

Guidelines for Packages and Letters with a Credible Threat

I. A suspicious unopened letter or package marked with threatening message such as "anthrax":

1. Do not shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, the cover the envelope of package with anything (e.g., clothing, paper, trash can) and do not remove this cover.
4. Leave the room and close the door, or section off the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading any powder to your face.
6. What to do next:
 - If you are at **Home**, then report the incident to local police by dialing 911.
 - If you are at **Work**, then report the incident to local police, and notify your building security official or an available supervisor.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

II. An envelope with powder, or powder spills out onto surface:

1. DO NOT try to clean up the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, ect..) and do not remove this cover.
2. Leave the room and close the door, or section off the area to prevent others from entering.
3. Wash your hands with soap and water to prevent spreading any powder to your face.
4. What to do next:
 - If you are at **Home**, then report the incident to local police by dialing 911.
 - If you are at **Work**, then report the incident to local police, and notify your building security official or an available supervisor.
5. Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
7. List all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.