

Suspicious Package

Suspicious Packages are any items capable of concealing or containing harmful substances that have been left unattended and/or visibly shows indicators of posing a potential threat.

Characteristics of Suspicious Packages

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles 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

Key Appearances

- Oily stains
- Discolorations
- Odor
- Excessive packaging material
- Excessive weight
- Ticking sound and/or protruding wires or aluminum foil

Additionally, items such as briefcase, gym bag, suitcase, etc. may be deemed suspicious solely because it is discovered unattended in a public place or near a sensitive facility.

What to Do with a Suspicious Package, Letter, or Container

- Do not panic. It is important for all of your actions to be careful & deliberate.
- Protect yourself from exposure to an unknown material. Do not touch, move, or attempt to clean up the unknown material.
- Isolate the area and evacuate all personnel from the immediate area.
- Contact 911 and the notify the director of real estate operations as soon as possible.
- Do not use radios or cell phones.
- All personnel who may have had contact with the unknown material should wash their hands with soap and warm water. Shower as soon as possible.
- Do not use bleach or other disinfectants.
- Make a list of names and contact information for all personnel who have come into contact with the unknown material.

- Provide this information to law enforcement and health officials.
- Carefully follow the instructions provided by law enforcement and health officials.

Threat by Mail

- Note where it was found and who found it.
- Caution staff and students against picking up or touching any strange objects or packages.
- Notify director of real estate operations or CBS campus security.