

# Dealing With Suspicious Packages

*Revised: 10/15/01*

*Note: This document is intended for UL Lafayette employees only*

## **Here are a few characteristics of suspicious packages:**

- Foreign mail, priority mail, or special delivery mail from unknown origins
- Any mail with restrictive endorsements such as Confidential, Personal, To be opened by addressee only, Fragile, Rush, or Handle with care.
- Packages with excessive postage – usually postage stamps
- Packages with fictitious or no return address.
- Packages with postmarks from areas different than return address
- Poorly typed or handwritten addresses – misspelling of common words
- Incorrect titles or titles with no names (ex: Director or Manager)
- Packages with Oily stains, discolorations, excessive binding material, tapes, strings, or twine.
- Rigid, lopsided, or uneven envelopes. Packages with uneven weight distribution.
- Protruding wires, screws, or other metal parts.

**If you receive a package that meets one or more of these characteristics, contact University Police at once**

**Do not attempt to handle or move suspicious packages. Leave the package where it was initially discovered or deemed suspicious.**

**Treat all incidents as serious until proven otherwise.**