

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.

Restrictive markings
No return address
Sealed with tape
Misspelled words badly typed or written
Unknown powder or suspicious substance
Possibly mailed from a foreign country
Excessive postage

PERSONAL!
CHIEF EXECUTIVE OFFICER
222 N. HARVIE ST.
PHILADELPHIA

Operations Manager
122 M St
Saville, MO

DO NOT X-RAY TAPE ENCLOSED

Operations Manager
5032 D 1ST
Annapolis, MD

Oily stains, discolorations, crystallization on wrapper
Excessive Tape
Strange odor
Incorrect title or addressed to title only
Rigid or bulky
Protruding wires
Lopsided or uneven

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

Poster #4
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