

# Information Concerning Suspicious Letters or Packages

There is always the possibility that a staff member may receive a written Bomb Threat or a suspicious letter/parcel in the mail, or find a suspicious package on campus grounds. In such situations, the safety of persons is of paramount importance. Of secondary importance is the preservation of evidence and property.

A note/letter containing a written Bomb Threat should not be handled after the discovery is made. The item should be properly collected as evidence and sent for fingerprint and other laboratory analysis. Suspicious letters/packages should not be moved after discovery. In such situations, the Glendale Police Department should be notified.

## BE CAUTIOUS OF:

- ¥ Foreign mail, air mail, and special deliveries.
- ¥ Restrictive markings such as "Confidential" or "Personal."
- ¥ Misspelling of common words
- ¥ Oily stains or discoloration on a package
- ¥ Rigid, lopsided, or uneven envelopes
- ¥ Protruding wires or tin foil
- ¥ No return address
- ¥ Excessive tape or string

## EMERGENCY TELEPHONES

College Safety: 53535 or 623.845.3535

Fire Department: 911 or 623.931.5600