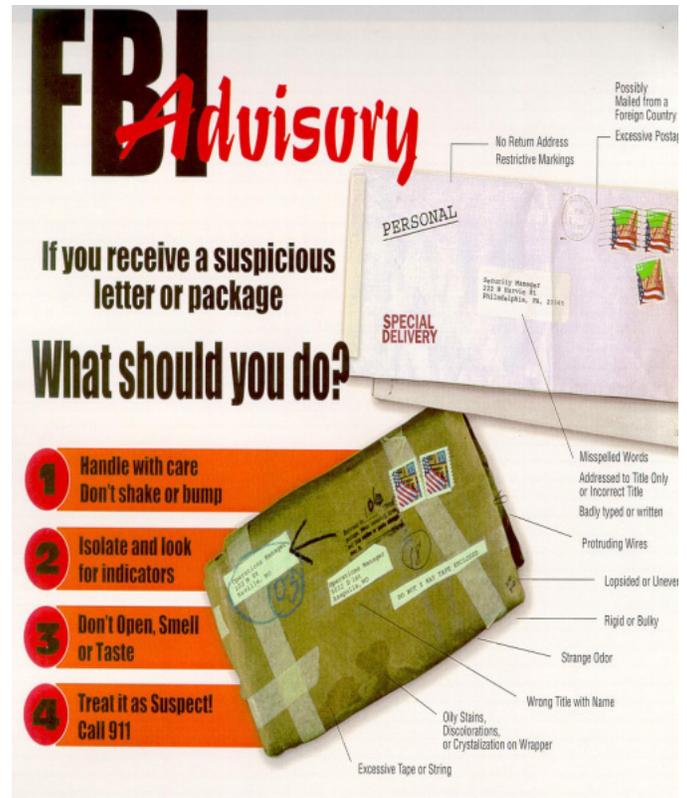


Due to the recent discoveries of biologically contaminated mail packages, and the continued possibility of explosive or radiological contaminated packages, this information sheet is intended to assist in the safe and effective handling of incoming mail for your organization. **Please contact your local Police or 911 office immediately if you believe you received a suspicious package.**

What constitutes a “suspicious parcel”?

Some typical characteristics Postal Inspectors detected over the years which trigger suspicion include parcels that:

- ✓ are unexpected or from someone unfamiliar to you.
- ✓ have excessive postage.
- ✓ have handwritten or poorly typed addresses.
- ✓ have misspellings of common words.
- ✓ are addressed incorrectly, to someone no longer with your organization or are otherwise outdated.
- ✓ have no return address, or have one that can't be verified as legitimate.
- ✓ are of unusual weight, given their size, or are lopsided or oddly shaped.
- ✓ are marked with restrictive endorsements, such as "Personal" or "Confidential."
- ✓ have protruding wires, strange odors or stains.
- ✓ show a city or state in the postmark that doesn't match the return address.



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

DO NOT PANIC! THINK! ACT CALMLY.

If you suspect a Bomb

- ✓ Do not handle
- ✓ Evacuate immediately
- ✓ Call the Police or
- ✓ Call 911 (or other emergency phone)

If you suspect Radiological

- ✓ Limit exposure-don't handle
- ✓ Evacuate the area
- ✓ Shield yourself from the object
- ✓ Call the Police or
- ✓ Call 911 (or other emergency phone number)

If you suspect Biological or Chemical

- ✓ Isolate-don't handle
- ✓ Call the Police or
- ✓ Call 911 (or other emergency phone number)
- ✓ Wash your hands with soap and warm water

----- Local Contact Numbers -----

Police 301-619-7114 * Emergency Services 301-619-2528
Or the Fort Detrick Security Office 301-619-3308/3312