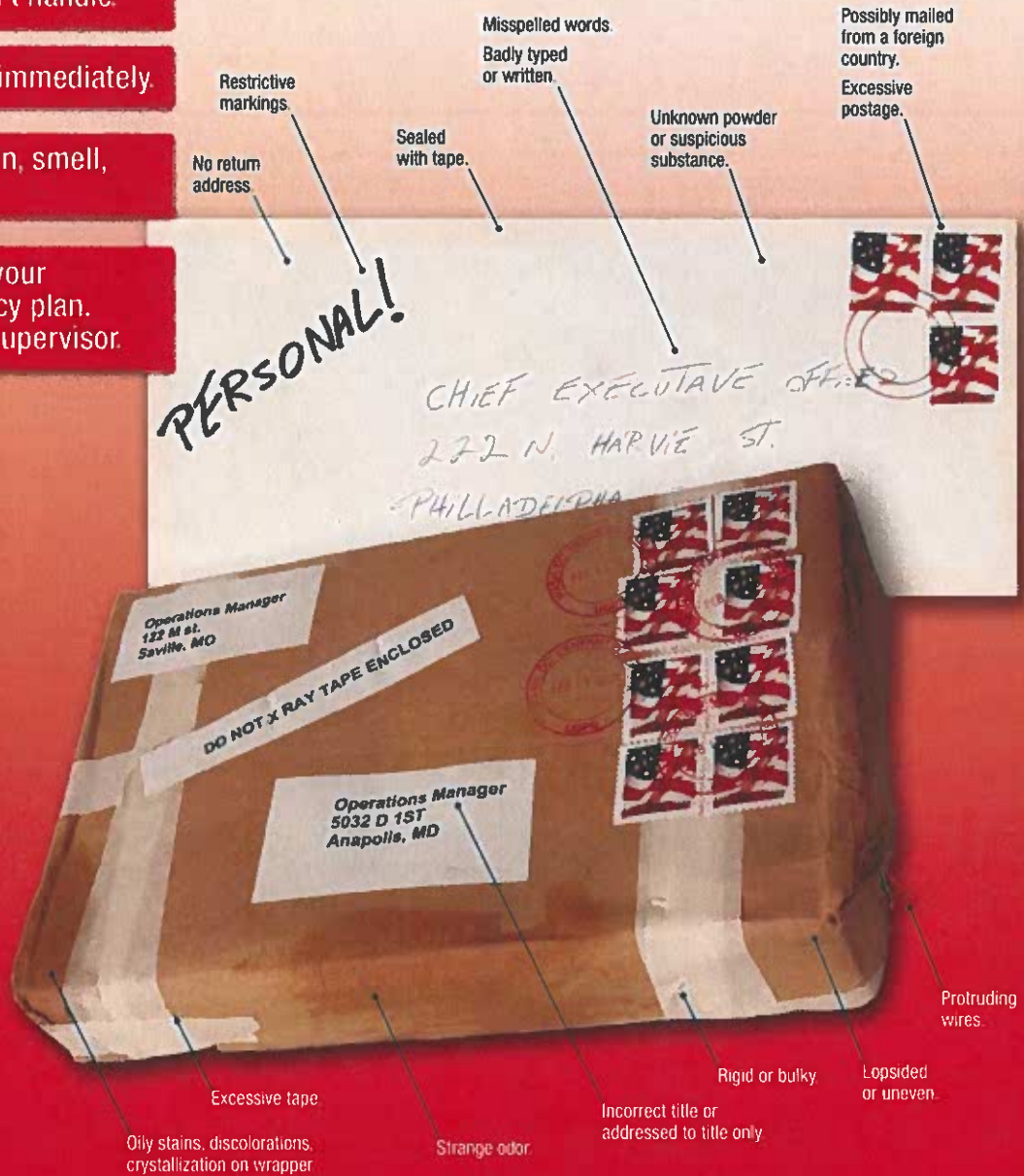
(ask for the duty agent, special agent bomb technician, or weapons of mass destruction coordinator)

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

