



Emergency Preparedness

Suspicious Package or Envelope Procedure

Approved by:

GAM 3.48 Corporate Health and Safety

Purpose:

To provide guidelines to YG staff in the event of suspicious package or envelope found in the workplace.

Scope:

The following procedure applies at all owned/leased facilities under the authority of the Deputy Minister/President of YG departments/corporations and all the people in the facility.

Responsibilities:

Senior Management

- Meet with emergency services personnel to determine the best course of action
- Instruct staff according to directions of emergency personnel

Supervisor

- Call emergency services 9-911
- Alert senior management
- Secure area and await instructions from emergency personnel

Staff

- Stay in your work area, unless instructed otherwise by your supervisor
- Look around your work area for any suspicious packages
- If you find something **DO NOT TOUCH IT**
- Report anything unusual to your supervisor or emergency personnel
- If instructed to evacuate, follow evacuation procedures

Procedures:

- DO NOT attempt to touch, move or dispose of
- DO NOT shake or empty the contents of any suspicious package or envelope
- DO NOT carry the package or envelope, show it to others or allow others to examine it
- Place item on a stable surface
- DO NOT sniff, touch, taste, or look closely at it or at any spilled contents
- Alert others in the area about the suspicious package or envelope
- Leave the area, close any doors, and prevent others from entering the area

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- If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spread of potentially infectious material
- Seek additional instructions for exposed or potentially exposed persons
- Notify your Supervisor so the area may be closed to minimize risk to public and staff
- Await instructions
- If told to evacuate follow instructions, as usual evacuation procedures **may not** apply
- You may be asked to take your briefcase, purse or other personal belongings with you.

Typical characteristics of suspicious packages or envelopes

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions such as "Personal," "Confidential," or "Do not x-ray"
- Marked with threatening language
- Postmarked from a city or other location that does not match the return address
- Powdery substance felt through or on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.
- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

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