What if an envelope contains powder and spills?

- **DO NOT** try to clean up the powder. Cover the spilled contents immediately with anything (clothing, paper, trashcan, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder.
- Report the incident to the police by dialing 911.
- Do not leave the area until advised to do so by emergency personnel.
The likelihood of you ever receiving a bomb or other hazardous material in the mail is remote. Unfortunately, a small number of such threats have been discovered over the years, and have resulted in death, injury and destruction of property.

**What can you do to prevent this?**

First, consider whether you or your organization could be a target. Motives for bombings are often revenge, extortion, terrorism, business disputes or political/sociological change.

Keep in mind that a bomb can be enclosed in a parcel or an envelope and its outward appearance is limited only by the sender’s imagination. However, package bombs have exhibited some unique characteristics that may assist you in identifying a suspected device. It is furthermore important to know the type of mail your organization receives.

**Things to Look For:**

- Suspicious packages or articles may bear restricted endorsements such as “Personal” or “Private.” This is important if the addressee does not normally receive personal mail at the office.
- Visibly protruding wires, aluminum foil or oil stains. Furthermore, such packages may emit a peculiar odor.
- Excessive amount of postage stamps affixed to them.
- Letter type bombs may feel rigid or appear uneven and lopsided. Suspicious packages or articles may have an irregular shape, soft spots or bulges.
- Pressure or resistance when removing contents from an envelope or parcel.
- Unprofessional wrapping with several combinations of tape used to secure the package. Such packages may also be endorsed “fragile - Handle with Care”
- Buzzing, ticking, or sloshing sounds
- The addressee’s name and/or title may be inaccurate or misspelled.
- Distorted handwriting or the name and address may be prepared with home-made labels or cut-and-paste lettering.

**If You Identify a Suspicious Package**

- Do not move, alter, open, examine, taste or otherwise disturb the package.
- Do not put the package in water or a confined space such as a desk drawer or cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gases.
- Isolate the suspicious package/article and clear the immediate area until law enforcement arrives.
- If you have any reason to believe a package or article is suspicious, do not take any chances. Call 911.