

## SUSPICIOUS PACKAGE OR UNATTENDED ITEM

### SUSPICIOUS PACKAGE

The following descriptions are characteristics of a suspicious package, according to the Department of Homeland Security:

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Badly written or misspelled labels
- Generic or incorrect titles
- Excessive postage or no postage
- Foreign writing, postage, or return address
- Missing, nonsensical, or unknown return address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound

In the event you receive or discover a suspicious package:

1. Stop handling the package
2. Move away from the package
3. Call **911**
4. Clear the area of all persons
5. Wash your hands if you were exposed to a substance on or within the package
6. Shut down all equipment in the immediate area (HVAC)

Take note of the:

- Location of mail piece or substance
  - Description of substance
  - Description of the package (markings, labels, declarations, postage)
  - Addressee's name and address
  - Mailer's name and address
7. Contact your supervisor
  8. Follow all instructions from the **UNT Police** or other first responders

### UNATTENDED ITEM

Unattended items, in most cases, are simply lost property and are neither suspicious or a threat. However, some unattended items may be suspicious and need to be reported. If an unattended item is found, use the following steps to determine if it needs to be reported and, if so, how to appropriately report the items while keeping others safe.

## CONFIRM

Confirm that the item is suspicious. As mentioned, most unattended items are lost property—left by mistake—and present no threat. There are some ways in which you can determine if an unattended item seems out-of-place. Ask and answer the following questions about the item:

- Does it seem to be hidden? Does it appear that an individual is trying to hide the item from others?
- Is it obviously suspicious? Are there wires, a smell, unusual stains, or anything else that obviously appears suspicious?
- Is it typical of the bags or items of the setting? For example, large duffle bags are common at the Rec Center, but may seem out-of-place if left in a classroom.

Ask individuals in the nearby area if the item is theirs or if they know who it belongs to.

## COMMUNICATE

If the item seems to be suspicious or present a possible threat:

1. **DO NOT** touch the item
2. Ask individuals in the area to move away from the item – try to keep yourself and others out of the line-of-sight of the item
3. Notify the **UNT Police** at 940-565-3000 using a landline phone
4. Block off the area, if possible
5. Keep eyewitnesses nearby so they can tell the police what they witnessed