Suspicous Package, Envelope, or Object

Before
1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at emc.uoregon.edu.
2. Regularly train staff members who are in contact with mail to be aware of suspicious signs:
   - Rigid, bulky, or lopsided package
   - Misspelled or poorly written names, titles, addresses, or labels
   - Strange appearance (e.g., excessive tape, tied with string, strange odors, leaks, stains, protruding wires, discoloration, crystallization, or powdery substances on or in the item)
   - No postage, uncancelled or excessive postage
   - Handwritten or restrictive notes such as “To be opened in the privacy of,” “Confidential,” “Your lucky day is here” or “Prize enclosed”
   - Hand-delivered or “dropped off for a friend” packages or letters
   - No return or nonsensical return address
   - Mailed from a foreign country
   - Letters or packages arriving before or after suspicious calls

During
1. If you have any doubt about a suspicious package, envelope or object, don’t take any chances—call the UOPD at 541-346-2919.
2. Leave the package or envelope where it is discovered; do not move it or touch it.
3. If the package was delivered at home, do not bring it to campus; call 911.
4. Leave the area of the package and keep others from approaching it.

After
1. Instruct those who have had contact with the suspicious object to wash their hands with soap and water.
2. Make a list of everyone who has had contact with the object, including their contact information.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.