

Mail – Suspicious Mail and Packages

If you receive or observe a suspicious piece of mail, package or material, do not move, open, cover or interfere with it.

- Move people away from suspicious items. Avoid contaminating other areas and people.
- Call Cornell Police immediately at 911 (or 255-1111 from a cell phone) from a safe location.
- Be prepared to give the location of the item, the context of what you've observed, and your name and phone number.
- Follow directions of the Cornell Police. Do not create panic. If you are told to evacuate, follow your unit's evacuation procedure.

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

- excessive postage
- misspellings of common words
- excessive weight
- rigid envelope
- foreign mail, air mail, or special delivery
- handwritten or poorly typed address
- restrictive markings; such as confidential, personal, etc.
- an excessive amount of securing material used, such as masking tape, string, etc.
- incorrect titles
- oily stains or discoloration
- visual distractions
- lopsided or uneven writing
- titles but no names
- no return address
- protruding wires or foil