

## Suspicious Package

### Recognizing a Suspicious Package:

1. Unexpected packages from someone unfamiliar to you.
2. Missing or incorrect destination or return address.
3. Restrictive markings (e.g. "personal" or "confidential").
4. Excessive postage, no postage, or non-cancelled postage.
5. Threatening/inappropriate language on exterior.
6. Oily stains, discolorations, or crystallization on exterior.
7. Rigid, bulky, lopsided, or uneven.
8. Strange odors or unusual noise from within.
9. Protruding wires, aluminum foil, or metallic contents.

### Handling a Suspicious Package:

1. DO NOT touch/handle/shake suspicious letter/package.
2. Ask people in the immediate area if they own it.
3. Take essential belongings, leave, & gently close the door.
4. Move at least 100 ft. from the object BEFORE you call Campus Safety and Security or 911, and be prepared to evacuate.
5. Do not change the environment (e.g. turn off the lights).
6. Make sure letter/package is isolated & the immediate area is closed-off; keep others away from area.
7. Isolate person(s) who've been exposed to any substance.
8. Wash your hands if you came in contact with package.