

Suspicious Packages & Envelopes



- a. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread.
- b. Isolate the suspicious package by evacuating the room and locking the door, if possible.
- c. If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.
- d. Call University Police immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object.
- e. Describe what the package looks like and its location.
- f. Evacuate others in the area by following established evacuation procedures. (If you are in a room with a door that is closed, do not open it.)