



SUSPICIOUS MAIL

UTSI Faculty, Staff, & Students

In the event of suspicious mail:

Listed below are general guidelines established to identify packages that are unusual and possibly dangerous. For your personal safety, please be aware of the following characteristics that may indicate suspicious letters or packages:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with UTSI or are otherwise outdated.
- Have no return address, or one that does not appear to be legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape on them.
- Are marked with restrictive endorsements, such as 'Personal' or 'Confidential.'
- Have strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.

What should you do if you receive a suspicious letter or parcel?

- DO NOT TRY TO OPEN IT!
- Isolate the piece of mail or package.
- Notify your supervisor.
- Evacuate the immediate area.
- To report that you have received a suspicious parcel in the mail, contact the Safety Office at 393-7208.
- If the Safety Office is unavailable or if you feel there is an immediate threat, call 9-911 from a campus phone or 911 from a cell phone to report that you've received a suspicious parcel in the mail.

Please note that the United States Postal Service uses the above-noted criteria when processing your mail.