

SUSPICIOUS PACKAGE OR LETTER PROCEDURE

IDENTIFYING

Indicators of suspicious packages & letters:

- Inappropriate or unusual labeling/Excessive Postage
 - Strange and/or no return address
 - Marked with threatening, insulting, or disparaging language
 - Postmarked from a city or state that does not match the return address
 - Powdery substance felt through or visible on the package or envelope
 - Oily stains, discolorations, or odor
 - Lopsided or uneven envelope
 - Excessive packaging material such as masking tape or string
- Protruding wires
Aluminum Foil
Ticking Noises

RECEIVING

Not opened package or letter:

- Do not panic
- Place item in a plastic bag and seal it
- Place all items in a second plastic bag and seal that bag
- Stay in your office or immediate work area. This also applies to co-workers in the same room.
- Prevent others from entering the area and potentially becoming contaminated. Remember you are not in immediate danger
- Call Office for help. If in Office call Police at 9-801-254-3742
 - Know exact location of incident –room# etc.
 - number of people potentially exposed
 - description of the package/device
 - actions taken: package sealed in bags, area isolated.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands
- Wait for help to arrive.

Opened package or letter:

- Do not panic & don't disturb item any further
- Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing
- If possible, place an object over the package without disturbing it such as a large waste bin
- Stay in your office or immediate work area. This also applies to co-workers in the same room.
- Prevent others from entering the area and potentially becoming contaminated. Remember you are not in immediate danger.
- Call Office for help. If in Office call Police at 9-801-254-3742
 - Know exact location of incident –room# etc.
 - number of people potentially exposed
 - description of the package/device
 - action taken: package sealed in bags, area isolated
 - whether there is a ventilation system servicing the area and turn off ventilation.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands
- Wait for help to arrive.