



# OFFICE OF PRIVATE SECTOR

## DIRECTOR'S OFFICE

### **Liaison Information Report (LIR) Cross Sector and Industries**

2 October 2016

#### **(U) Suspicious Packages**

(U) Handling Notice: Recipients are reminded the Office of Private Sector (OPS) LIRs contain sensitive information meant for use primarily within the corporate security community. Field Offices may share LIRs with private sector partners they deem appropriate. Private sector partners shall not release these products in either written or oral form to the media, general public, or other personnel who do not have a valid need-to-know without prior approval from an authorized OPS official.

(U) The purpose of this LIR is to inform and provide basic awareness regarding suspicious packages. This LIR is not comprehensive nor intended to be a standardized guideline.

#### **(U) Guidelines**

(U) Immediately report the incident/suspicious package/item to your security office, local authorities, warn others, and evacuate the area. Always remain vigilant and exercise caution during and after the incident or area is "cleared."

#### **(U) Identification**

(U) Suspicious packages can appear in various forms, sizes, and labeling. Be wary of packages as it can contain explosives, chemical, or biological agents.

#### **(U) Typical Characteristics of Postal Packages and Envelopes**

##### *(U) Inappropriate or Unusual Labeling*

- ❖ (U) Excessive Postage
- ❖ (U) Handwritten or Poorly Typed Addresses
- ❖ (U) Misspellings of Common Words
- ❖ (U) Incorrect Titles or Title Without a Name
- ❖ (U) Marked with Any Threatening Language
- ❖ (U) Strange Return Address or No Return Address
- ❖ (U) Not Addressed to a Specific Person
- ❖ (U) Postmarked from a City or State that Does Not Match the Return Address
- ❖ (U) Marked with Restrictions, such as "Personal," "Confidential" or "Do not x-ray"



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### (U) *Appearance*

- ❖ (U) Excessive Packaging Material (such as masking tape, string, etc.)
- ❖ (U) Powdery Substance Felt Through or Appearing on the Package or Envelope
- ❖ (U) Oily Stains, Discolorations or Odor
- ❖ (U) Lopsided or Uneven Envelope


### (U) **Characteristics of Bomb Packages/Backpacks**

- (U) Unattended or Left Behind Packages
- (U) Ticking Sound
- (U) Excessive Weight
- (U) Protruding Wires or Aluminum Foil
- (U) Oily Stains, Discolorations or Odor

### (U) **DO:**

-  **Immediately Call 911 and/or Appropriate Authorities**
-  **Isolate the Item and Leave It Alone**
-  **Evacuate the Area**
-  **Warn Others in the Immediate Area**

### (U) **DO NOT:**

-  **Handle, Open or Shake the Item**
-  **Empty the Item's Contents**
-  **Move the Item**
-  **Smell or Taste**

(U) If appropriate or if advised by authorities to take cover – do so from a safe distance, locate a sturdy table, desk, and try to stay in an enclosed windowless room to avoid flying debris.

(U) For additional information and/or guidelines, please visit:

- ✓ (U) MTA's New Yorkers Keep New Yorker Safe: <http://web.mta.info/mta/security>
- ✓ (U) DHS's See Something Say, Something™: <http://www.dhs.gov/see-something-say-something>