

## ANNEX 1: SUSPICIOUS PARCEL OR DEVICE

Suspicious parcels or devices can be delivered in a variety of ways and come many shapes and sizes, exercise caution and common sense. A “suspicious” parcel or device usually has some characteristic that is unusual or out of place. If you have any doubt or suspicion about a parcel, don’t take chances - **DO NOT OPEN OR HANDLE THE PACKAGE.**

### Suspicious Mail & Package Characteristics

- Excessive postage
- Protruding wires or aluminum foil Incorrect titles / title, but no name
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Rigid or bulky envelope
- Excessive sealing material such as masking tape, string, etc.
- The item may make a buzzing, ticking or sloshing sound
- Marked “Personal,” “To be opened only by,” “Do Not X-Ray,” “Prize inside,” etc.
- Springiness in the top, bottom or sides
- Powdery substances felt through or appearing on the item

### Suspicious Mail Precautions

- Do not open the package or mail.
- Place the item carefully on a stable surface immediately.
- Avoid further handling and isolate the item as much as possible.
- Clear the immediate area of all persons and keep other away.

- Take essential belongings, like cell phones, keys, purse, etc. with you in case return to your office is delayed.
- Leave the room and close the door to prevent others from entering
- Wash your hands immediately with soap and hot water.
- Isolate exposed persons to a designated area away from the substance and await further instruction.
- List the names of anyone who came in contact with the item or were present after the item was opened.
- Notify Travis County Security, (512) 854-5555 and your immediate supervisor.
- It is important that department leads encourage their employees to trust their instincts.

### **Suspicious Device or Improvised Explosive Device (IED)**

A suspicious package may be found in a general area. All employees can contribute to the safety of the workplace by assuring that visitors do not leave objects behind and by immediately reporting a suspicious item.

#### **SUSPICIOUS DEVICE PRECAUTIONS**

- Do not touch or move the device. Only specially trained bomb technicians should handle suspicious devices.
- Turn off Two-Way Radios and / or cellular phones in the immediate area of the device.
- Isolate and evacuate the area if safe to do so.
  - Evacuation must be above and below as well as around the device. Generally, the floor the device is on and the two (2) floors above and below will be evacuated.
- Shelter in Place vs. Evacuation Consideration.
  - Are explosive devices left at exits?
  - Is the device inside or outside the building?

- Are we putting people at greater risk by making them evacuate?
- Call 9-1-1 and Travis County Security at (512) 854-5555.
- If evacuation is deemed necessary, commence evacuation procedures.