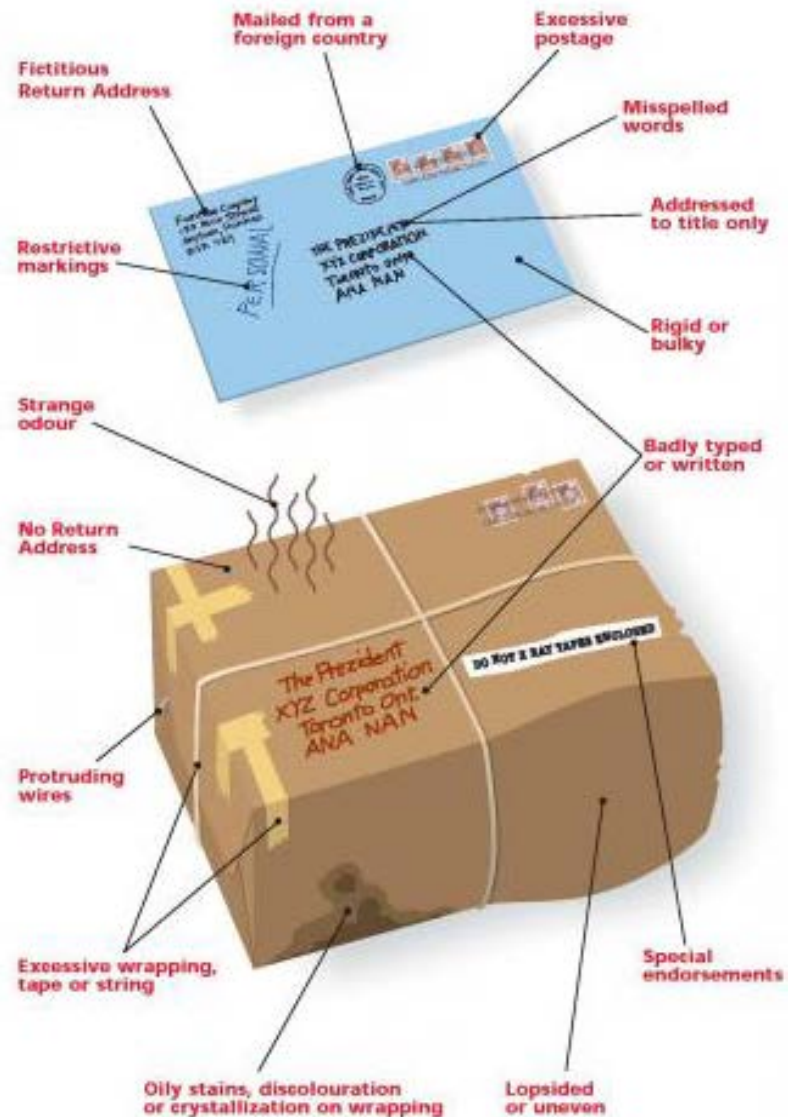


SUSPICIOUS PACKAGES IDENTIFICATION

All security personnel should be generally familiar with the criteria for spotting a suspicious package and/or suspicious mail and how to handle such situations. At a minimum, those criteria are:

Letter and Parcel Bombs:

- Unattended bags and or packages left inside or outside of an occupied building.
- Restrictive markings such as “CONFIDENTIAL” or “PERSONAL.”
- Excessive postage, foreign mail, air mail, and special deliveries.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.



Suspicious Packages:

- DO NOT open or shake it.
- DO NOT carry or show to others.
- DO NOT sniff, touch or taste.
- DO alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or guarding.
- Distance and separation are the safest precautions.
- Wash hands with soap and water.
- Create a list of persons in the room where the package was received.