

SOP: Emergency Procedures for Suspicious Packages

This SOP details **emergency procedures for suspicious packages**, outlining the steps to identify, assess, and respond to potentially hazardous items. It includes immediate isolation of the package, notification of security and emergency services, evacuation protocols, communication guidelines, and post-incident reporting. The procedure aims to protect personnel and property by ensuring a swift, coordinated, and effective response to potential threats posed by suspicious packages.

1. Purpose

To provide a standardized response to the discovery or receipt of a suspicious package to safeguard personnel, visitors, and facilities.

2. Scope

This procedure applies to all employees, contractors, and visitors in the facility.

3. Identification of Suspicious Packages

- Excessive postage, stains, or strange odors
- No return address or an unfamiliar sender
- Misspelled words, poorly handwritten or printed labels
- Unusual weight, lumps, or protruding wires
- Unusual size, shape, or sounds (e.g., ticking)

4. Immediate Actions

1. Do **not** touch, move, or attempt to open the package.
2. Clear the immediate area of all personnel.
3. Isolate the suspicious package by closing doors and windows.
4. Do not use mobile devices or radios near the package.

5. Notification Protocol

1. Notify on-site security personnel immediately.
2. Contact emergency services (e.g., 911) and provide details:
 - Location of the package
 - Description of the package and observed anomalies
 - Actions taken thus far
3. Security to notify Building Management and Safety Officer.

6. Evacuation Procedures

1. Initiate evacuation if directed by emergency services or Security.
2. Use pre-determined routes to move away from the hazard area.
3. Account for all personnel at assembly points.

7. Communications Guidelines

1. Maintain clear lines of communication with authorities.
2. Restrict flow of information to the public; only designated spokesperson releases information.
3. Do not speculate or disseminate unverified information.

8. Post-Incident Reporting

1. Complete an Incident Report Form detailing:

- Date, time, and location
 - Description and handling of the package
 - Personnel involved
 - Actions taken
2. Submit the report to Safety Officer and keep a record for future reference.

9. Training and Review

- All staff should receive regular training on these procedures.
- This SOP should be reviewed and updated annually or as needed.

10. Contact Information

Role	Name/Number
Security	[Insert Contact]
Emergency Services	911
Safety Officer	[Insert Contact]
Building Management	[Insert Contact]