



# Suspicious Package

## If you identify a Suspicious Package:

- ◆ Without touching or disturbing the item, note the size, shape and location
- ◆ Provide the information immediately to University Police
- ◆ Clear the area and instruct everyone to stay away

**MAIL** Advisory

**If you receive a suspicious letter or package**

**What should you do?**

- 1 Handle with care  
Don't shake or bump
- 2 Isolate and look  
for indicators
- 3 Don't Open, Smell  
or Taste
- 4 Treat it as Suspect!  
Call 36111

Labels and indicators on the envelope and box include:

- No Return Address
- Restrictive Markings
- Possibly Mailed from a Foreign Country
- Excessive Postage
- PERSONAL
- SPECIAL DELIVERY
- Misspelled Words
- Addressed to Title Only or Incorrect Title
- Badly typed or written
- Protruding Wires
- Lopsided or Uneven
- Rigid or Bulky
- Strange Odor
- Wrong Title with Name
- Oily Stains, Discolorations, or Crystalization on Wrapper
- Excessive Tape or String

