

Suspicious Envelopes or Packages

If you receive a suspicious letter

- 1 If you have opened the letter, set it down gently where you first read it. Leave it alone, remain calm and avoid sudden movements.
- 2 Inform a co-worker in the immediate area about what has happened and ask them to call Security at **514-398-3000** (Downtown) or **514-398-7777** (Macdonald).
- 3 Move to an area where you can avoid contact with others and stay there.
- 4 Remain calm. Exposure does not mean that you will become sick. Security Services will make sure you receive specific information about symptoms and effective treatment.
- 5 If you are in an area or job where packages are received and opened routinely, have a specific plan for identifying and responding to a suspicious package and exercise that plan on a routine basis.

If you notice a suspicious package

- 1 Do not handle the package.
- 2 Call Security at **514-398-3000** (Downtown) or **514-398-7777** (Macdonald).
- 3 Wait for instructions.

If a co-worker receives a suspicious letter

- 1 Turn off any fans in the area; Security will arrange to have the building's ventilation system shut down.
- 2 Instruct personnel involved to move slowly to the perimeter of the room, but do not permit anyone to leave. Do not allow others into the area. If anyone enters, they will have to stay until emergency responders instruct them to leave.
- 3 Do not disturb any contents in the letter or note. Handling the letter may increase the chances of exposure.
- 4 Do not give the letter or note to others to look at.

Although threats using biological agents must be taken seriously, more likely than not, they are hoaxes. If a biological agent is anthrax, it is not contagious and can be readily treated before the onset of symptoms.

Common features of suspicious letters:

- No return address; postmark or name of sender is unusual.
- Excessive or inadequate postage.
- Handwritten or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or a feeling of a powdery substance.
- The letter is lopsided or unusually thick.
- Rub-on block lettering.
- Threat of any type of contamination.