Suspicious mail or packages

The following characteristics may identify suspicious parcels

- Unexpected or from someone unfamiliar to you.
- Addressed to someone no longer with your organization or otherwise outdated (e.g., improper title).
- No return address, or one that can’t be verified as legitimate.
- Has any powdery substance on the outside.
- Of unusual weight, given its size, or lopsided.
- Marked with restrictive endorsements, such as Personal or Confidential.
- Protruding wires, strange odors or stains.
- Has an unusual amount of tape.
- Has excessive postage applied to the parcel.
- A city or state in the postmark that doesn’t match the return address.

If you receive a suspicious parcel in the mail

- Do not open the parcel.
- Isolate the piece of mail.
- Call Public Safety (852-6111) for additional instructions.
- Do not pass the letter/parcel to others.
- Deny everyone access to the letter except emergency responders.
- Move to an area that minimizes exposure to others and to the parcel.
- If possible, wash your hands and face with soap and water.

If you open a parcel that appears to be contaminated

- Do not move the parcel.
- Call Public Safety (852-6111).
- Turn off any fans, window air conditioners and/or small area heaters.
- Isolate the area. Evacuate the adjoining areas.
- Everyone who is evacuated should report to the building’s pre-planned assembly area.
• Do not pass the letter/parcel to others. Deny everyone access to the letter except emergency responders.

• The individual who opened the parcel and anyone else who has come in contact with the parcel should remain isolated, in an area adjacent to the original location, and wait for additional instructions from responding emergency personnel.

• If possible, the individuals who had contact with the parcel should wash their face and hands with soap and water.