

# Safety Talk



## Suspicious Items – Exercise Caution

As you may have heard there have been suspicious packages (pictured above) with multiple stamps discovered at multiple high-profile addresses this week.

While these incidents are not common, employees should always exercise caution when coming across a suspicious item. It is important for us to review our procedures concerning suspicious mail, unknown powders, liquids or substances, and emergency situations involving smoke, fumes or vapors.

It is very important that you know how to recognize suspicious mail. Characteristics to pay special attention to include shape, look, address and packaging.

- Shape – Is it lopsided or uneven? Is it rigid or bulky?
- Look – Are there oily stains, discolorations, or crystals on the wrapper? Does it have a strange odor?
- Address – Is there a return address? Are there restrictive markings? Are there misspelled words? Is it addressed to a title rather than to an individual? Is it an incorrect title? Is it poorly typed or written?
- Packaging – Is it sealed with tape? Is there excessive tape? Is there excessive postage?

These are precautionary measures to ensure the safety of all Postal Service employees and customers.

If you open a mailbox and see a suspicious item inside, follow these steps:

- Do not touch or move the item.
- Don't put anything else in the mailbox.

- Leave the mailbox door open.
- Evacuate the immediate area.
- Isolate the area around the mailbox.

If you think the suspicious item is an immediate danger to life or safety (i.e. if you see smoke or hear sounds such as, hissing, etc.):

- Move to a safe area and call 911.
- Follow instructions from first responders.
- Call your supervisor to report the incident.
- Call Postal Inspectors at 877-876-2455. When prompted, state “emergency” to speak with a Postal Inspector.

If you believe the suspicious item is not an immediate danger to life or safety:

- Move to a safe area and call your supervisor to report the incident.
- Call Postal Inspectors at 877-876-2455. When prompted, state “emergency” to speak with a Postal Inspector.

**Remember: Safety Depends on Me!**