

APPENDIX C: POWDER IN MAIL GUIDANCE

What to do in the Event of an Envelope with Powder which Spills

1. **Do not** try to clean up the spill/powder.
2. Cover the spill/powder **immediately** with anything (e.g. clothing, paper, rubbish bin, etc.), and **do not remove** the cover once in place.
3. Inform colleagues in the room. All occupants to leave the room and **close the door**, your responsible person/Fire Marshall or their deputy should section off the affected area to prevent others from entering.
4. Wash your hands with soap and water to prevent spreading any powder/chemicals to your face.
5. **Notify Immediately** the designated/responsible officer or another available manager, who will notify the emergency services.
6. Remove heavily contaminated clothing **as soon as possible** (paper suit should be available within mail rooms for this purpose) and place in a plastic bag, or other container that can be sealed. This should be given to the designated officer for handing over to the emergency services on their arrival.
7. Wash yourself with soap and water as soon as possible. **Do not** use bleach or other disinfectants on your skin.
8. List all the people who were in the room or area, **especially** any who had **actual contact** with the powder. Give this list to the designated officer who will pass it to the police and local health authority for medical follow up and investigations.
9. **Wait for the emergency services and their expert advice and support on decontamination.** Do **not** under any circumstances take yourself to hospital (or anywhere else). If there is something present you will contaminate others unnecessarily. If there is nothing present, you will still disrupt urgent hospital work.