

## IF A PARCEL IS OPEN AND THE THREAT IS IDENTIFIED:

### FOR A BOMB:

- Evacuate immediately
- Call 9-1-1
- Contact the local FBI office

### FOR RADIOLOGICAL SUBSTANCES:

- Limit exposure — don't handle
- Evacuate area
- Shield yourself from object
- Call 9-1-1
- Contact the local FBI office

### FOR BIOLOGICAL OR CHEMICAL SUBSTANCES:

- Isolate — don't handle
- Call 9-1-1
- Wash your hands with soap and warm water
- Contact the local FBI office



## HELP PREVENT AND DETECT TERRORISM

The Kansas City Regional Terrorism Early Warning Group is one of a number of TEWs in metropolitan areas across the country. The TEW brings local, state and federal law enforcement officials together with public and private organizations to detect, deter and respond to terrorist threats in the Greater Kansas City community.

### *If you see something, say something*

#### How to Report Information:

In an EMERGENCY ..... Dial 9-1-1  
To remain ANONYMOUS..... 816/474-TIPS  
To Notify the Kansas City  
FBI Joint Terrorism Task Force .....816/512-8200  
To file an electronic report..... [www.kctew.org](http://www.kctew.org)

Visit our Web site, [www.kctew.org](http://www.kctew.org), to find contact information for other local, state and federal authorities.

*In an emergency situation, call 9-1-1 or contact your local police department.*



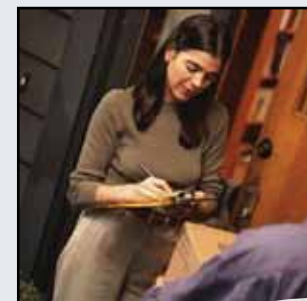
Kansas City Regional TEW  
Interagency Analysis Center  
c/o Mid-America Regional Council  
600 Broadway, Suite 200  
Kansas City, MO 64105  
816-474-4240  
[www.kctew.org](http://www.kctew.org)



## TERRORISM AWARENESS

## HANDLING SUSPICIOUS PACKAGES

*What should you do if you receive a suspicious package?*



**TIPS  
HOTLINE:**

# 474-TIPS

KANSAS CITY REGIONAL  
INTERAGENCY ANALYSIS CENTER

*a Terrorism Early Warning Group*

## IF YOU RECEIVE A SUSPICIOUS PACKAGE OR LETTER:

- Do not panic!
- If possible, place the item in a plastic bag or containment system and seal it.
- Stay in your office or immediate work area. Make sure your coworkers do the same. (Evacuate to a secondary location if you suspect an explosive.)
- Prevent others from entering the area.
- Call 9-1-1. Be prepared to give authorities the exact location of the incident, the number of people potentially exposed, a description of the package or device, and a summary of actions taken.
- Keep your hands away from your face.
- If possible without leaving your work area, wash your hands.
- Wait for help to arrive.

## IF YOU HAVE ALREADY OPENED A SUSPICIOUS PACKAGE:

- Do not disturb the item any further.
- If any material has spilled, do not attempt to clean it up.
- Do not cover the material up.
- Turn off any fans or air circulation equipment in the area.

For more information about handling suspicious packages, visit [www.kctew.org](http://www.kctew.org).

## CHARACTERISTICS OF SUSPICIOUS PACKAGES



The Federal Bureau of Investigation and U.S. Post Office recommend that you be alert for letters and packages with inappropriate or unusual labeling or appearance or other suspicious signs, including:

- Excessive postage
- Handwritten or poorly typed addresses
- Misspelling of common words
- Strange return address or no return address
- Incorrect titles or titles without a name
- Not addressed to a specific person
- Postmarked from a city or state that does not match the return address
- Restrictive markings such as “Personal” or “Confidential”
- Strange odor
- Protuding wires
- Lopsided or uneven
- Rigid or bulky
- Oily stains, discolorations or crystallization on wrapper
- Excessive tape or string



Many of these characteristics, in and of themselves, may not be cause for suspicion. Taken together, however, they may be a cause for concern. When in doubt, don't hesitate to contact local law enforcement. Remember — better safe than sorry.