

# SUSPICIOUS PACKAGE/MAIL GUIDELINES

## I. GENERAL MAIL HANDLING GUIDELINES:

1. Common sense and care should be used in inspecting and opening mail and packages.
2. Examine unopened envelopes for foreign bodies or powders.
3. Open letters and packages with a minimum of movement to avoid spilling any contents.
4. You may wish to take additional precautions such as:
  - a. using a letter opener instead of your hands;
  - a. wearing gloves; and/or
  - b. restricting the opening of mail to a limited number of (trained) individuals.

## II. MAIL WHICH MAY BE SUSPECT:

1. Any letter or package that has a suspicious or threatening message written on it.
2. Letters with powder/oily stains.
3. Envelopes that are lopsided, rigid, bulky, discolored or have a strange odor.
4. Envelopes with no return address.
5. Unexpected envelopes from foreign countries.
6. No postage or non-cancelled postage.
7. Improper spelling of common names, places or titles.

## III. RESPONSE TO HANDLING OF SUSPECT MAIL:

If you receive a threat or suspicious package, envelope or other item that may contain anthrax or other biological or chemical agents, immediately take the following steps:

1. Contain the exposure:
  - a. do not open a suspected package;
  - b. close off the room (doors & windows), do not allow anyone other than qualified emergency personnel to enter;
  - c. do not allow anyone to leave the room;
  - d. close the package or envelope to limit additional exposure;
  - e. do not touch your eyes, nose or any other part of your body;
  - f. if possible, wash your hands thoroughly; and
  - g. if possible, close down the building's heating/air conditioning ventilation system.
2. Notify the appropriate authorities:
  - a. Notify the **Orchard Park Police, 662-6444**, of the potential incident. The police, along with emergency medical services, will respond.
  - b. Inform the appropriate building manager(s).
  - c. In a school, notify the building principal immediately.
  - d. Make sure that no one enters the area until emergency personnel assure that the situation is no longer dangerous.
3. Remain calm:

a. Anthrax is readily treatable with antibiotics prior to the emergence of symptoms,  
which

take from 24 hours to several weeks to appear.

b. When emergency personnel arrive, they will arrange for transport to the nearest qualified medical facility where you can be evaluated and appropriate treatment can be provided.

4. Follow the instructions of qualified emergency personnel.

5. Information is available via the world wide web:

a. [www. STATE.NY.US/GOVERNOR/](http://www.STATE.NY.US/GOVERNOR/)

b. [www. HEALTH.STATE.NY.US/HOMERS.HTML](http://www.HEALTH.STATE.NY.US/HOMERS.HTML)