



MS Office of Homeland Security Information Bulletin



Guidelines for Suspicious Mail and Packages

- Leave the mail or package where it was found, do not disturb it and do not try to clean the substance.
- Cordon off the immediate area and call 911.
- Clear the immediate area of all persons and keep others away.
- Instruct people to wash hands and other exposed skin with soap and water, if a wash station is in the immediate area.
- Isolate exposed persons to a designated area away from the substance and await further instruction.
- List the names of the persons in the immediate area of the mail or package.
- Shut down all HVAC (heating, ventilation, air conditioning) systems.
- Document the location of mail or package.



Attachments and Additional Resources (Click to View)

[US Department of Homeland Security - Best Practices for Safe Mail Handling](#)

[US Postal Inspection Service - Who Protects Your Mail? Mail Center Security Guide](#)



To report suspicious activity to the MSAIC Fusion Center or MS Office of Homeland Security
call 888.472.3367 or visit www.homelandsecurity.ms.gov.