

SUSPICIOUS PACKAGE GUIDELINES

Since 2007 there has been more than 360 letters containing a white, powder substance to various government officials, public schools and other locations. In May, 2011 20 letters were delivered to public schools in Washington, DC. Recently, similar letters have been received in Washington, DC; New York, New York; Dallas, Texas and Enfield, Connecticut. Additional letters may be in the mail system pending delivery.

The community is urged to follow some basic guidelines regarding suspicious packages:

Indicators of suspicious packages and envelopes:

- Inappropriate or unusual labeling
- Excessive postage
- Strange return address or no return address
- Marked with restrictions, such as "Personal," "Confidential," or "Do not X-ray" from unknown departments
- Marked with threatening, insulting, or disparaging language
- Postmarked from a city or state that does not match the return address

Appearance of suspicious packages and envelopes :

- Powdery substance felt through or visible on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape or string
- Other suspicious signs:
 - Excessive weight.
 - Ticking sound.
 - Protruding wires or aluminum foil.

Handling of Suspicious Packages or Envelopes. Recommendations include the following:

- Do not shake or empty the contents.
- Do not carry, show others, or allow unqualified or unauthorized individuals to examine the item.
- Wash hands with soap and water to prevent spread of potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- At work, notify a supervisor, security officer, or law enforcement official; if at home, contact the local law enforcement agency.

If you receive any suspicious packages or have any questions regarding procedures for dealing with suspicious packages, please contact the university Police Department at

903-886-5868