
From: Commissioner Jim Duncan [non_repliable@state.ak.us]
Sent: Monday, October 15, 2001 8:20 AM
Subject: READ ASAP:Opening Mail

In recent days there have been at least three reports of suspicious mail received in State offices and other locations in Alaska. In light of these and incidents around the country, state Public Health, Public Safety, and other Emergency Services Officials met over the weekend to determine proper procedures for handling incoming mail in State offices and dealing with the public health and safety concerns of any incident.

The links below are to a poster from the the FBI that describe what may constitute a suspicious letter or package, what you should do, and who you should contact in case you receive such a letter or package. Please read this poster before you handle any mail. You may also want to print it and keep it in your work area. If you have any questions about the procedures outlined on the poster, please contact your department's Administrative Services Director.

<http://jnumaill.state.ak.us/poster.pdf> (Southeastern Alaska)
<http://ancmaill.state.ak.us/poster.pdf> (Central/Westward Alaska)

Thank you for taking the time to make yourself aware of these very important procedures. We realize that the likelihood of threats from incoming state mail are small, but we want our employees to know how to take appropriate precautions.

Jim Duncan
Commissioner of Administration