

FBI Advisory

If you receive a suspicious letter or package

What should you do?

- 1 Handle with care
Don't shake or bump
- 2 Isolate and look
for indicators
- 3 Don't Open, Smell
or Taste
- 4 Treat it as Suspect!
Call 911



If parcel is open and/or a threat is identified...

For a Bomb

Evacuate Immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



Police Department _____
Fire Department _____
Local FBI Office _____
(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)

“SUSPICIOUS” MAIL

If a Richland College staff member decides that a letter or package is “suspicious” after comparing it to the FBI Advisory Bulletin (above) the following steps will be taken:

- ❖ **DO NOT** handle the letter or package suspected of contamination.
- ❖ Isolate the person(s) who have been exposed to any suspicious substance.
- ❖ Make sure the “suspicious letter/package” is isolated and the immediately area is closed-off.
- ❖ **CALL 911** from any college phone, or Central Police Dispatch at, **972-860-4290** by cell phone.
- ❖ If the item meets the criteria of the FBI Advisory Bulletin (above) the Incident Commander (IC) will activate the appropriate Emergency Operations Plan and contact Dallas Fire - Rescue, Dallas Police Department and local FBI office.