Suspicious Package Checklist

When dealing with a suspicious package note the following:

- Grease stains or discoloration
- Odors
- Protruding wires or metal
- Excessive weight/postage/securing materials (tape, string, etc.)
- Lopsided/uneven
- Hand written address
- No return address
- Misspelled words
- Confidential, personal, open only by, etc.
- Foreign mail

Opened Package – If an open package contains an unknown substance:

- Place it down immediately and gently
- Do not shake, empty or do anything that would make the substance airborne
- If available secure the package in a plastic bag
- Do not move the package
- Close doors, windows and (if possible) shutdown ventilation systems
- Do not allow others to enter the area
- Leave the room and quarantine yourself
- Notify Security (or designated college official):
  - Take all instances seriously
  - Isolate the area
  - Quarantine any affected individuals
  - Contact a qualified HAZMAT service to address the situation
- Try to remain calm