



CHECKLIST OF ACTIONS TO TAKE IF YOU FIND A SUSPICIOUS PACKAGE

1. Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean up the substance.
2. Clear the immediate area of all persons and keep others away. **Call local law enforcement authorities.**
3. Instruct people in the immediate area to wash hands and other exposed skin with soap and water.
4. Direct these people to a designated area away from the substance to await further instruction.
5. List the names of the persons in the immediate area of the mail piece or substance.
6. Cordon off the immediate area.
7. Shut down all equipment in the immediate area and HVAC systems (heating, ventilation, and air conditioning).
8. If possible without disturbing the mail piece or substance, document:
9. Contact and pass information to the appropriate agency. A list of Contacts in case of Emergency is provided at right.
10. Take actions and make appropriate notifications as directed or as published in your local emergency plan.

Description of substance:

Description of mail piece (markings, labels, declarations, postage):

Addressee's name and address:

Mailer's name and address:

Recognizing suspicious packages, and following the specified actions will aid in the safety of those in the area of the package and may provide law enforcement and public health personnel with essential information in investigating the origins and dangers associated with the package.

Contacts in Case of

EMERGENCY

Call **911** if you find a suspicious package. Contact the Mayor's Call Center for additional information at 311. Visit www.hsema.dc.gov for emergency preparedness information.

