

# Suspect Parcel

## **STOP what you are doing and put the item down!**

1. Do not smell, touch, taste, shake or empty contents of article.
2. Turn off any equipment that could disturb air flow, eg, fans or ventilation.
3. Where there is a likelihood of contamination, stay where you found the article and step at least 2 metres away. Ensure any other people do too.
4. **DIAL 6111** and state “**SUSPECT PARCEL**”. Provide as much **detail of the item** as you can. Do not use a mobile phone in close proximity to the article.
5. If you suspect a person may be contaminated, isolate the person and call for medical assistance.
6. If possible ask a co-worker who was not in the immediate area to notify the Manager or person in charge immediately to arrange a temporary cordon of the area.
7. Do not allow co-workers into the isolation area unless it is an emergency situation.
8. Follow any further instructions from your manager, or other person in charge.

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