



## **Messiah University Suspicious Mail Policy**

While the possibility of terrorist mail surfacing at Messiah University is very unlikely, the following may be considered suspicious according to Postal Inspectors:

1. Mail that has an unknown return address or none at all.
2. Mail that has overpaid postage, especially with stamps
3. Mail that is addressed to someone no longer with your organization, or mail that is outdated.
4. Mail that is of unusual weight, given its size, or is lopsided or oddly shaped.
5. Mail that is marked with restrictive endorsements, such as "Personal" or "Confidential."
6. Mail that may have protruding wires, strange odors or stains.
7. Mail that shows a city or state in the postmark that doesn't match the return address.

In the event of an occurrence of suspicious or hazardous mail, the following steps should be taken:

1. Do not try to open the parcel!
2. Isolate the parcel.
3. Evacuate the immediate area if possible. If you have been exposed to any substance, stay in place until you have been cleared to evacuate and then follow any directions for decontamination.
4. Notify The Department of Safety immediately.
5. If necessary, the Department of Safety should contact the Grantham Post Office, who will call a Postal Inspector. The Department of Safety should also contact the local police.