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**MAIL SAFETY POSTERS FREE TO MUNICIPALITIES, SCHOOLS AND BUSINESSES**  
**County Executive says posters explain precautions that should be taken when handling mail**

Westchester County is now offering schools, governments and businesses free posters with safety tips for handling mail, County Executive Andy Spano announced.

The colorful 11x17 poster, "**Mail Safety: What to look for when opening the mail,**" explains how to evaluate mail and what safety precautions should be taken before opening it.

"With reports of Anthrax exposures and fears that mail may have been tampered with, it's important that people take steps to protect themselves and their employees," said Spano. "We want to help with that. These posters were developed for Westchester County, but the advice offered applies to anyone, even people opening mail at home."

To protect its employees, Westchester County has adopted new mail handling procedures and is posting copies of the mail safety posters in all government departments. The main idea behind the posters is to get people to evaluate their mail before opening it and to take precautions if it is suspicious.

"Up until now, opening the mail was not something that required a lot of thought," said Spano. "While we don't want people to worry, we do want them to be alert."

Among some of the questions people should ask before opening the mail are:

- Is the package from an unknown source?
- Was it mailed from a foreign country and is it unexpected?
- Are there misspelled common names, titles or locations?
- Is the postmark from a post office where other biological attacks have originated?
- Is it strange in appearance (stains, discoloration, powder marks, looks bulky)?

**(MORE)**

## **Pg. 2- Mail safety posters**

- Does it have a return address, and does it match the postmark?

If the package or envelope appears suspicious, people are advised not to shake or move it. They should also leave the room and call the local police department (not 911). If the item contained powder or fluid, these added precautions should be taken:

- Do not try to clean it up.
- Wash hands with soap and water.
- Make a list of those exposed and give it to authorities.
- Remove contaminated clothing and place in sealed bag or container.
- Shower with soap and water as soon as possible.

As an added precaution, people who handle mail on a regular basis should use latex gloves and a letter opener.

**Anyone wishing to receive free posters should call 995-2951.**