

Responding to a Suspicious Package or Envelope

If you see a package or envelope that does not belong, proceed with caution. The contents of the package could be dangerous. Use the following checklist to help you determine whether or not the package or envelope is a potential threat and respond accordingly.

Check for the following to assess whether an envelope or package could potentially be a threat:

KEY POINTS

- Check for signs of a potential threat.
- Do not open it if you suspect it is dangerous.
- Notify authorities as quickly as possible.
- List anyone in the room who may have handled the package or envelope.

No return address or a return address that does not match the postmark.

Poor labeling, either handwritten or badly typed, with illegible or misspelled words or odd names and incorrect titles.

Restrictive labeling such as "For _____ Only," or "Confidential."

Overly general labeling including a title without a name or no specific addressee.

Excessive postage.

Strange markings, such as symbols, pictures, or threatening language of any sort.

Unusual appearance. Look for excessing masking tape, string, or other packaging; lopsided or uneven envelopes; discolorations or stains; or protruding wires or aluminum foil.

Powdery substance felt through or appearing on the package or envelope.

Excessive weight.

Ticking sound.

IF A PACKAGE OR ENVELOPE APPEARS SUSPICIOUS, *DO NOT OPEN IT*

Put the package or envelope down on a stable surface.

Leave the envelope or package alone. Do not empty the contents, shake it, sniff it, touch it, or taste it. Do not carry it or show it to others.

Leave the area, close any doors, and prevent others from entering.

Wash hands with soap and water to prevent spreading potentially infectious material to the face or skin. Seek additional instructions for exposed or potentially exposed persons.

Notify a supervisor, security officer, or law enforcement official. Alert others in the area of the suspicious package.

Shut off the ventilation system if possible.

Try to identify and list all persons who were in the room or area when the suspicious package or letter was recognized. Include all persons who may have handled it. Give this list to both public health authorities and law enforcement officials.

For further information on maintaining a culture of preparedness, contact one of our experts, or visit our resources for more helpful materials.

With an end-to-end solution, such as Agility Recovery, businesses can recover **4 times faster** than with no BCM solution.