



Division of Administration and Finance  
University Services

## Press Release

FOR IMMEDIATE RELEASE

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### Suspicious Mail & Packages

With the recent reports of suspicious packages around the country and appearing on the news in the past few months, we thought it important to once again share information about suspicious packages with the campus community. Along with the release we are providing a “SUSPICIOUS MAIL OR PACKAGES” flier to be displayed in your departments as a friendly reminder of what to do in the unlikely event you find yourself with a suspicious piece of mail. The Department of Public Safety and the UH Postal Services Department also wanted to share the below guide that can be used in the event you find yourself at the receiving end of a suspicious package.

### **Guide**

If you receive a suspicious letter or package:

- **Stop** — do not handle, open, smell, or taste
- Isolate the mail immediately
- **Call UHDPS at 713-743-3333**
- Notify your office
- Anyone who comes into contact with suspicious mail should wash their hands and face immediately and isolate themselves from others
- To remember anyone else that came in contact with mail, write it down on paper

## **Suspicious characteristics**

Some typical characteristics which ought to 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- Are addressed to someone no longer with your organization or are otherwise outdated.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

Click on the link below for more information on the UHDPS web page

<http://www.uh.edu/police/suspmail.html>

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About the University of Houston

The University of Houston is a comprehensive national research institution serving the globally competitive Houston and Gulf Coast Region by providing world-class faculty, experiential learning and strategic industry partnerships. UH serves more than 38,500 students in the nation's fourth-largest city, located in the most ethnically and culturally diverse region of the country.

# SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ Stop. Don't handle.

▪ Isolate it immediately.

▪ Don't open, smell, or taste.

▪ Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

