



Suspicious Mail or Package

What is "suspicious"?

Since 2001, there have been a limited number of incidents involving agents of terror (e.g., Anthrax and Ricin) sent through the mail. The following guidelines are intended to help identify suspicious materials and to provide procedures to follow in the event of receiving suspicious mail.

A suspicious letter or package is one that is unexpected or unknown, with the following characteristics:

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail, 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 or tinfoil.

Procedures for suspicious letter or package



Immediately dial 911 and provide exact location.



Do not cover, insulate, or place the package into a cabinet or drawer.



Calmly alert others in the immediate area and leave the area, closing the door behind you.

General precautions for handling mail

If the package or letter is not suspicious, please adhere to the following guidelines:



Face the package or mail away from you before opening it.



Cover cuts or abrasions with bandages or gloves.



Wash your hands with soap and water after opening mail.

Pranks and hoaxes

Pranks or hoaxes involving false threats of agents of terror, disrupt lives, create serious safety concerns, and tax valuable University and community resources. The University and law enforcement authorities take all such actions very seriously. The University has adopted a "zero tolerance" policy and will aggressively investigate any such incidents. Any individual found responsible for such acts will be subject to University disciplinary action, up to and including separation from the University, and prosecution under State and Federal law.