



Suspicious and Unauthorized Deliveries

YISD Safe Schools
Office of Emergency Management

Training Objectives

- Review definitions of suspicious/unauthorized
- Understanding the various types of packages
- Identifying a suspicious letter/package
- Identifying suspicious behavior
- Utilizing protective measures

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- A suspicious package is a box or letter that may result in death, injury and/or destruction of property.
- The likelihood of receiving a life threatening package is remote, but you should remain aware of your deliveries and signs of concern."

Jan. 6, 2011 Associate Press

Lone Wolf Likely Behind Dangerous Maryland Packages

- **(CBS/ AP)** ANNAPOLIS - Two mail packages caused some kind of incendiary reaction when opened, burning the fingers of two employees in separate incidents at two state office buildings in Maryland at almost the same time Thursday afternoon. Officials say there is no apparent connection to any domestic terror group and that the mailings appear to be from an angry individual who has a specific grudge against the Maryland State government...

Types of Suspicious Packages

- Explosive Devices
- Chemical Agents
- Radiological Agents
- Biological Agents



Identification is Key



Suspicious or Unusual Packaging

- Unfamiliar return address or none at all
- Strange odor or noise
- Protruding wires
- Excessive postage
- Misspelled words
- Addressed to a business title only (e.g. President)
- Restrictive markings (e.g. Do not X-ray)
- Badly typed or written

Suspicious and Unusual Packaging

- Rigid or bulky letters
- Lopsided or uneven
- Excessive wrapping, tape or string
- Oily stains, discoloration or crystallization on wrapping
- Leaking

