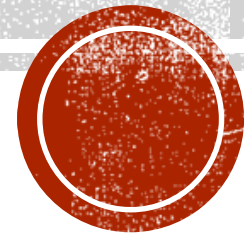
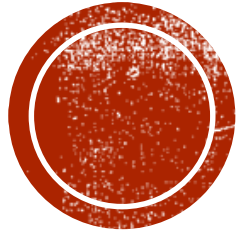


SUSPICIOUS PACKAGE TRAINING - 2019

By Karen Baransi



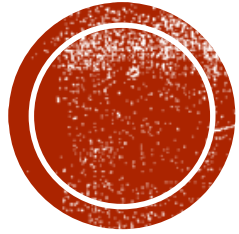
SUSPICIOUS PACKAGE / LETTER



The receipt of mail and packages are common in the normal course of our daily business at ODHL. Although it is unlikely that employees will receive a package or letter that contains biological/chemical agents or bomb, employees should be familiar with the following guidelines.

SUSPICIOUS PACKAGE / LETTER

What constitutes a “suspicious letter”?

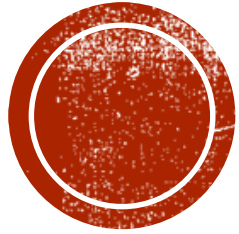


- Unexpected or from someone unfamiliar to you
- Addressed to someone no longer in the organization
- No return address or address can't be verified
- Incorrect spelling
- Shows a city or state in the postmark that is a different location than the return address
- Unprofessionally wrapped with several combinations of tape used to secure a package labelled 'Fragile', 'Handle with care', or 'Rush-Do Not Delay'
- Marked with restrictive endorsements like 'Personnel' or 'Confidential'
- Excessive postage or no postage
- Unusual weight

SUSPICIOUS PACKAGE / LETTER

What constitutes a “suspicious letter”?

- Feels rigid, uneven, lopsided, irregular shape, soft spots or bulges
- Protruding wires, leaking liquid, powder residue, strange odor, stains
- Contents feel stuck (pressure or resistance) when attempting to remove contents from the envelope or package

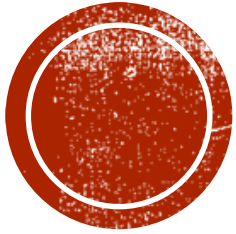


DHS & USPS list some anomalies that should raise red flags about a package, and suggestions on what to do next. (Courtesy of USPS)

SUSPICIOUS PACKAGE / LETTER

If you find/receive a suspicious package/letter:

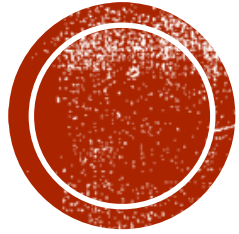
1. Do not touch the package or items near it. Movement may 'trigger' a detonation.
2. Do not use a cell phone or walkie-talkie in the immediate area of the package.
3. Conduct a threat assessment:
 - a) Can you identify the package without picking it up or handling it?
 - b) Does the package have protruding wires, leaking fluid or powder, strange odors, stains or residues?
 - c) Is there a note attached or near by the package?
4. If it is determined the package/letter presents no threat, no action is necessary, continue with normal work.



SUSPICIOUS PACKAGE / LETTER

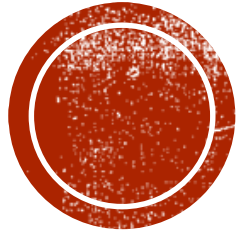
If you find/receive a suspicious package/letter:

5. If determined that the package/letter may present a “threat”:
 - a) DO NOT HANDLE or move.
 - b) Make sure the suspicious package is isolated and the immediate area closed off.
 - c) Evacuate the immediate area beyond the perimeter of those exposed.
 - d) Call the ODH 24/7 phone number at 614-722-7221.
 - e) Call Truro Township Fire Department at 614-866-1317.
 - f) Call ODA Facilities Maintenance at 614-989-2013.
 - g) Ensure all employees who have touched the device wash their hands with soap and water.



SUSPICIOUS PACKAGE / LETTER

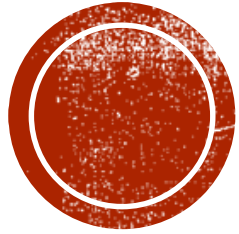
What do I do if I OPENED a suspicious package/letter:



1. Remain calm.
2. DO NOT OPEN or FURTHER HANDLE the package/letter. If possible, seal in a plastic bag.
3. Make sure the suspicious package is isolated and the immediate area closed off.
4. Evacuate the immediate area beyond the perimeter of those exposed.
5. Call the ODH 24/7 phone number at 614-722-7221.
6. Call the Truro Township Fire Department at 614-866-1317.
7. Call ODA Facilities Maintenance at 614-989-2013.

SUSPICIOUS PACKAGE / LETTER

What do I do if I OPENED a suspicious package/letter:

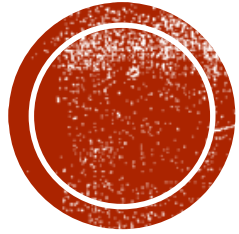


8. Place all items worn when in contact with the suspected package/letter in plastic bags and keep them wherever you changed your clothes, have them available for law enforcement. Wash hands with soap and water.
9. Make a list of all employees who have touched the package/letter. Include contact information. Provide the list to the proper responding public safety officials.

SUSPICIOUS PACKAGE / LETTER

Please take the quiz online: Passing grade is 80%

Questions?



Please send an email to:

Eric St Germain, BT Coordinator

Larry King, PI

Beth Kolp, RO, LSO

Kevin Sohner, ARO

Tammy Bannerman, ARO