

ST MARYS ROMAN CATHOLIC CHURCH, BRIDGE GATE, DERBY
SAFE MAIL HANDLING PROCEDURES

All persons handling mail should be aware that letters and packages may contain explosive devices or may contain biological or chemical agents. It is therefore necessary to be careful at all times when handling mail and to look out for suspicious envelopes and packages.

GENERAL MAIL HANDLING

- Open mail with a letter opener or other method that is least likely to disturb contents
- Wear suitable gloves
- Open envelopes/packages with a minimum amount of movement
- Do not blow into envelopes
- Do not shake or pour out contents
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail.

SUSPICIOUS SIGNS

Look out for any of the following signs that may suggest that the mail should be treated as suspicious:

- Discolouration, crystals on surface, or oily stains
- Strange smell especially of almonds or marzipan
- Powder residue on envelope
- Excessive tape or string
- Unusual size
- Unusual weight for size
- Lopsided or oddly shaped envelope
- Postmark that does not match return address
- Restrictive endorsement such as "Personal" or "Confidential"
- Excessive postage
- Misspelling of common words
- Sloppy handwriting or typing
- Incorrect titles
- Title but no name
- No return address
- Addressed to former resident

ACTION ON DISCOVERY OF A SUSPICIOUS ENVELOPE OR PACKAGE
IF YOU ARE IN DOUBT ABOUT A PACKAGE, DO NOT TOUCH IT, MOVE IT OR
OPEN IT. CALL THE POLICE ON 999

- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room. Close the door behind you
- Do not come into contact with other people.
- Wash your hands with soap and water.
- Inform a member of the clergy
- Call the police on 999 and await further instructions.