**Handling Suspicious Packages**

**If You Receive a Suspicious Package**

* Don’t shake or bump it (handle with care).
* Don’t open, smell, touch, or taste it.
* Treat it as suspect – notify your supervisor and call the police immediately.
* Attempt to check the validity of the package through the return address.
* Isolate the package immediately by placing it in a sealable container (i.e., garbage bag).
* Carefully remove rubber gloves (if worn) and place them in the same container before sealing it.
* Evacuate the immediate area, including you.
* Ensure that all persons who have handled the package immediately wash their hands with soap and water.

**What makes a package suspicious?**

* Type of mail: Foreign, Priority, Special Delivery (and not expected).
* Restrictive endorsements: Confidential, personal, To be opened by addressee only
* Visual distractions: Fragile, rush, handle with care.
* Excessive postage: (usually stamps).
* Fictitious or no return address.
* Shows a city or state postmark that doesn’t match the return address.
* Poorly typed or handwritten addresses.
* Incorrect titles or titles with no names.
* Misspellings of common words.
* Oily stains or discolorations.
* Sticky or adhesive substances.
* Excessive or uneven weight distribution.
* Excessive binding material: Masking, electrical or strapping tape, string, or twine.
* Rigid, lopsided, or uneven envelope.
* Makes a sandy noise or any other noise when moved.
* Strange odor or chemical smell.
* Crystallization on wrapper.
* Powdery substance on or leaking from the package
* Non-English writing.
* Leaking any type of fluid
* Protruding wires, screws, or other metal parts.
* Anything “out of the ordinary” about the item.

**What should I do if I receive mail that appears to be contaminated?**

* Do not handle the mail or package suspected of contamination.
* Do not attempt to clean up any spilled contents.
* Make sure the envelope or package is isolated and the immediate area evacuated.
* Ensure that all persons who have touched the package or envelope wash their hands, face and arms with soap and water immediately.
* Notify your supervisor and call the police immediately.
* Make a list of all persons who have touched the envelope or package and their contact information. Provide this information to the emergency responders upon their arrival.
* As soon as practical, shower with soap and water. If you fear that you have been exposed to a toxic substance, you may go to a local hospital emergency room and advise them that you may have been exposed to a hazardous material. If you think you have been exposed to Anthrax, seek medical attention immediately.
* Contact the Center for Disease Control Emergency Response Center at 770-448-7100

**Things you may encounter in the Mail**

* Legitimate packages
* Harmless pranks
* Pointed or edged items
* Biohazards
* Chemicals
* Explosives