



## Suspicious Packages & Envelopes



### Examples



- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the University or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Return address not consistent with postmark.
- Unusual weight, given package size, lopsided, or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as "Fragile", "Personal", "Confidential", or "Rush-Do-Not-Delay."
- Strange odor, stains, or noises (rattling, clicking, etc.)
- Appears to contain electrical wire or aluminum foil.

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### What to Do If You Find a Suspicious Package or Envelope

- Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread.
- Isolate the suspicious package by evacuating the room and locking the door, if possible.
- If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.
- Call University Police immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object.
- Describe what the package looks like and its location.
- Evacuate others in the area by following established evacuation procedures. Consider persons with disabilities who may need assistance evacuating.
- If you have had direct skin contact with the package, wash hands, arms, etc. with soap and rinse with a plentiful quantity of water for 15 minutes.
- Account for any missing person; always notify University Police of any missing person when evacuating an area.
- Always follow precautionary directions given by University officials.

