

## **Protocol for Identifying and Handling a Suspicious Package and What to do in the Event of a Hazardous Discharge**

### I. Identifying a Suspicious Package

A suspicious letter or parcel might have some of the following indicators:

- Origin - Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage - Excessive or inadequate postage.
- Balance - The letter is lopsided or unusually thick.
- Weight - The letter or package seems heavy for its size.
- Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively.)
- Smell - Particularly almond or other suspicious odors.
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.
- Rub-on block lettering.

### II. Handling a Suspicious Package

- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape.)
- If the letter or parcel remains suspect, call the police.

### III. Incident Response Protocol for Suspect Nuclear or Biological Release

- Contain the material to minimize the impacted area;
- Contain the material to minimize the number of individuals exposed;
- Contain the potential impacted individuals to ensure that they receive proper medical attention;
- Remove non-impacted individuals from the area as quickly as possible;
- Maintain control of all potentially impact materials.

#### NOTIFICATION:

- Notify Supervisor
- Notify Security & Life Safety
- Notify Floor Warden
- Notify Local Emergency Response Authorities

#### CONTAINMENT:

- If material is released, impacted or potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate response staff arrive. If absolutely necessary, move impacted individuals into nearest bathroom facility on floor.
- Non-impacted individuals on the impacted floor should be evacuated, and await further instructions from response team.
- HVAC system (heating and ventilation system) for impacted and adjacent areas, and bathrooms should be immediately turned off.
- Isolate impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.
- Retain all impacted material for response team.