

APPENDIX 7

GUIDE FOR HANDLING SUSPICIOUS MAIL, PACKAGES OR CONTAINERS

- Avoid contact with the suspect material until a threat assessment has been conducted.
- Avoid contact with exposed persons until a threat assessment has been conducted.
- Quarantine exposed persons until a threat assessment has been conducted.
- Was a verbal or written threat made?
- Is there a suspicious substance present?
- Is anyone sick or showing unusual symptoms
- Is there a strange odor?
- Are there dead plants, insects or animals nearby?
- Is there a reasonable explanation for the material to be present?
- If there's **No Threat** inform the occupant of your determination and why. Take the material as evidence or tell the occupant to dispose of it.
- If the IC determines that a **Threat Has Occurred** secure the scene and request a certified HMRT via the 911 dispatcher.
- The IC must notify the FBI Joint Terrorism Task Force at 215-418-4000 on all suspicious mail and packages.
- The certified HMRT will not open packages and containers deemed suspicious by the IC without the IC first having it cleared by a certified bomb technician.**
- The certified HMRT will perform screening of the suspicious substance for reactivity, toxicity, corrosiveness, flammability, explosiveness, contact hazard and vapor off gassing.
- The certified HMRT will package the suspicious material for delivery to the PA DOH or PSP laboratory with a form attached indicating the results of their field screening.
- The local law enforcement agency will submit a chain of custody form along with officer and police department contact information with the suspicious material.
- The IC will arrange security of the material until local law enforcement can arrange delivery of the suspicious material to the PA DOH or PSP laboratory.

NOTE! Typically local law enforcement is the IC on responses involving suspicious mail, packages or containers.