

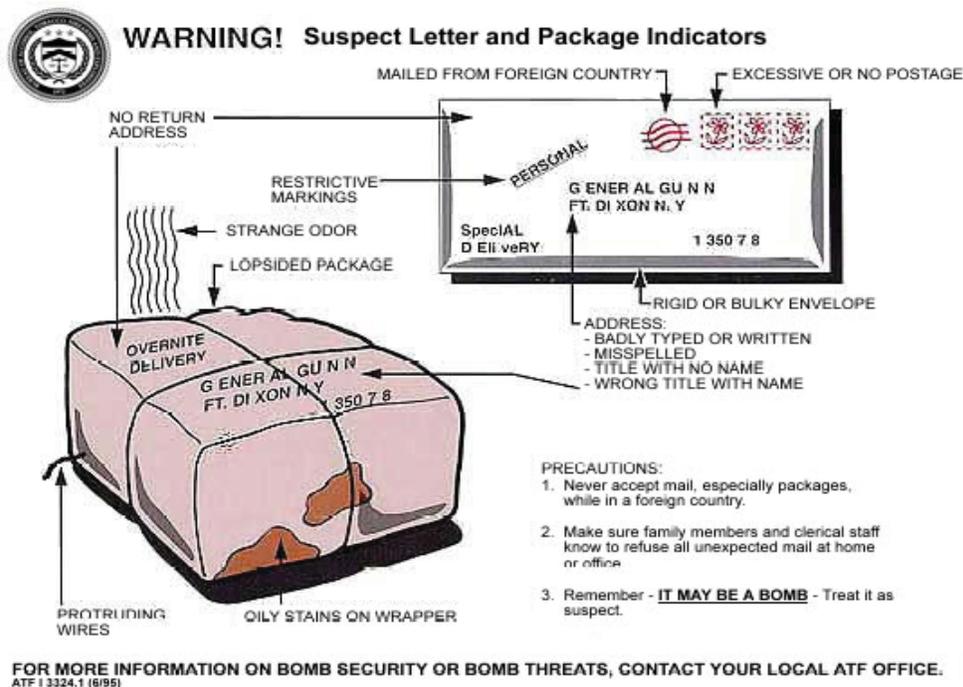
# Nye County Safe Mail Handling Procedures

April 2013

In the interest of security and occupational safety in the workplace, The Nye County Sheriff's Office, Emergency Management, and Human Resources are issuing this procedure on safe mail handling for all Nye County employees.

These are very basic guidelines. For more detailed information, you may contact the above offices for training and additional guidance on safe mail handling procedures.

## How to Recognize Suspicious Packages and Mail



### Inappropriate or unusual labeling, such as:

- Excessive postage
- Misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person
- Incorrect titles or titles with no name
- Restrictive markings, such as "personal," "confidential," or "do not x-ray"
- Postmarks that do not match return addresses

**Other indicators include an unusual or inappropriate appearance, including:**

- Powdery substances felt through or appearing on the item
- Oily stains or discolorations on the exterior
- Strange odors
- Excessive packaging material, like tape or string
- Lopsided or bulky shape of envelopes or boxes
- Ticking sounds, protruding wires, or exposed aluminum foil

**Procedures for Responding to Suspicious Packages and Mail**

- Stay calm.
- Do not open the letter or package (or open any further).
- Do not shake it, do not show it to others, or empty its contents.
- Leave the letter or package where it is, or gently place it on the nearest flat surface.
- If possible, gently cover the letter (use a trash can, article of clothing, etc.).
- Shut off any fans or equipment in the area that may circulate the material.
- Alert others nearby to relocate.
- Take essential belongings, like cell phones, keys, purse, etc. with. (These may need to be decontaminated before leaving the safe area).

**Contact the Nye County Sheriff's Office immediately at 911.**

- Contact your supervisor.
- Leave and close the door to the space containing the suspicious letter or package, cover the threshold area with a towel or a coat if possible.
- Wash your face, wash your hands thoroughly with soap and water.
- Relocate to your office's designated room/area, take essential items with you, and keep others away.
- Stay in the designated area until instructed otherwise by the Sheriff's Office.
- A HAZMAT team will be dispatched. Follow their instructions concerning decontamination.
- Emergency Management or Human Resources will make the arrangements for any necessary medical examinations or treatment.

**Remember, suspicious packages or mail may constitute a crime scene. Your personal safety is extremely important and your observations and memory will assist the Sheriff's Office in the investigation.**

*Stay Safe!*