

HANDLING OF SUSPICIOUS MAIL OR PACKAGE

It is important to be alert for suspicious parcels, but keep in mind that a mail bomb is an extremely rare occurrence. However, mail bombs and biological or chemical packages have been used against both individuals and institutions for purposes of revenge, extortion, terrorism and the expression of racial or religious hatred. The physical appearance of these packages is limited only by the imagination of the sender. Suspicious mail can include letters, books and parcels of various sizes and shapes.

However, in the majority of instances, suspicious mail has some of these unique characteristics:

1. Name and title of addressee are not accurate.
2. No return address or the sender is not known to the staff.
3. Excessive postage.
4. Postmark may show different location than return address.
5. Handwriting appears distorted or address label uses cut-and-paste lettering.
6. Package is unprofessionally wrapped, appears uneven, bulky or lop-sided, and contains bulges or soft spots.
7. Poorly wrapped package is marked "Fragile, Handle with Care", "Rush, Do Not Delay", or has unusual restrictions, such as "Personal" or "Private".
8. Protruding wires or aluminum foil or oil stain.
9. Package makes a buzzing or ticking noise, a sloshing sound, or emits a peculiar odor.

Take all possible precautions when a suspicious mailing arrives, by doing the following:

1. Contact Executive Director immediately.
2. Dial 9-1-1 and tell the local Police to contact a bomb/biological weapons squad.
3. DO NOT OPEN THE ARTICLE. Do not put it in water or in a confined space, such as a drawer or cabinet.
4. Isolate the article and secure the immediate area, closing nearby doors. If possible, open windows in the immediate area to help in venting potentially harmful gases.
5. Evacuate the building if necessary.
6. Remain calm.

Note: The Rabbi or the President should prepare a statement for the media and for parents if there is an actual bomb or chemical delivery.

These guidelines relate to a "be aware and be safe" policy that should be employed at work and at home by everyone. Other precautions, such as wearing a protective mask or gloves while opening mail, can be taken at each individual's own discretion.