### Mail Bomb Recognition Points:

- Excessive weight for its size
- Rigid envelope
- Lopsided or uneven envelope or package
- Excessive securing material
- Protruding wires, string, tinfoil etc
- Oily stains or discolouration
- Source unknown
- Visual distractions
- Unexpected or unsolicited mail, both local and foreign
- Excessive postage on local mail
- Restrictive markings (i.e. private, personal)
- Handwritten or poorly typed address
- No return address
- Incorrect titles
- Titles, but no names
- Misspelling of common words/name/address

### Action

**DO NOT OPEN OR CUT STRINGS**

- Gently lower to a level surface – Do not disturb
- Do not place in water – sand or in any confined space
- Clear immediate area of all people

**Threatening or ‘crank’ letter**

- Handle all documents by edges only, do not place further fingerprints or indentations on them.
- Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police.
- Note who has handled the correspondence.

**Notify the security officer or police.**