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• Addressed to someone no longer with the University or with outdated postmarks.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

a. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread.

b. Isolate the suspicious package by evacuating the room and locking the door, if possible.

c. 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.

d. Call University Police immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object.

e. Describe what the package looks like and its location.

f. Evacuate others in the area by following established evacuation procedures. Consider persons with disabilities who may need assistance evacuating.

g. 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.

h. Account for any missing person; always notify University Police of any missing person when evacuating an area.

i. Always follow precautionary directions given by University officials.