

# **SUSPICIOUS LETTER/PACKAGE INDICATORS**

## **FIRST RESPONDER AWARENESS CARD**

It is important to remember that every year in the United States civilians and responders are exposed to suspicious letters and packages.

### **IDENTIFICATION**

- **Responders should be very cautious of any materials or locations that arouse your curiosity.**
- **The item is unexpected by the recipient and the origin cannot be determined or validated.**
- Foreign Mail, Special Delivery and Air Mail
- Excessive Postage
- Restrictive Markings such as Personal, Confidential, etc.
- Incorrect Titles or Names
- Titles but No Names
- Handwritten or Poorly Typed Address
- Misspellings of Common Words
- Oily Stains, Discolorations or Leaking Powders
- Strange Odors or Sounds
- No Return Address
- Excessive Weight or Rigid Envelope
- Uneven or Lopsided Envelope or Package
- Protruding Wires, Tinfoil, Electronics, etc.
- Excessive Securing Materials such as String, Masking Tape, etc.
- Some type of telephoned, written or verbal threat was given.
- **Some indicators by themselves may not mean a suspicious item or package is present. However, if multiple indicators are present caution should be exercised.**

### **EXIT STRATEGY**

- If there are several strong indicators that you have some type of suspicious letter or package - leave the area and withdraw your personnel to an area outside the Warm Zone.
- Most letter and package devices are generally "victim activated" so do not touch, move or handle anything.
- If some type of powder or liquid has contaminated you, another responder or civilians, immediately begin decontamination and seek medical attention.
- Treat as a suspicious item until proven otherwise.
- Only trained personnel should approach, handle, or attempt to neutralize these devices.

***RESPONSE SHEET IS FOR INFORMATIONAL PURPOSES ONLY. PLEASE UTILIZE LOCAL GUIDELINES AND PROCEDURES.***