



BEFORE

Regularly train staff members to be aware of signs that may indicate a suspicious object or package:

- Rigid, bulky, or lopsided package.
- Misspelled / poorly written names, titles, or addresses.
- Strange appearance (e.g. excessive tape, tied with string, strange odors, leaks, stains, protruding wires, discoloration, or powdery substances on or in the item.)
- No postage, uncanceled, or excessive postage.
- Handwritten or restrictive notes such as “To be opened in the privacy of”, “Confidential”, “Your Lucky Day is Here”, or “Prize enclosed”.
- Hand-delivered or “dropped off for a friend” items.
- No return or nonsensical return address.
- Mailed from a foreign country.
- Objects or packages arriving before or after suspicious calls.

DURING

1. If you have any doubt about a suspicious package, envelope, or object, do not take any chances - call the UOPD at 541-346-2919.
2. Leave the package or envelope where it is discovered; do not move or touch it.
3. If the package was delivered at home, do not bring it to campus; call 911.
4. Leave the area of the package and keep others from approaching it.

AFTER

1. Instruct those who have had contact with the suspicious object to wash their hands with soap and water.
2. Make a list of everyone who has had contact with the object, including their contact information.



Do not touch, taste, smell, or move the object.



Evacuate the area around the object and keep others away.



Call the UOPD at 541-346-2919

