

# Procedure: Suspicious Package

## Information

Look for these signs of a suspicious package—a letter or parcel bomb—delivered to the church.

<b>Letter and Parcel Bomb Recognition Checklist: What to Look For</b>	
Foreign mail, air mail, and special deliveries	Strange odor
Restrictive markings like "CONFIDENTIAL" or "PERSONAL"	Strange sounds
Excessive postage	Excessive weight
Handwritten or poorly typed address	Rigid, lopsided, or uneven envelopes
Incorrect titles	Excessive tape or string
Misspellings of common words	Visual distractions
Oily stains or discoloration on package	No return address

## Procedure Steps: Handle a Suspicious Package

1. All Persons—If a suspicious package is delivered to the church:
  - A. DO NOT open or shake it.
  - B. DO NOT carry it or show it to other persons.
  - C. DO NOT bring it to the police.
  - D. DO NOT sniff, touch, or taste it.
  - E. Immediately try to recall which company delivered the package.
  - F. Immediately alert other persons in the area. As required, use the church paging system (HOW?).
  - G. Immediately leave the building. Close doors as you leave.
    - (1) Sanctuary, Social Hall, and church office, go to and gather at the far edge of a parking lot.

(2) Chalice Wing upper rooms, go to and gather at the far edge of the north/east parking lot.

(3) Chalice Wing lower rooms, go to and gather at the far edge of the playground. If you have a key (usually a support staff member), unlock the playground gates. After the playground gates are unlocked, go to and gather in the field outside the playground fence.

H. Immediately call 911. Use any operational cell phone.

I. Immediately prevent other persons from entering the building.

J. As soon as possible, wash your hands with soap and water.

K. As soon as possible, make a list of persons in the room where the package was received.

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