

# Suspicious Package/Letter Handling

The U.S. Postal and Shipping Sector can be exploited by individuals trying to cause harm to others by sending explosive or chemically contained substances through the mail. Common examples of these suspicious packages/letters may look like this:

## Suspicious Indicators on Package/Letter:

- Protruding Wires
- Ridged or Bulky
- Lopsided/Uneven Package Structure
- Strange Odor
- Wrong Title and Name
- Oil stains, Discolorations/Crystallizations
- Excessive Tape or String
- Sealed with Abnormal Tape (eg. Duct Tape)
- Incorrect Address

## Potential Threats in the Mail Stream:

- ✓ **Airborne Biological Agents**
- ✓ **Hazardous Chemical Materials**
- ✓ **Explosive Components**

## General Steps if a Suspicious Package/Letter is Identified:

- **DO NOT:** Shake or Bump the package/letter
- **DO NOT:** Open, Smell, Touch or Taste
- **DO:** Isolate damaged or suspicious item immediately
- **DO:** Notify supervisor, security personnel or local law enforcement
- **DO:** Contact Postal Inspectors

## If a Biological/Chemical Threat is Suspected

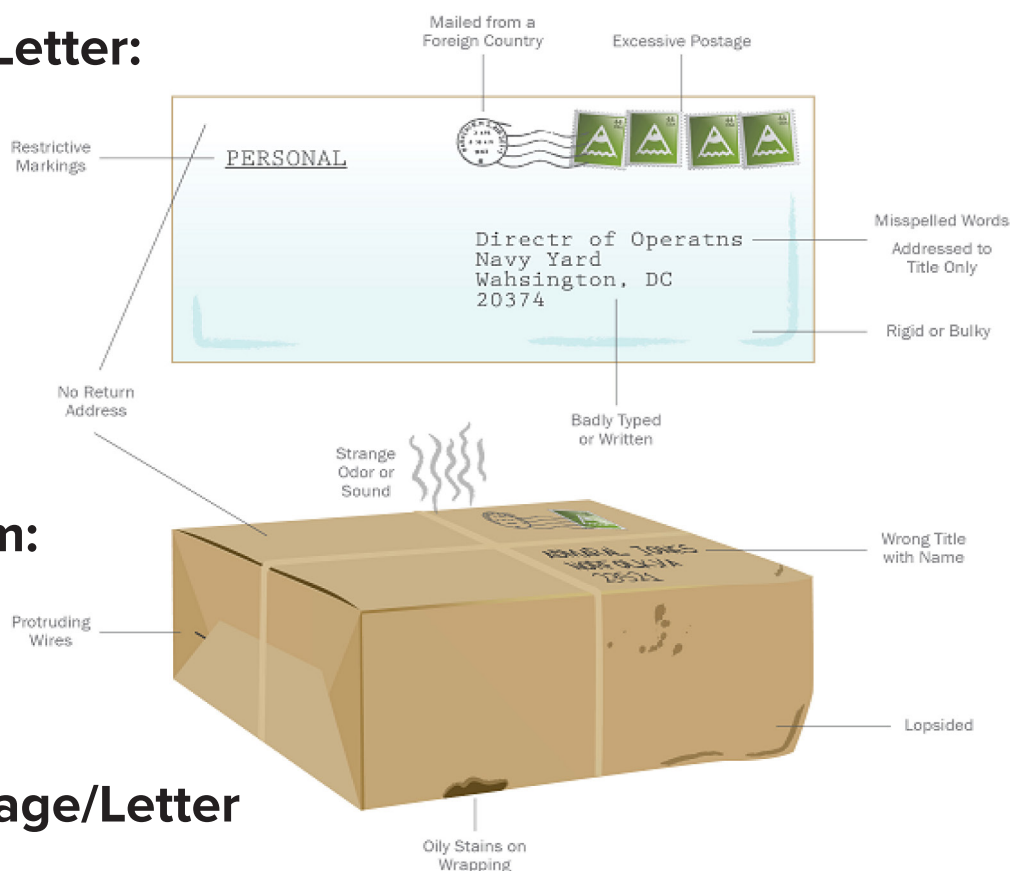
- Wash exposed skin with soap and warm water
- Remove contaminated clothing ASAP and place in plastic bags
- Call Police
- Call Fire Department - HAZMAT Unit

## If a Package/Letter Bomb is Suspected

- **DO NOT TOUCH**
- Evacuate immediate area/mail room ASAP
- Call Police
- Call Fire Department

## If Powder/Air Contaminants are Suspected

- Cover spilled contents immediately
- Shut down air handling system
- Leave room and close all doors
- Remove contaminated clothing ASAP and place in plastic bags



## Report Any Suspicious Activity to

New York State Terrorism Tips Hotline

**1-866-SAFE-NYS**

**( 1-866-723-3697 )**

*All calls are toll free and  
will remain strictly confidential.*

*or*



GET 'SEE SEND' APP