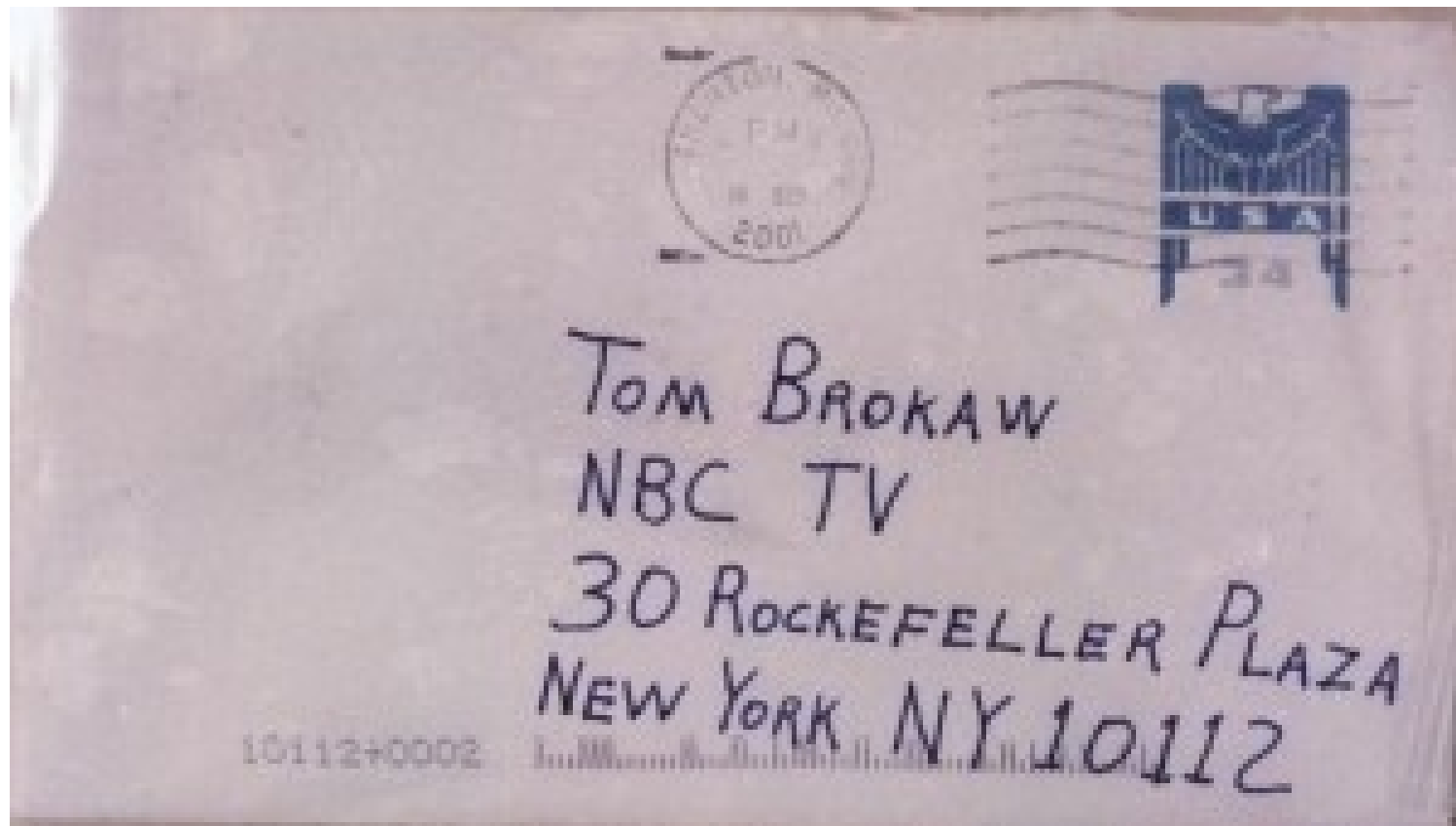
Unusual Packaging Characteristics

- Protruding wires, aluminum foil, stains, strange odors
- Unusual weight given size, lopsided or oddly shaped
- Powdery substance felt through or appearing on the package or envelope
- Excessive packaging material such as masking tape, string, etc.
- Ticking sound...

Suspicious?



Suspicious?



Suspicious?



1-01 THIS IS

NEXT

TAKE PENACILIN NOW

ALLAH IS GREAT

TOM BROKAW
NBC TV
30 ROCKEFELLER PLAZA
NEW YORK NY 10112

09-11-01

SENATOR DASCHLE
509 HART SENATE OFFICE
BUILDING
WASHINGTON DC 20540

ALLAH IS GREAT

EDITOR
NEW YORK POST
1211 AVE. OF THE AMERICAS
NEW YORK NY 10036

How To Handle a Suspicious Package or Envelope

- If delivery person is present, deny acceptance of the package/letter and note the denial on your delivery log.
- Do not shake or empty contents of any suspicious package or envelope
- Do not carry the package or envelope, show it to others or allow others to examine it
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at contents, which may have spilled

How To Handle a Suspicious Package or Envelope

- Alert others in the area about the suspicious package or envelope. Notify your administrator. Leave the area, close any doors, and take action to prevent others from entering the area.
- WASH your hands with soap and water to prevent spreading potentially infectious material to face or skin. Wait for additional instructions if you were exposed or others were potentially exposed.

How To Handle a Suspicious Package or Envelope

- If possible, create a list of persons who were in the room or area when this suspicious letter or package was discovered. Describe any specific detail (using the lists previously). Provide to the YISD Security.

First Steps of Addressing a Suspicious Person?

First ... Follow the YISD Visitor Procedures!

1. When a visitor approaches the outside intercom, ask them "Why are you visiting [Your School] today?" and ask them to show their ID to the camera.
2. If they have valid school business, release the front door (Phase 1) to enter the vestibule. If they wish drop off, i.e. lunch bag, homework, or backpack, they may drop it off in the vestibule and not enter the office.
3. If they need to talk to someone, release the interior door (Phase 2) and they may enter the office. Ask for their ID and ask them to restate "Why are you visiting Ramona today?" The answer should be the same. Use your suspicious person response if necessary.
4. Scan the ID and issue a date visitor badge with location.

Habits of a Suspicious Person?

- Staying in same place for a long time, in or out of a vehicle
- Sitting in vehicle observing area closely
- Driving around the same area frequently, speeding up, slowing down
- Taking pictures or video of security cameras, loading docks, ingress and egress points, etc.
- Trying to conceal the use of a camera or video camera
- Making notes, diagrams, or sketches of an area
- Attempting unauthorized access to facility areas
- Asking unusual questions about or having a prolonged and unexplained interest in the facility, infrastructure, security

Attributes of Suspicious Activity?

- Concealing an object or weapon
- Going from car to car, trying doors, looking in windows
- Going door to door or window to window of the facility
- Using force to access a room or vehicle
- Running and looking around excited, especially at night, without apparent cause
- Carrying valuable/unusual objects out of place with surroundings
- Conducting transactions out of a vehicle, especially near park or school
- Clearly not an employee in an "employees only" area
- Acting strangely and wearing bulky clothing, especially out of season
- Fleeing when noticed

Suspicious Person?



Suspicious Person?



Suspicious Person?



Commercial and Third Party Deliveries to YISD Facilities

- Log and verify deliveries in the front (main) office
- Commercial carriers: FedEx, UPS and DHL
- Third party carriers: Office Depot, Staples, Office Products, etc.
- Individual deliveries are not logged, i.e. flowers, lunch, clothing, etc.
- We recommend logging the YISD Warehouse deliveries.
- If you deny a delivery, state the reason for the denial and log the delivery denial appropriately, i.e. reason for denial and company.
- Remember, formal verification must occur for new delivery persons. Always ask for their ID.

Notification/Response

- If a suspicious person/intruder, use your intruder button and/or notify Security 915-434-0195 and your administrators.
- If a suspicious package with a delivery person, deny delivery and log appropriately.
- If suspicious package without a delivery person, secure the area, do not touch it, notify administrators and contact Security 915-434-0195.

If you have any questions or concerns about this training, please contact the Office of Emergency Operations 915-434-0090.