

HOW TO RESPOND IF YOU DISCOVER A SUSPICIOUS DELIVERY

AVOID

Don't touch the item



If you're holding it, gently place on a cleared flat surface



Keep it separate so it's easy to identify



Don't move it



If it's in an X-ray facility, leave it there



Clear the immediate area and nearby rooms, including those above and below



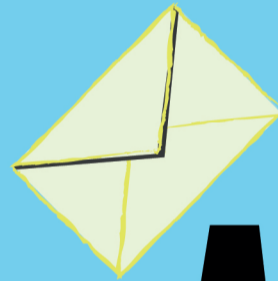
If it might contain chemical, biological or radiological (CBR) materials, move affected people to a safe location



Prevent others approaching or accessing the cleared areas



Do not use mobile phones or two-way radios in the cleared area or within 15 metres of the item



Move away immediately

AVERT

ALERT

Contact security



It's essential to report if the item has already been fully or partially opened



Encourage witnesses to write down their observations



Ensure they remain available to brief the police if necessary - and discourage them from discussing the incident before help arrives