

HAZARDOUS MAIL

The general rules below should be followed at all times:

- open all mail with a letter opener or other method that is least likely to disturb contents
- open packages/envelopes with a minimum amount of movement
- do not blow into envelopes
- do not shake or pour out contents
- keep hands away from nose and mouth while opening mail
- wash hands after handling mail

General warning signs of potentially hazardous mail:

- handwritten, block-printed or poorly-typed addresses
- wrongly addressed or come from an unexpected source
- incorrect titles
- title but no name
- misspellings of common words
- restrictive endorsements such as “Personal” or “Confidential”
- excessive postage, wrapping, string or tape
- no return address
- postmark that does not match return address
- addressed to individual no longer with organisation
- posted somewhere other than Great Britain
- delivered by hand from an unknown source

Warning Signs Explosive Devices	Warning Signs Biological/Chemical Contamination
<ul style="list-style-type: none"> • grease mark on the envelope or wrapping • an odour of marzipan or almonds • visible wiring or tin foil, especially if the envelope or package is damaged • envelope/package feels heavy for its size • weight distribution may be uneven • contents may be rigid in a flexible envelope 	<ul style="list-style-type: none"> • discolouration, crystals on surface, strange odours or oily stains • envelope with powder or powder-like residue • unusual size or weight for a given size • lopsided or oddly-shaped envelope
<p>If an <u>explosive</u> device is found or suspected:</p> <ul style="list-style-type: none"> • do not touch • clear people away from the immediate vicinity • secure the area and inform the Officer in Charge or Co-ordinator who should notify police immediately using the (9)999 system 	<p>If <u>biological/chemical</u> contamination is suspected:</p> <ul style="list-style-type: none"> • do not touch further or move it to another location, switch off any ventilation systems, shut windows and doors and leave the room, but keep yourself separate from others and available for medical examination • contact your Officer in Charge or Co-ordinator who should notify police immediately using the (9) 999 system

The Officer in Charge/Co-ordinator is:	
Located at:	
Telephone:	