

	<h1>Information Bulletin</h1>	
	<p><b>US Army Corps of Engineers</b> Engineer Research and Development Center</p>	<p>Topographic Engineering Center <i>U.S. Army 1999 Research &amp; Development Organization of the Year</i></p>

## O F F I C I A L

### Guidelines for Dealing with Suspicious Mail

**What should you do if you receive a parcel or envelope that you suspect might contain anthrax or some other harmful biological or chemical substance in the mail?**

1. Do not handle or open the package or envelope!
2. Make sure that the suspicious package or envelope is isolated and that the immediate vicinity is evacuated and cordoned off.
3. Immediately notify your local ERDC Security and/or Safety Office personnel, who will assess the package or envelope and notify U.S. Postal Inspectors or local law enforcement authorities, as appropriate. If deemed a possible threat, the authorities will remove the package or envelope and coordinate with the FBI.
4. Ensure that all persons who have touched the package or envelope wash their hands thoroughly with soap and water.
5. Prepare a list of all persons who have touched the package or envelope. Include contact information, such as office and home telephone numbers.
6. As soon as practical, shower with soap and water and change clothes.
7. Place all items worn when in contact with the suspected package or envelope in plastic bags. Keep them wherever you change your clothes, and have them available for law enforcement agents, if requested.

### What constitutes “suspicious packages or envelopes”?

Packages or envelopes that:

- are unexpected, or from someone unfamiliar to you;
- are addressed to a title only, or to someone no longer with your organization, or to an otherwise outdated address;
- contain a badly typed or hand written address;
- have no return address, or have one that can't be verified as legitimate, or one that does not match the postmark;
- have excessive postage, or were mailed from a foreign country;

- have oily stains, discolorations, or crystallization on wrapper;
- emit a strange odor;
- are bound with excessive wrapping, tape, or string;
- are of unusual weight, given their size, or are lopsided, bulky, or oddly shaped; or
- are marked with restrictive endorsements, such as “personal” or “confidential”.

For additional information, contact Jerry W. Haskins, Chief, Safety and Environmental Management Office, Vicksburg Site: (601) 634-2298, fax: (601) 634-4050 or email: [Jerry.W.Haskins@erdc.usace.army.mil](mailto:Jerry.W.Haskins@erdc.usace.army.mil)

### **Commander’s Mailbox**

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees’ questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, “ERDC Commander.” Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

### **Arrival**

<u>Name</u>	<u>Gaining Org</u>	<u>EOD</u>
Elaine Polk	TIG Systems Division	Oct. 21

FOR THE DIRECTOR

JACKIE L. BRYANT  
Public Affairs Office

## **U N O F F I C I A L**

### **Halloween Bake Sale**

A Halloween Bake Sale (7:30-9 a.m.) and Cake Auction (9:30 a.m.) will be held Oct. 31 in the Snack Bar.

- Bonus for wearing a costume: You will receive \$1 worth of goodies.
- With the donation of baked goods, will receive \$2 off your Holiday Party ticket.
- Bake Auction Highest Bidding Item sold will receive a **FREE** Holiday Party ticket.

POCs are Charlene Combs at ICOM 2513 and Donna Swinney at ICOM 2494.

### **Beautiful Life Holiday Wreaths and Garland**

It's not too early to plan your Holiday decorations. Beautiful 26-inch fresh cut Balsam Wreath (\$18), 24-inch fresh cut Balsam Swag (\$14), 20-foot fresh cut Balsam Garland (\$25), 36" Mailbox Swag (\$20) and a Brass Wreath hanger (\$5) are available. A gift box (wreath and brass hanger and shipment) is available for \$30. See or call Dick Marth Room 862/ICOM 2528 to place your order by COB Nov. 15, 2001. Payment is due on Nov. 15, 2001. Orders will be delivered to TEC during the week of Dec. 3, 2001. Proceeds benefit Boy Scout Troop 224.

### **Holiday Ornaments on Sale**

White House Holiday Ornaments are now available for \$16. Each year the Civitan Club of Fairfax sells the White House Ornaments as our fund-raiser in support of projects for the mentally retarded and physically disabled. Locally, we support needs and events at the Northern Virginia Training Center and the Phillips School for Contemporary Education. A description and picture of this year's ornament can be found at-

<http://www.whitehousehistory.org/> and select "Ornaments". Order soon – our cache goes fast. Contact Joni Jarrett (Room 667) (703) 428-6840 ICOM 2543.

### **For Sale**

Century Baby Car Seat in excellent condition. Cost - \$20. Call – (703) 428-6693 or (703) 680-2119.