



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

WARNING! Suspect Letter and Package Indicators

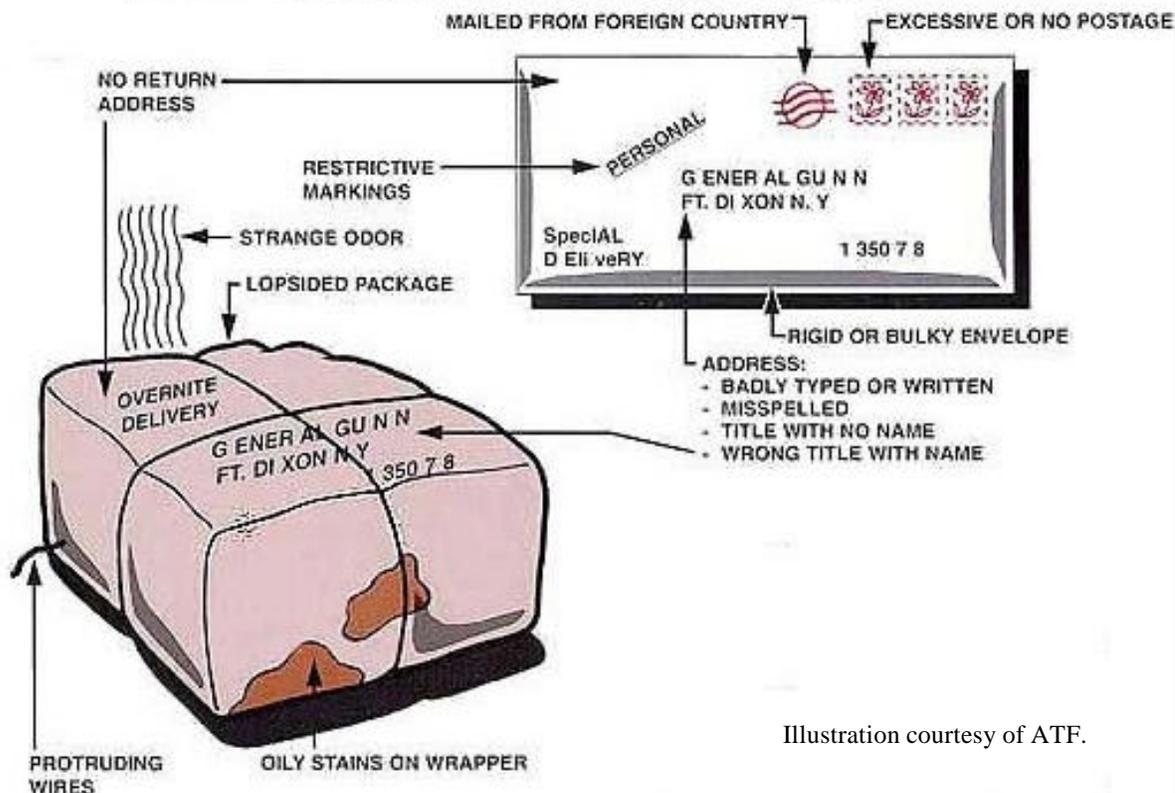


Illustration courtesy of ATF.

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 _____