SUSPICIOUS MAIL OR PACKAGES

PROTECT YOURSELF, YOUR BUSINESS AND YOUR MAILROOM

If you receive a suspicious letter or package:

- Stop. Don’t handle
- Isolate it immediately
- Don’t open, smell or taste
- Activate your emergency plan
- Notify a supervisor

If you suspect the mail or package contains a bomb (explosive) or radiological, biological, or chemical threat:

- Isolate area immediately
- Notify immediate supervisor of suspicious package
- Call 9-1-1
- Contact SCN Duty Desk at: 212.284.6940 and/or via email: dutydesk@securecommunitynetwork.org
- Wash your hands with soap and water