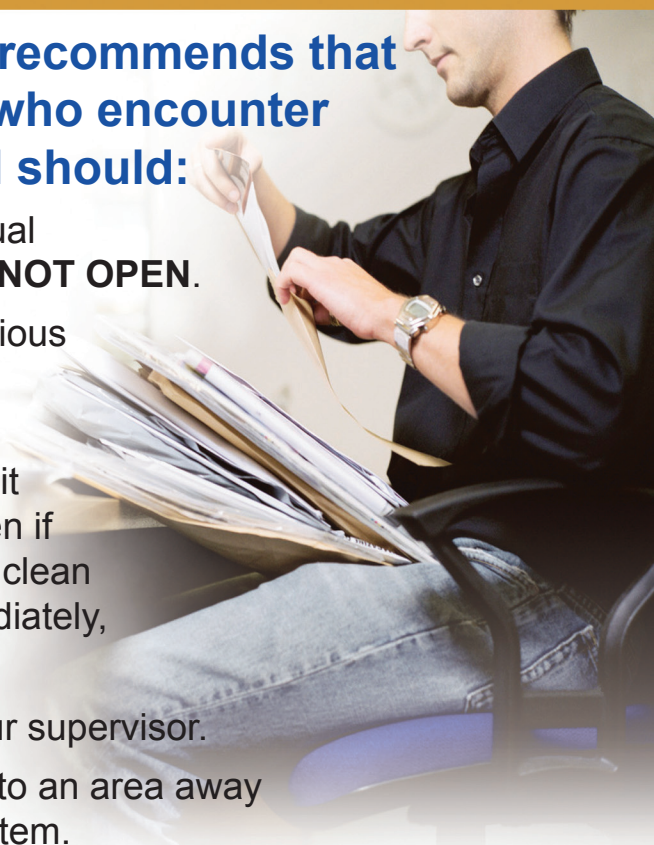




# Handling of Suspicious Packages or Envelopes

State Capitol Police recommends that state employees who encounter suspicious mail should:

- Carefully inspect mail for unusual characteristics. If in doubt, **DO NOT OPEN**.
- If opened mail reveals a suspicious substance, do not sniff, touch, taste or closely examine it.
- Leave item where it is or place it on the nearest flat surface. Even if spillage occurs, **DO NOT** try to clean it up. Cover the contents immediately, if possible, and restrict access.
- Stay calm. Report object to your supervisor.
- Alert others nearby to relocate to an area away from the site of the suspicious item.
- If yours is a state agency in Wake County, report the incident to the State Capitol Police at (919) 733-3333. If outside of this area, contact your local law enforcement agency.
- Everyone who has had contact should wash hands with soap and water to prevent spreading.
- Stay in the designated area until State Capitol Police arrives and provides additional instruction.



*This online document is a collaborative production of the State Capitol Police and Mail Service Center. 8/10*



**If a package or envelope appears suspicious,  
DO NOT OPEN IT.  
CALL STATE CAPITOL POLICE (919) 733-3333  
or your local law enforcement agency**