

Advice on Suspected Contaminated Mail

If you discover a suspect item inside a building and you are concerned that it may contain chemical, biological or radiological material:

- If the item is still intact, **DO NOT** shake it, squeeze it or open it. If it is an item of mail that you are already holding, place it in a transparent, sealable plastic bag or container. If you do not have a container, cover it with anything to hand (e.g. clothing, paper, waste bin) and do not remove this cover.
- Do not touch, tamper or move the suspect item elsewhere.
- Turn off all air conditioning, fans, photocopiers, printers, computers and heaters.
- If the contents of the package have spilled on to your clothing remove that piece of clothing, close all windows and evacuate the room; close all doors; leave the keys in the lock. Do not rub your eyes; touch your face or other people. Thoroughly wash your hands in soap and water as soon as possible.
- Place, if practicable, a clearly visible warning on the door.
- Go to an isolated room and avoid other people if you can. It is vitally important that you segregate yourself and others who may have come into contact with the package. Reassure your colleagues. It is unlikely that they are contaminated and they will get medical treatment if required.
- Have access to a phone. The emergency services may wish to speak with you directly.
- Where possible nominate someone who has not been in contact with the package to meet and speak with the emergency services.
- Emergency services may attend wearing protective clothing, including respirators, do not be alarmed this is common practice.
- **Inform security staff or the Police by dialling 999.**

If you discover a suspect item outside a building

- Move away as far as possible against the wind from the item and let police confirm if it is suspect or not.
- Inform security staff or the Police by dialling 999.