APPENDIX E: SUSPICIOUS LETTERS AND PARCELS

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

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