

## G. Suspicious Packages

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail or special delivery
- Hand written or poorly typed address
- Restrictive markings such as confidential, personal, etc.
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven
- Titles but no names
- No return address
- Protruding wires, bumps or tinfoil

**Notify local Law Enforcement immediately by calling 911 and notify Security. Always call from a safe location.**

**Move people away from the package.**

### **DO NOT**

- **Move or open the package.**
- **Investigate too closely.**
- **Cover, insulate or place the package into a cabinet or drawer.**
- **Pass the letter or package to others to look at.**
- **Disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air.**
- **Ignore the threat; it must be treated as real until properly evaluated.**

**If you inadvertently open a suspect package/letter or if it is leaking liquid or an unknown substance, you should:**

- Immediately set the item down gently at the location where it was opened and move away from the area to avoid exposure.
- All potentially exposed persons should leave the area and wash exposed skin with soap and water.

- Return to an area within the building adjacent to the initial exposure and wait for Law Enforcement and Security (For example, a hallway outside the original room).
- Do not allow others into the area. Remember that this is NOT a Medical Emergency yet, but it is a potential contamination problem.
- This is also a potential crime scene - preserve evidence and pay attention to what you have seen or done.