

SUSPICIOUS PACKAGE GUIDELINES

A suspicious looking box, package, object, or container in or near your work area could be a bomb, explosive, or airborne material. Do not handle or touch the object. Move to a safe area and call the University Police Department immediately at 903-334-6611. Use a telephone in a safe area. Do not operate any power switch and do not activate the fire alarm.

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 a package or envelope appears suspicious. DO NOT OPEN IT!**

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

903-334-6611