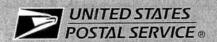
Response Checklist for Suspicious Mail and Unknown Powders or Substances

June 2009





Response Checklist

- Leave the mail item or substance where it was found. Do not disturb. Do not try to clean up the substance.
- Clear people from the immediate area and keep others away.
- Instruct anyone who may have had contact with the item or substance to wash hands and other exposed skin with soap and water. Direct them to wait in a designated area for further instructions.
- 4. Cordon off the immediate area.
- Shut down all equipment in the immediate area.
- Shut down all heating, ventilation, and air conditioning systems.
- Without disturbing the mail item or substance, document:

Location	of the ma	ail item	or subst	ance:
	HI			

A CONTRACTOR OF THE PROPERTY O	on of the mail item: s, labels, declarations, postage)
Name and mail item	d address of the addressee on th
Name an mail item	d address of the mailer on the

Call the Postal Inspection Service. Tell
them what you know about the mail item
or substance. They will conduct a threat
assessment.

Call your local Postal Inspection Service office or the 24-hour, toll-free number: **877-876-2455** (option 2)

- Take protective actions based on your local emergency action plan.
- 10. Call your district Homeland Security Coordinator to report this incident.
- Communicate immediately with employees, local unions, and management associations.
 Convey only the facts – avoid speculation!

If there is evidence of an emergency, such as smoke, fumes, vapors, or employees exhibiting medical symptoms, call 911, then your local Postal Inspection Service office and:

- Activate your local emergency plan.
- Evacuate the area.

12.	List the names of each person in the immediate area of the mail item or substance:			
13.	Additional comments:			
	S			
14.	Additional information:			
	Facility			
	Date			
	Signature			

http://blue.usps.gov/nationalpreparedness