

HOW TO HANDLE POSTAL ITEMS CONTAINING SUSPICIOUS POWDER/SUBSTANCE

1. The following guidelines provide advice on the handling of suspicious powder/substance.
2. When receiving a postal item containing suspicious powder/substance, **DO NOT PANIC**
3. Do not handle the powder/substance directly. If the package is already open, gently cover the spilled contents immediately with something readily available such as clothing, a towel, or newspaper. Do not remove the cover.
4. If the suspicious envelope or package is unopened, place the article in a plastic bag or similar type of container. Then follow paragraphs 7 to 11.
5. Do not attempt to clean up the spilled powder/substance.
6. If you suspect that some of the powder/substance may have stuck to your clothing, at the earliest opportunity, remove your outer layer clothing and place them in a plastic bag.
7. Turn off all local fans or ventilation units in the affected area or room.
8. Leave the room and close the door or block off the area to prevent others from approaching the powder/substance.
9. Go to the nearest toilet or washing point and wash your hands thoroughly with soap and lots of water.
10. Report the incident immediately to your supervisor, who will notify the police (by dialing 999) with details of any threatening note and description of the powder/substance.
11. Prepare a list of names and contact numbers of all persons who were in the area or room of the suspicious article. Give the list to the police for follow-up investigations.
12. On police arrival the situation will be initially assessed as to the immediate hazards from the substance and will arrange, appropriate medical treatment if necessary. While waiting for emergency services avoid eating, drinking and touching your face.
13. When handling the above situation, stay calm and **DO NOT PANIC**.

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(Revised in July 2018)