



## Media Alert

### Five Tips For Opening Mail Safely

FAIRFAX, VA, February 2011 - The use of mail and courier services to transport bio toxin, chemical agents, radiation, explosives or other life threatening materials is an unfortunate reality. Government agencies and corporations alike are faced with the growing challenge of keeping employees and facilities safe.

Training has proven to be a major factor in the prevention of hazardous mail attacks. Until training is scheduled, SoBran, the leader in hazardous mail protection, strongly recommends following its Five Tips for Opening Mail Safely:

#### **TIPS**

1. **Follow your instincts** Concerned about a package? Follow your instincts and DO NOT OPEN IT. Leave the envelope on a flat surface and tell your supervisor.
2. **For powders** Place the letter and envelope on a flat surface. Do not attempt to clean up the mess or collect samples. Move away from the threat but stay in the general area. Do not remove clothing. Notify your supervisor and call 911.
3. **For chemicals** Place the letter and envelope on a flat surface. Do not attempt to clean up the mess or collect samples. Move away from the threat, carefully remove affected clothing and evacuate to the nearest decontamination area. Notify your supervisor and call 911.
4. **For potential explosives** If holding the package or letter, gently set it down, notify your supervisor, follow procedures to evacuate the area and call 911.
5. **For threatening messages** If you open a letter or package that contains a threatening message but no visible liquid or powder, do not ignore it. Do not return the letter to the envelope or box. Place the contents and envelop or box together on a flat surface and notify your supervisor.

#### **WHO IS AT RISK**

Every organization and facility should have a documented plan for handling suspicious or threatening mail before it becomes a headline. Organizations that have appeared in the media, have been engaged in a lawsuit or have been threatened with a lawsuit, have made public statements on sensitive issues, or are members of a controversial industry are at higher risk.

## **SOBRAN SAFEMAIL®**

SoBran, Inc. is the foremost authority on protecting personnel and facilities from mail borne hazards. Our clients have included the 2008 Presidential Campaign, Gannett Company, Department of Homeland Security, Pentagon Force Protection Agency, Department of Defense, and the General Services Administration. From our decade of mail protection experience, we have learned that employee training is the single most important safety factor. The SoBran SafeMail program offers a complete range of mail safety and security planning and training options for any size organization.

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### **About SoBran**

SoBran, Inc. solves biomedical, engineering, logistics and hazard-protection challenges. Our professional services help clients to be both effective and safe, enabling them to meet their goals and respond to new opportunities. Whether we are supporting scientists developing vaccines, managing logistics operations or protecting employees through our SafeMail® program, our clients receive uncompromised quality and service. SoBran is ISO 9001:2008 certified and has a 24-year track record serving higher education, corporate and government clients such as the National Institutes of Health and the Department of Homeland Security. Read more about SoBran at [www.sobran-inc.com](http://www.sobran-inc.com).

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### **Media Contacts**

Jean Rosauer  
Fuel Growth Group for SoBran  
202-531-7966  
[jrosauer@fuelgrowthgroup.com](mailto:jrosauer@fuelgrowthgroup.com)

Soma Martin  
SoBran  
703.352.9511  
[smartin@sobran-inc.com](mailto:smartin@sobran-inc.com)