

## Suspicious Letters and Packages

Characteristics that may cause letters and packages to be treated as suspicious packages are:

- Letters and packages delivered by someone other than regular carriers;
- Packages wrapped in string or twine;
- Excess use of securing material or tape;
- Packages that are lopsided, heavy sided, or have lumps, bulges, or protrusions;
- No postage, non-cancelled postage, or excessive postage;
- Handwritten notes such as: "To Be Opened in the Privacy Of ....", "Confidential", "This is Your Lucky Day";
- Packages or letters that have no return addresses or nonsensical return addresses;
- Letters or packages arriving before or after phone calls asking if the items were received;
- Improper spelling of common names, places, or titles; or
- Leaks, stains, or protruding wires, foil, string, tape, etc.

### **If you discover a suspicious letter or package:**

- Stop immediately.
- Do not shake, open, or empty the contents of any suspicious envelope or package
- Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents;
- If you do not have any container, then cover the envelope or package with something, i.e., clothing, paper, etc;
- Notify the Police at 911 and then call University officials at EXT 34754.
- Isolate the mailing and get people out of the immediate area;
- Wash your hands with soap and water;
- Notify your supervisor;
- Give a list of all people who were in the area to the responding emergency officials.
- Meet and cooperate with responding emergency officials.

### **If the letter or package has been opened, call university officials at EXT 34754 and:**

- Do not try to clean up any powder or substance;
- Leave the room and close the door, or section off the area to prevent others from entering;
- Wash your hands with soap and water to prevent spreading any powder or other substance to your face;
- Notify your supervisor;
- Remove heavily contaminated clothing as soon as possible and place them in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Meet and cooperate with responding University officials or emergency officials.