

Instructional information for the public on handling a suspicious unopened letter or package.

1. Do not shake, open, or empty the contents of any suspicious envelope or package.

What constitutes a "suspicious parcel"?

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Are non-commercial in nature.
- Are addressed to someone no longer with your unit or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential".
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.

2. If unopened, PLACE the envelope or package in a plastic bag or some 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., paper, trash can, etc) and do not remove this 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 or hands with **soap and water** to prevent spreading any powder to your face.

6. What to do next...

- At **work**, report the incident to the campus police (293-3136) and then to your supervisor.
- At **home**, report the incident to your local police (911 if available)

7. List all people who were in the room or area when this suspicious letter or package was first observed. Give this list to the law enforcement officials for follow-up investigations and advice. This will assure that all potentially exposed persons can receive prompt medical treatment if laboratory testing verifies that a pathogenic organism is present.

