



BUSINESS SERVICES DIVISION District Safety Advisory

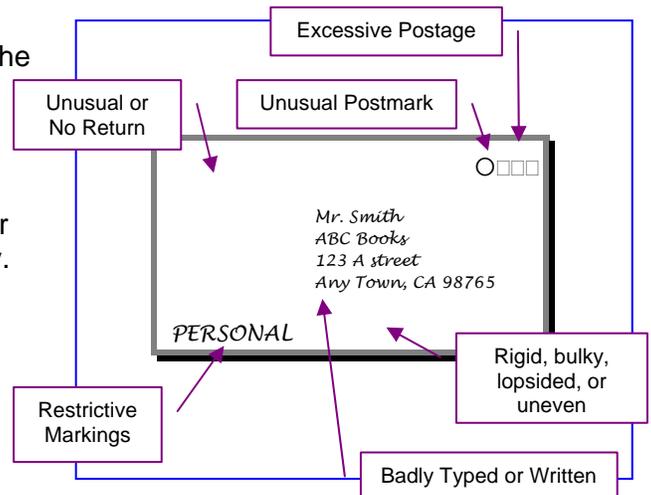
IDENTIFYING AND HANDLING A SUSPICIOUS PACKAGE

Although the District has received no credible threat to date that employees are at risk of exposure to hazardous substances in the mail, many individuals do have questions about mail safety today. The following information is provided in an effort to assist employees with distinguishing between that which is considered “routine” versus “unusual” mail. More detailed information may be obtained reviewing the LACCD Emergency Action Plan available at each location.

1. IDENTIFYING A SUSPICIOUS ENVELOPE OR PACKAGE

A suspicious letter or package may have one or more of the following indicators:

- **Origin:** Name of sender is unusual, unknown, or missing. Postmark is unusual or shows a city or state that does not match the return address.
- **Addressee:** Addressed to someone no longer at your address, misspelled words, or addressed to titled only.
- **Postage:** Excessive.
- **Packaging:** Sealed with excessive amounts of tape, string, may have protruding wires or aluminum foil
- **Balance:** Lopsided or lumpy in appearance.
- **Weight:** Heavy for its size.
- **Smell:** Particularly almond or other suspicious odors.
- **Contents:** Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains a powdery substance. (When checking, do not bend excessively.)
- **Writing:** Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled. Rub-on block lettering may be used.
- **Restrictive Markings:** Marked with restrictive endorsements such as “personal” or “confidential.”



2. HANDLING A SUSPICIOUS ENVELOPE OR PACKAGE

- Do not excessively handle or open a suspicious package.
- Do not shake, bump, or sniff the package.
- Immediately segregate the package in an unused room or space.
- Attempt to verify the sender and/or legitimacy of the package. (Ask the recipient if he/she is expecting a package that matches the suspect package’s size and shape.
- If the letter or package remains suspect, call your location’s Sheriff Department.

3. RESPONSE PROCEDURE

- Contain the material to minimize the impacted area and the number of individuals exposed.
- Contain the potential impacted individuals to ensure they receive proper medical attention.
- Remove non-impacted individuals from the area as quickly as possible.
- Maintain control of all potentially impact materials.
- Notify your supervisor and the Sheriff’s Department at your location.
- If the material is released, alert others in the area and calmly exit the area. Secure any fans or ventilation controllers that are accessible from within the workplace. Close all windows and doors, as applicable. As soon as you are able, thoroughly wash your hands with soap and water. Instruct others to do the same.
- Retain all impacted material for response team and follow their instructions.