



Managing Suspicious Mail

Suspicious packages can be dangerous and may appear in different forms, such as **letters, parcels, suitcases, backpacks or any type of container**. DND employees and CAF members can deal with suspicious packages by following these tips:

Recognize the warning signs of suspicious mail:

Excessive postage

Strange odour or noise

Restrictive markings
(e.g. Do not X-ray)

Misspelled or badly
typed words

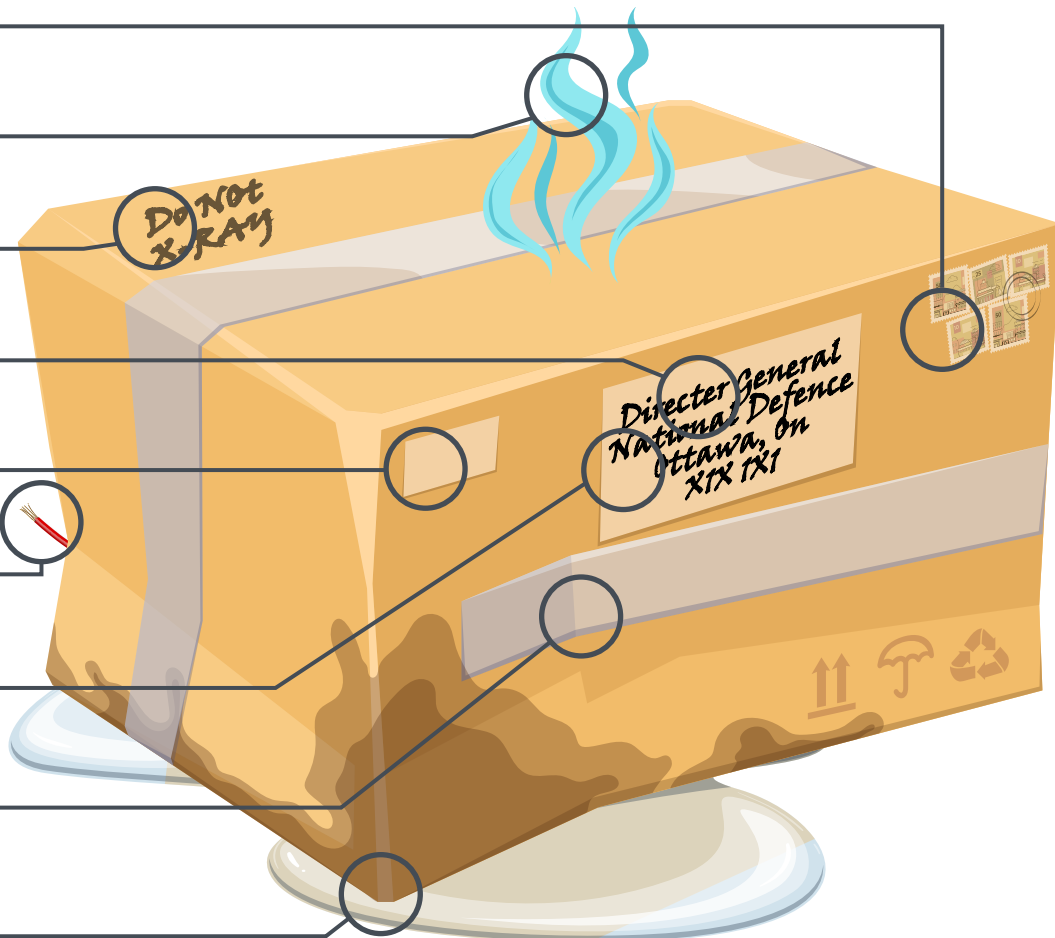
Unfamiliar return
address or none at all

Protruding wires

Addressed to a
business title only

Excessive wrapping,
tape or string

Oily stains, leaking
or crystallization on
wrapping



Steps to take if you're concerned about a package or letter you've received:



Do not handle,
shake or smell it.



**Leave the letter
or package
where it is.**



**Get everyone out
of the room and
close the door.**



**Notify your
supervisor.**



**Notify the
military or
civilian police.**



For more information

Refer to the National Defence Security Orders and Directives (NDSODs)
[Chapter 16: Critical Incidents – Annex B: Suspicious packages.](#)