

EMERGENCY MANAGEMENT MONTHLY

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Suspicious Letters and Packages

What to look for:

- Excessive postage or tape
- Sent from a foreign country, especially if unexpected
- No return address
- Odd or unknown sender
- Misspelled words
- Poorly typed or written
- Markings such as “personal” or “do not x-ray”
- Sealed with excessive tape
- Powder or unusual substance inside
- Oily stains, discoloration, or crystallization
- Odd odor
- Addressed to a title, or use of an incorrect title for a person
- Lopsided or uneven
- Rigid or bulky in appearance
- Protruding wires
- Excessive weight
- Blurred or missing postal stamp cancellation marks
- Excessive perfume used to mask other smells

Personnel at JB MDL must continue to be vigilant when it comes to suspicious letters and packages, as we continue to maintain our FPCON measures. That said, there are nuances to what constitutes an unattended package versus a suspicious one. Personnel may forget and leave behind a package in a facility. If this is the case, report the package as an “unattended” item. This means that the owner of the package may not be readily found near the package. This allows First Responders to take a measured approach as they complete their assessment. Should however, the package present symptoms mentioned in the left column of this newsletter, then one must report the package as suspicious. The report of a suspicious package for example, oily stains, protruding wires or excessive perfume used to mask other smells, causes a much different response protocol from First Responders. Your accurate reporting of the situation will help immeasurably. Our increased FPCON vigilance requires all JB MDL personnel to be especially cognizant of our surroundings, not only in the workplace, but at home as well. On JB MDL it is up to all of us to understand how to properly react to any threat...including suspicious letters and packages.

Whenever you receive a letter or package, be on the lookout for anything suspicious or out of the ordinary. Is there excessive postage? Multiple misspellings? If you find a suspicious package leave it exactly where it is. Inform everyone in the building to evacuate and call 9-1-1. If you handled the package make sure to thoroughly wash your hands. Also ensure you remain on-scene in a safe area so responding personnel can ask additional questions of you to ensure your safety.

If you find a letter or package that has leaked a liquid or powder do not touch it or clean it up! Leave everything as is. If possible turn off all HVAC systems, if safe to do so, and close the door to the room. Call for help and make sure no one enters that room. To avoid cross contamination wash your hands immediately and put any potentially contaminated clothing into a sealed plastic bag if possible. You may need to turn the bag over to response personnel. When able, shower with soap and water. Remain on-scene and make every attempt to remember distinguishing features of the package since first responders will be asking you questions. Responders will ensure you are clear of any possible contamination before releasing you. Your safety is paramount!

How to Respond:

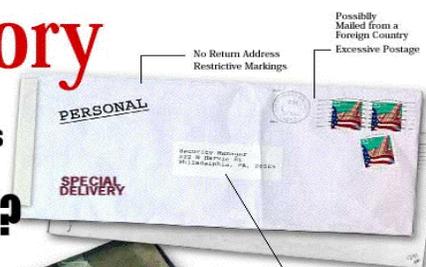
- Stop. Don't open, handle, shake, taste, or smell the package
- Put the package or letter down gently and if possible place it in a plastic bag or container to prevent leakage of contents
- Close all open windows and doors
- Turn off ventilation system if safe to do so
- Notify a supervisor
- Isolate the area immediately, evacuate and keep others away
- If you develop signs or symptoms of exposure, wash/flush the affected area with water
- Call 911
- Remain in a nearby but safe area until contacted by response personnel

FBI Advisory

If you receive a suspicious letter or package

What should you do?

- 1 Handle with care 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



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