

Suspicious Mail

What makes mail suspicious

- ✓ Unexpected or is from an unfamiliar source.
- ✓ Addressed to someone no longer with your organization or is outdated in any way
- ✓ Has no return address or an address that cannot be verified
- ✓ Lopsided, oddly shaped, or has an unusual weight, given its size
- ✓ Marked with restrictive endorsements, such as "Personal" or "Confidential"
- ✓ Has protruding wires, strange odors or stains
- ✓ Shows a city or state in the postmark that doesn't match the return address

What should I do if I receive a suspicious package in the mail?

- ✓ Do not try to open the package or envelope
- ✓ Isolate the parcel
- ✓ Evacuate the immediate area
- ✓ Call 9-1-1
- ✓ Wash your hands with soap and water for at least 10 seconds
- ✓ If powder is on clothing, do not brush it off, isolate yourself, remove clothing and keep it isolated as well. If a shower is available then use it.



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What should I do if I am exposed to a piece of mail I suspect may contain or be contaminated with anthrax or any other dangerous or deadly substance?

- ✓ Do not handle the envelope or package
- ✓ Notify your supervisor, who should immediately contact 9-1-1
- ✓ Make sure the package or envelope is isolated and the immediate area is cordoned off
- ✓ Ensure that everyone who had contact with the piece of mail washes their hands with soap and water and stays isolated from the general population
- ✓ Make a list of all the people who had contact with the package or envelope, include contact information, and provide the list to 9-1-1
- ✓ Place all items worn in contact with the suspicious mail in plastic bags and keep them isolated. Advise 9-1-1
- ✓ Shower with soap and water as soon as possible
- ✓ Officials will notify local, county and state health departments and the state emergency manager