

Mail Security Reminders

In February, police in England arrested a school custodian suspected of sending a series of letter bombs through the British postal system. Newspapers reported that police believe the suspect sent seven explosive devices containing glass fragments in padded envelopes over the course of a month. Ten people were injured opening the letters.

In the United States, the FBI is investigating a separate series of threatening letters and pipe bombs sent to investment firms in the Midwest. The letters were signed by someone calling himself “the Bishop” and included numerous threats against a variety of groups.

The Bureau of Alcohol, Tobacco, and Firearms (ATF), Federal Bureau of Investigation (FBI), U.S. Postal Service (USPS), and Department of Homeland Security (DHS) have published indicators of suspicious mail or packages. Suspicious mail often bears one or more of the following indicators:

- ✓ No return address, return address is different from location where mailed, or mailed from an unusual or unknown location.
- ✓ Incorrect spelling, poorly typed address, incorrect title, or only title and no name.
- ✓ Restrictive markings such as Confidential or Personal.
- ✓ Excessive postage.
- ✓ Unusual odor.
- ✓ Oily stains on the package, protruding wires, string, or tin foil.



1 Handle with care. Don't shake or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

- ✓ Package has unusual size, shape, weight, or balance of weight in the package. Envelope is rigid or the contents are lopsided or uneven.
- ✓ Excessive string or tape to secure the package.

Chapter 2, section 2-12 of the *DoDEA Safe Schools Handbook* outlines specific steps educators should take when handling a suspect package:

- ✓ Instruct all personnel working in school to ensure that nobody touches the suspect mail.
- ✓ Call first responders for assistance.
- ✓ Notify the Superintendent's office.
- ✓ Use the school's evacuation procedures to remove students and staff from the building.
- ✓ Do not allow anyone to return to the building until the “all clear” signal has been given.

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This is an unofficial publication produced by CSC on behalf of the Department of Defense Education Activity Office of Safety and Security. The material herein is presented for informational purposes and does not constitute official policy of the Department of Defense. All comments and questions should be directed to safeschools@csc.com.

For additional tips see the DoD Antiterrorism Level 1 briefing at <https://atlevel1.dtic.mil/at/>. For more information on mail security, go to www.usps.gov. ■