

Your Safety is Our  
Concern!



**Contact Us At:**

**UGA Police Department**

**Emergency: 911**

**Non-emergency: 542-2200**

**286 Oconee Street Suite 100  
Athens, Ga. 30602**



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*For more information please  
contact the University of Georgia  
Crime Prevention Unit at (706)542-  
0104 or visit our web page at:  
[www.police.uga.edu](http://www.police.uga.edu)*

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## Suspicious Mail and Package Alert



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*Presented by the University of Georgia Police  
Department Crime Prevention Unit*

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## Handling Suspicious Mail and Packages

If you receive a letter or package that is suspicious, there are some precautions that you can take to keep yourself and others as safe as possible.

### Suspicious Letter or Package Characteristics

The likelihood of receiving a suspicious package or letter is remote, below are some common characteristics associated with suspicious letters or packages.

- Unexpected letter or package.
- Excessive postage.
- Handwritten or poorly typed addresses.
- Oily stains, powder, discolorations, or odors.
- No return address.
- Excessive weight, lopsided, or uneven envelope or package.
- Ticking sound.
- City or state in the postmark does not match return address.
- Written threats on the outside of the letter or package, or attached to them.
- Unusual amounts of tape attached to the letter or package.

## Notification of the Police

### If you receive a suspicious letter or package:

**DO NOT PANIC** and **DO NOT OPEN IT!** If you have opened the package, **DO NOT PANIC!** [Remain Calm.](#)

- Call the police **immediately!**
- If you are on campus, dial **911**. The University of Georgia Police will respond and also notify other appropriate emergency services.
- If you are off campus, call **911** and your local police will respond.

## What To Do

After notifying the police, do the following:

- Leave the letter or package where it is. Do not take the letter or package to others to examine.
- Keep others out of the area. Close off the area if possible. Close any doors or windows gently. Stay near the area until the police and emergency response units arrive.
- Do not touch your eyes, nose, mouth, or any part of your face.

- Do not touch other people or objects, and do not let others touch you.
- Wash your hands and arms from the elbows down with soap and hot water. (Do not use bleach or disinfectants on your skin).
- Do not shake or disturb the contents of the letter or package.
- Do not attempt to smell or closely examine the letter or package.
- Do not attempt to clean up or cover anything that might have spilled from a package.

### Receiving Office Mail and Packages

If you handle or open mail as part of your regular routine, your best precaution is to wash your hands with soap and water frequently, especially after handling mail. If you feel that you need to take extra precautions, you may choose to keep a mask and latex gloves at your desk; however, your best protection is regular hand washing.

When opening mail, avoid excessive motion including excessive shaking or tearing of packages or envelopes.