

SUSPICIOUS PACKAGES AND LETTERS

Suspicious packages may include the following...

Package Markings	Package Characteristics
No return address	Oily stains, discolorations or odor
Excessive postage	Powdery substance on package
Postmark does not match return address	Excessive weight
Mailed from foreign country	Lopsided or uneven envelope
Handwritten or poorly typed addresses	Protruding wires or aluminum foil
Wrong title for name	Excessive amounts of tape, string, etc.
Title, but no name	Visual distractions
Marked "Personal", "Confidential", etc.	Ticking sound
Misspellings of common words	

WHAT SHOULD I DO IF I RECEIVE A SUSPICIOUS PACKAGE?

1. Do not open or shake the package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. Call University Police, Security or the local Police. Also, notify EH&S at 7-3129 as soon as practical.
7. Be prepared to LIST all people who were in the room or area when this suspicious letter or package was recognized, and give this list to the emergency responders.

WHAT IF I'VE OPENED A PACKAGE AND A POWDER SPILLS OUT?

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.
4. Call University Police, Security or the local Police. Also, notify EH&S at 7-3129 as soon as practical.
5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed, and give to the emergency responders.
6. SHOWER with soap and water as soon as possible. Do Not Use Bleach Or Other Disinfectant On Your Skin.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder, and give this list to the emergency responders.