State Mail Services
Suspicious Letter or Package
Advisory for All State Employees

What should you do if you receive a suspicious letter or package?

Handle with care. Don’t shake or bump.

Isolate and look for indicators.

Don’t open, smell or taste.

Treat as a suspect! CALL 911

If parcel is open and/or a threat is identified …

For a Bomb
Evacuate Area Immediately
Call 911 (Police)

For Radiological
Limit Exposure - Don’t handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)

For Biological or Chemical
Isolate - Don’t handle
Call 911 (Police)
Wash your hands with soap and warm water

Police Department _______________________________________________________________________

Fire Department _________________________________________________________________________

Virginia Capitol Police (For state offices located in Capitol Square) (804) 786-HELP

Agency Safety Officer or Floor Warden _________________________________________________________________________

Immediate Supervisor _________________________________________________________________________________________