



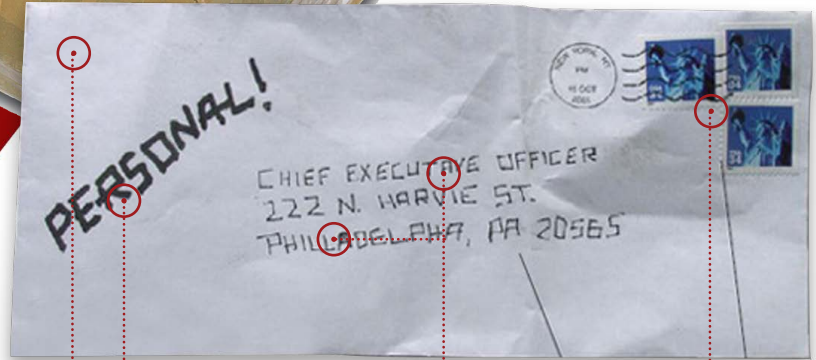
# SUSPICIOUS MAIL OR PACKAGES

STAINS, DISCOLORATIONS (POSSIBLE ODOR)

LOPSIDED/ UNEVEN



EXCESSIVE TAPE



RESTRICTIVE MARKINGS

EXCESSIVE POSTAGE/ POSSIBLY FROM OTHER COUNTRIES

NO RETURN ADDRESS

MISPELLED WORDS

## PROTECT YOURSELF, YOUR ORGANIZATION AND YOUR MAILROOM

If you receive a suspicious letter or package:

- Stop. Don't handle
- Isolate it immediately
- Don't open, smell or taste
- Activate your emergency plan
- Notify a supervisor

If you suspect the mail or package contains a bomb (explosive) or radiological, biological, or chemical threat:

- Isolate area immediately
- Notify immediate supervisor of suspicious package
- **Call 9-1-1**
- **Contact SCN Duty Desk at: 212.284.6940 and/or via email: [dutydesk@securecommunitynetwork.org](mailto:dutydesk@securecommunitynetwork.org)**
- Wash your hands with soap and water