

Suspicious Package

If you receive or discover a suspicious package or device:

Do not touch, tamper with, or move it. Immediately call 911.

Do not use a cell phone within 300 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics which should trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

What to do if you receive a suspicious package or parcel:

- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch or taste.
- Treat it as suspect. Call 911.

If you have any questions, call the Community Services Section of the KU Public Safety Office at 864-5900, or email us at kupso@ku.edu or visit our home page at: <http://www.publicsafety.ku.edu/>

The annual security report about KU safety policies, crime statistics, and campus resources is available online at www.ku.edu/safety, or on paper by contacting the Office of the Vice Provost for Student Affairs, 133 Strong Hall, (785) 864-4060.

KU prohibits discrimination and harassment. Report discrimination and harassment to the Office of Institutional Opportunity and Access at IOA@ku.edu or (785) 864-6414, 711 TTY



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