

The Aerospace Corporation

Emergency Procedures Quick Reference Guide



Suspicious Mail & Unattended Items

IN THE EVENT OF SUSPICIOUS MAIL:

- Remain calm and call 911
- Do not touch or disturb the object
- Evacuate the area
- Wash your hands with soap and warm water, using care not to potentially contaminate surfaces

IN THE EVENT OF UNATTENDED ITEMS:

- Do not touch or move the item
 - Visually check the immediate area for anyone who the item may belong to and ask if it is theirs
- If an owner cannot be found, call 911 and provide the description of the item and its location