

OPENING MAIL

When opening mail, be alert for:

- Any Powdery or Unknown Substance.
- Unusual inner sheathing or wrapping.
- Any inner binding, wire or twine.
- Unusual resistance upon attempting to withdraw contents.
- Electrical or mechanical items.
- Unusual metallic, plastic, or rubber-like material or items.
- Wooden boxing or containers within containers.



IF YOU BECOME SUSPICIOUS

- Use COMMON SENSE! Do not panic!
- **STOP!**...Put the item down quickly and gently. Do NOT handle, move or shake the item: Do NOT immerse Parcel in Water.
- If possible, isolate a potential bomb to a pre-selected secure location with substantial construction (masonry or concrete walls)
- Notify everyone in the area including bldg security and management.
- Evacuate the room...Put two or more walls between you and the item. Lock the room.
- Keep your hands away from your face so you do not touch your eyes, nose or mouth. **Wash your hands!!**
- Do NOT use radios, cell phones or other transmitters in close proximity of the suspicious package.
- Notify supervisory and public safety authorities.
- Note the type of Package, how it was delivered and anything that will help in the subsequent investigation.

SPECIAL POINTS

- **DON'T OPEN ANY PACKAGE THAT HAS MADE YOU SUSPICIOUS.**
- Be cautious about receiving well packaged, but unsolicited items.
- Some Mail Bombings involve an introductory letter, under separate cover, preparing the victim for receipt of the package bomb.
- Be more cautious about packages that are delivered by other than recognized services such as U.S. Mail, UPS, interoffice mail, etc.
- Never be embarrassed or hesitant about requesting assistance from public safety or bomb squad personnel. It's our job.



PRECAUTIONS

1. **NEVER** accept mail, especially packages, at your home from a foreign area, if you are not expecting a package.
2. Make sure family members and clerical staff know to refuse all unexpected mail at home or office.
3. Remember - It May Be A Bomb or Other Harmful Substance. Treat It as Suspect.

WARNING!

SUSPICIOUS Letter & Package Awareness

North Carolina Department of Transportation



In Cooperation with



**SBI Hazardous Devices Unit
Contacted through SBI Operations**

**1-800-334-3000
(24 hr - 7 days per week)**

September 1, 2010

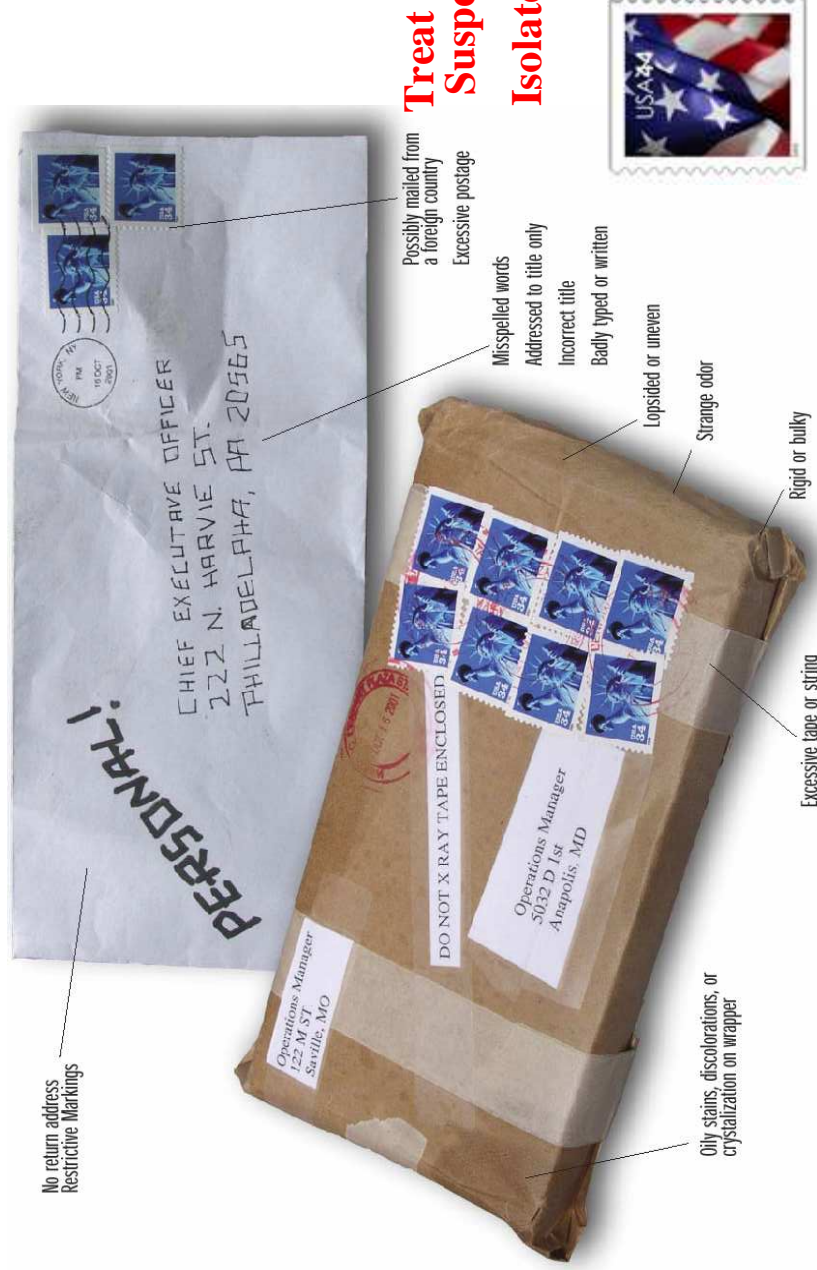
LETTER AND PACKAGE BOMB CHARACTERISTICS

- Initiated by opening in the intended manner (i.e.: top lid of box, flap on envelope).
- Constructed to withstand delivery.
 - prevent breakage
 - prevent premature initiation
- Attempts to avoid arousing suspicion.
- Must reach intended victim.

SUSPICIOUS LETTER AND PARCEL RECOGNITION POINTS (BOMB, BIOLOGICAL OR CHEMICAL)

- Package or envelope has any powdery substance on the outside.
- Package or envelope is unexpected or is from someone unfamiliar to you (Return address or Delivery Person)
- Excessive postage
- Cancellation stamp or Postmark and return address indicate two different locations.
- No Return Address or one which cannot be verified as legitimate.
- Foreign Mail, Air Mail and Special Delivery Mail, especially when the recipient in NOT expecting such package.

- Misspelled common words.
- Handwritten, or poorly typed labels or addresses, distorted handwriting or “cut & paste” lettering.
- Incorrect title (i.e. General, etc.), misspelling of title or title without name.
- Excessive or Unnecessary labeling, markings such as “Confidential”, “Personal”, “Private”, “Rush”, “Open Immediately”, “Rush-Do Not Delay”, “Fragile-Handle With Care”, “Deliver by Date/Time”, “Open Here”, etc.
- Excessive or Unusual bulk, weight or balance.
- Unusual Size, Shape (Lopsided or Uneven Envelope) or Weight.
- Tube Type Packages Heavier at One End
- Round, cylindrical or angular contours or thickness.
- Rigid Envelope.
- Oily Staining or discoloration on the container.
- Odor emanating from the item.
- Protruding Wires or Tinfoil.
- Buzzing or Ticking noise or sloshing sound.
- Visual Distractions, such as money or pornography.
- Excessive Securing Material such as Masking Tape, String, etc.
- String/twine passing into the item.



Treat It as Suspect!
Isolate It!

