



# Suspicious Package/Envelope

Some characteristics of suspicious packages and envelopes include the following:

1. Inappropriate or unusual labeling
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspelling of common words
  - Strange return address or no return address
  - Incorrect title or titles without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as "Personal," "Confidential," or "Do Not X-Ray"
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address
2. Appearance
  - Powdery substance felt or appearing on the package or envelope
  - Oily stains, discolorations or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.
3. Other suspicious signs
  - Excessive weight
  - Ticking sounds
  - Protruding wires or aluminum foil

If the package or envelope appears suspicious,  
**DO NOT OPEN IT!**

## WHAT TO DO

1. Do not panic.
2. Report the incident to your supervisor and Campus Public Safety (ext. 5111).
3. Turn off the local air conditioner or fan if possible.
4. Cover the item.
5. Secure the room and prevent others from entering.
6. Wash hands with soap and water or use bacterial wipes.
7. Move to an isolated room nearby if possible – if not stay at the site.
8. Obtain names and phone numbers of all persons in the area.
9. Wait for further instructions.

If you receive AND OPEN a package, letter, or note threatening anthrax contamination, or if a suspicious substance is present:

## DO NOT PANIC

- Call Campus Public Safety (ext. 5111) or the police department (911).
- Be prepared to provide the location of the package, a description, and your location and contact numbers.
- Set it down gently at the location where you first opened it.
- Do not clean up the area. Keep others from entering the room or area.
- Turn off any fans in the area.
- If in a room, close the window(s) and door(s). Leave the room or area and go to an area that will minimize your contact with others.

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Remember, always use common sense.  
There are exceptions to all guidance and prescribed directions.



## Suspicious Package/Envelope (continued)

- Wash hands with soap and water if possible.
- If material is on clothing, don't brush off vigorously.
- Notify your supervisor, who should instruct people not to enter or exit the area.
- Make a list of all people who had actual contact with the suspicious substance or were in the room or area.
- Follow further instructions given to you by Campus Public Safety or TPD.

In either case, what you should NOT do:

- Do not pass the letter or suspicious package to others to inspect.
- Do not transport contents to a hospital, emergency room, or the clinic.
- Do not disturb any contents in the letter or package. Handling the letter or package can spread the substance and increase the chances of it getting into the air.

Do not ignore the threat; it must be treated as real until properly evaluated



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There are exceptions to all guidance and prescribed directions.

