

Drill – Actions Upon Receipt of Suspicious Package (Suspected IED)

Task: Respond to receipt of a suspicious mailing or package (suspected IED) threat.

Condition: Given a situation in which an employee receives a suspicious mailing or package in an office environment in an area or location where civilians and bystanders are present.

Standards: Upon receipt of the mailing, provide a cursory visual examination, report the item, evacuate the immediate area, notify 911/law enforcement, and prevent further access to the area until law enforcement arrives.

Performance Measures.

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

- **Do not open** the article.
- Isolate the mailing.
- You may quickly take photos of the mailing and its location to assist responding law enforcement officers and bomb techs in discerning its location and appearance.
- Evacuate the immediate area.
- If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent; instead, immediately advise the Office Manager and/or Mail Center Manager.
- Do not place it in water or a confined space such as a desk drawer or filing cabinet.
- If possible, open-windows in the immediate area to assist in venting potential explosive gases.
- Notify 911/Law Enforcement.
- The U.S. Postal Service should also be contacted for professional assistance.

In the event that suspicious or threatening mail is received at an office or mail center:

- Immediately notify your Office Manager/Mail Center Manager or Mail Supervisor(s) if a suspicious package (stained package, bulk packaging, mail from a foreign country, excessive postage, etc.) is received.

- Minimize handling of the package.
- Consider quickly taking photos of the item and its location to help responders locate it.
- If there are obvious signs the package may be an explosive device or a chemical or biological threat, immediately evacuate the area and call 911.
- Evacuate the building – quickly move fellow employees to that safe area designated in your agency continuity plans. (This area should be established with sufficient stand-off distance and cover from explosions of IEDs)
- If it is determined that evacuation of the area is necessary, the staff member who makes the decision to evacuate the mail center becomes the Incident Commander and remains in that role until relieved by a law enforcement or a more senior agency official.
- The Incident Commander shall notify local law enforcement at (*insert telephone number*) that a suspicious package has been received and provide any available photographs of the package, location, and information requested.
- After contacting 911 and /or the local police, the agency's Incident Commander shall continue to coordinate with local law enforcement regarding the status of the emergency.

References: