SUSPICIOUS PACKAGE / LETTER AWARENESS

The following applies primarily to suspected explosives, but the same rules apply with any suspicious object.

- Foreign mail, air mail, and special delivery, especially when the recipient is not expecting such mail
- Hand written or poorly typed addresses
- Lack of a return address or fictitious return address
- Misspelling of title (i.e. General, etc.) or title only or wrong title with name
- Misspellings of common words
- Distorted handwriting or “cut & paste” lettering
- Cancellation or postmark and return address indicating different locations
- Excessive postage
- Restrictive labeling such as “Personal, Private”
- Marking such as “Fragile-Handle With Care” or “Rush-Do Not Delay” or “Deliver by Date/Time”.
- Visual Distractions, such as money or pornography
- Unusual size or shape (Uneven, Lopsided)
- Tube-type Packages Heavier at one end
- Unprofessional or Sloppy Wrapping
- Excessive security material such as masking tape or string
• Protruding wires, aluminum foil, oily stains or discolorations

• Unfamiliar couriers delivering official looking packages to specific individuals

• Peculiar odor

• Parcel unusually heavy for size

• Buzzing or ticking noise or sloshing sound

• Rigid or soft spots

• Pressure or resistance noted while removing contents of envelope or parcel

If you discover a suspicious package or letter:

• Do NOT handle, move, or shake the item; Do NOT immerse the parcel in water

• Evacuate all personnel from the immediate area

• Clear all personnel from adjacent or adjoining work areas

• Notify local law enforcement and/or security authorities