

SUSPICIOUS MAIL

Typical suspicious characteristics on letters or parcels:

- Powdery substance on the outside.
- Sent from someone unfamiliar to you.
- Excessive postage.
- Addressed with incorrect titles or titles with no name, handwritten or poorly typed addresses or contain misspellings of common words.
- Addressed to someone no longer with your organization or are otherwise outdated.
- No return address, a return address different from the postmark or one that can't be verified as legitimate.
- Unusual weight, given their size, or are lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as "Personal" or "Confidential," or special handling instructions, such as "Fragile. Handle with Care" or "Rush – Do Not Delay."
- Emits a strange odor, incorporates protruding wires or aluminum foil, or oily stains.

Emergency Actions: If a suspicious piece of mail or parcel is delivered to the mailroom or any department on campus by a delivery service, the following actions will commence:

When a package is suspected of being explosive:

1. Do not touch, move or disturb it. Do not use a cell phone or radio communication. Using an office phone, immediately call the Director of Campus Safety & Security at x7729 or (773) 433-0691(cell) and your supervisor.
2. Keep people away from the area until help arrives.

When a biological threat (i.e., Anthrax) is suspected:

1. Immediately call the Director of Campus Safety & Security at ext. 7729 or (773) 433-0691 (cell) and your supervisor.
2. Keep people away from the area until help arrives.
3. Do not handle the mail piece or package suspected of contamination.
4. Make sure that damaged or suspicious packages and the individuals who may have handled the items are isolated and the immediate area is cordoned off.
5. List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.

6. Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
7. Upon receiving authorization by proper authorities, shower with soap and water.