



SUSPICIOUS PACKAGES

WARNING: If a package or envelope appears suspicious, **DO NOT OPEN IT!**

HANDLING OF SUSPICIOUS PACKAGES OR ENVELOPES

UNCW Police recommends that state employees who encounter suspicious mail should:

1. Carefully inspect mail for unusual characteristics. If in doubt, **DO NOT OPEN**.
2. If opened mail reveals a suspicious substance, do not sniff, touch, taste or closely examine it.
3. Leave item where it is or place it on the nearest flat surface. Even if spillage occurs, **DO NOT** try to clean it up. Cover the contents immediately, and if possible, restrict access.
4. Stay calm. Report object to your supervisor.
5. Alert others nearby to relocate to an area away from the site of the suspicious item.
6. Report any incident to the UNCW Police at 910.962.2222. If off campus, contact your local law enforcement agency.
7. Everyone who had contact should wash hands with soap and water to prevent spreading.
8. Stay in the designated area until UNCW Police arrives and provides additional instruction.



Call **UNCW POLICE 910.962.2222** or your local law enforcement agency.

www.uncw.edu/police