Montgomery College Emergency Procedures
March 4, 2010

Suspicious Letter or Package
These guidelines have been obtained from various federal agencies.

Characteristics of a suspicious letter or package:
- Discoloration, oily stains, or an unusual odor
- Crystals, powder, or powder-like residue on the surface
- Suspicious or threatening language on the outside of package or letter
- Excessive tape or string
- Rigid, uneven, irregular, or lopsided package
- Package with soft spots, bulges, or excessive weight
- Handwritten, block-printed or poorly typed addresses
- Excessive postage
- Title but no name or incorrect title
- Misspelled common words, addressee’s name, title, or location
- Addressee unknown or no longer with organization
- Protruding wires or aluminum foil
- Ticking sound
- Unexpected mail from a foreign country

If you suspect the package may contain an explosive device:
- Do not handle the package
- Leave the room and close the door, or section off the area to prevent others from entering
- Contact the Office of Safety and Security and notify department supervisor

If you receive or discover a suspicious letter or package:
- Do not open, shake, or otherwise disturb its contents
- Place package on table or floor
- Contact the Office of Safety and Security
- Leave the room and close the door, or section off the area to prevent others from entering
- Wash hands well with soap and water
- Notify department supervisor

If you open a letter or package containing a threatening message related to a hazardous substance or an unknown powder is observed:
- Place package on table or floor
- Do not touch or try to clean up the substance
- Contact the Office of Safety and Security
- Notify department supervisor
- Do not remove any items from area
- Alert others nearby
- Leave the room and close the door, or section off the area to prevent others from entering
- Move to a safe location and remain in place to prevent spread of the substance
- Wash hands with soap and water to prevent facial contamination
- Remove contaminated clothing as soon as possible and place in plastic bag
- If contaminated, shower as soon as possible