

Dealing With Suspicious Packages - Mailroom Guidance

Bombs can be easily disguised and hidden. You should treat any object which is unusual or out of place with suspicion.

Letter and parcel bombs are envelopes and packages designed to kill or injure when they are opened. They could be delivered by post or by hand.

The following signs should warn you that a letter or package may contain a bomb:

- Grease marks on the envelope or wrapping
- The package/envelope might smell like marzipan or machine oil
- You might be able to see wires or foil, most likely if the package is damaged
- The envelope/package may feel heavy for its size
- It may be heavier in some places than others
- The envelope/package may be soft but the contents hard
- The package may be wrapped more than normal
- There may be poor handwriting, spelling or typing
- The envelope/package may be wrongly addressed
- It may come from somewhere unexpected
- There may be too many stamps for the weight of the package/envelope
- An excessive number of FRAGILE or URGENT stickers may be used
- Jiffy bags, due to the padded makeup of the envelope, probably the most common form of type used today to deliver devices.

If any received mail or package is deemed to be suspicious the following steps should be taken:

- Do not open or pass it round
- If unopened immediately place the suspicious package in a clear, sealable plastic bag and for larger objects use a clear sealable plastic container
- If opened leave it in situ, close the windows/doors, shut off any air conditioning units and evacuate the room
- Contact your line manager immediately. If he/she is not available contact one of your supervisors
- Do not use a mobile phone as this may trigger the device
- Evacuate the building by pressing the nearest red call point to raise the alarm

Further information and guidance on all the above can be obtained from Police Scotland on 101