

Name of Organization

logo

**SUSPICIOUS MAIL,
PACKAGES or EXPLOSIVES
PROCEDURES
FOR THE OFFICE AND MAILROOM
ENVIRONMENT**

Maintain a CURRENT list of contact numbers such as supervisors, management and 9-1-1

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

(not suspected to contain an explosive):

- Stop, don't handle,
- Isolate it immediately by keeping others away,
- Don't open, smell or taste,
- Close any open doors or interior windows,
- Turn off ventilation system if you know how,
- Stay in the immediate area unless explosives are suspected,
- If you develop signs or symptoms of exposure, wash or flush the affected area with water,
- Call your supervisor immediately,
- Stay off the phone so that authorities and responders can contact you.

IF YOU ARE THE SUPERVISOR:

- If not already in the immediate area, stay out so as to not risk contamination,
- Get as much relevant information as possible,
- Notify 9-1-1 and appropriate chain-of-command,
- Meet responders at the location they designate.

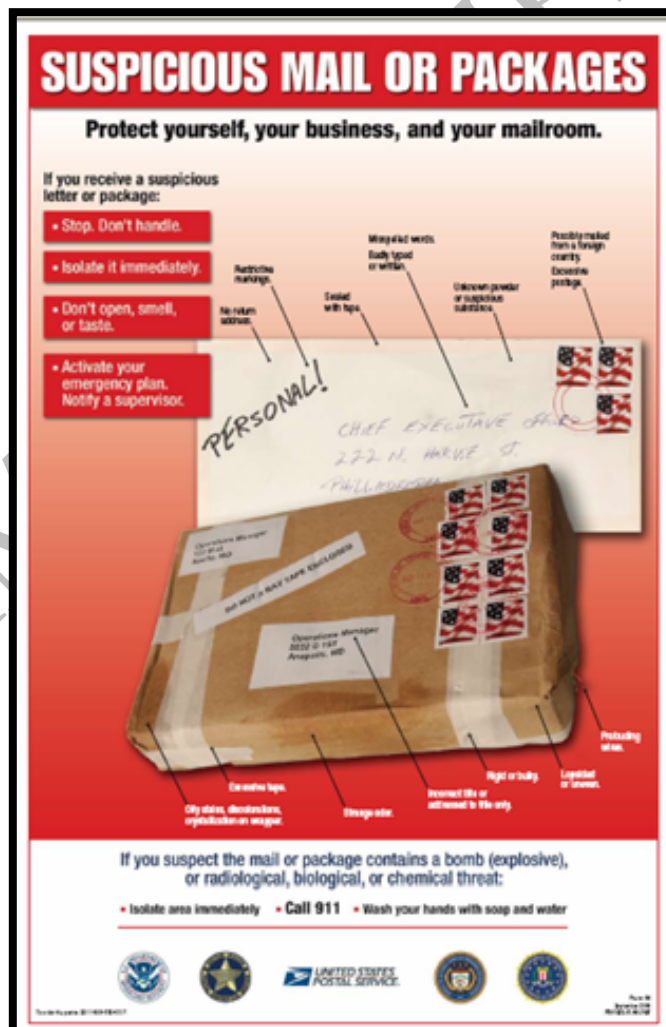
WHEN YOU CALL 9-1-1:

- Give your name, phone number & location (building, room number, etc.),
- Describe the suspicious package,
- Explain what is suspicious about it,
- Tell them if anyone has any signs or symptoms of exposure,
- Give the dispatcher your call-back telephone number and keep the line open, so that authorities and responders can contact you,

IF YOU SUSPECT IT IS A BOMB:

- DO NOT CHANGE OR TOUCH ANYTHING, including using the phone, turning lights, computers, etc. on/off. **LEAVE EVERYTHING AS IS!**
- Verbally notify others in the area of the situation,
- **EVACUATE TO AN ESTABLISHED SAFE PERIMETER WHICH MAY BE UP TO 500 FEET OR MORE** (this is about the length of two football fields),
- **DO NOT USE ANY ELECTRICAL DEVICE WITHIN 500 FEET OF THE SUSPICIOUS DEVICE**, including cell phones, blackberries and two way radios, etc,
- When you're 500 Feet away, call 9-1-1.

HAVE A COPY OF THIS POSTER IN YOUR MAILROOM AND BE FAMILIAR WITH SUSPICIOUS PACKAGE CHARACTERISTICS



HAVE A COPY OF THIS BROCHURE AT YOUR WORK STATION
AND BE FAMILIAR WITH SUSPICIOUS
MAIL/PACKAGE/EXPLOSIVE THREATS

This brochure can be downloaded from the Ready Illinois Web site:
<http://www.ready.illinois.gov/pdf/TerrorismBrochure.pdf>

