

Suspicious Letter or Package

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.