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- J. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities.
  - K. Continue to listen for official instructions via radio, television, and emergency alert systems for further instructions.
  - L. Account for all staff members and residents.

### **Suspicious Packages**

Be wary of suspicious packages and letters. They can contain explosives or chemical or biological agents. Be particularly cautious in the mail handling area and refrain from eating or drinking in that area.

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you
- Have no return address, or have one that can't be verified as legitimate
- Have protruding wires or aluminum foil, strange odors, or stains
- Show a city or state in the postmark that doesn't match the return address
- Are of unusual weight given their size, or are lopsided or oddly shaped
- Are marked with threatening language
- Have inappropriate or unusual labeling
- Have excessive postage or packaging material, such as masking tape and string
- Have misspellings of common words
- Are addressed to someone no longer with your organization or otherwise outdated
- Have incorrect titles or titles without a name
- Are not addressed to a specific person
- Have hand-written or poorly typed addresses

## ***Emergency Job Tasks Terrorism–Biological Attack***

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
  - a. Contact 911 and Emergency Management Services if necessary. Upon arrival of authorities, establish contact with the officer in charge and relay all relevant information regarding the situation.
  - b. Activate the Recall Roster and alert management staff to report to the Incident Command Post.
  - c. Instruct all staff members to remain in the facility.
  - d. Listen for official instructions via radio, television, and emergency alert systems for further instructions.
  - e. Ensure staff members and residents are accounted for and safe.
2. Management Staff of All Departments
  - a. Report to the Incident Command Post.
  - b. Instruct staff members to remain in the facility with windows and doors closed.
  - c. Follow instructions if exposure occurs.
  - d. Listen for official instructions via radio, television, and emergency alert systems for further instructions.
  - e. Remain calm to not upset the residents.
  - f. Assist Incident Commander as needed.