What if an Envelope Contains Powder and it Spills out onto a Surface?

- **DO NOT** try to **CLEAN UP** the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!

- Leave the room and close the door, or section off the area to prevent others from entering.

- Wash your hands with soap and water to prevent spreading any powder.

- Report the incident to the police by dialing 9–1–1.

- Do not leave the area until advised to do so by law enforcement and/or emergency medical personnel!

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UCSB Department of Public Safety

Public Safety Building, 574
Santa Barbara, CA 93106–1010

Open 24 Hours a Day, 7 Days a Week

Phone: (805) 893–3446
Fax: (805) 893–8569

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UCSB
DEPARTMENT OF PUBLIC SAFETY

HOW TO RESPOND TO SUSPICIOUS PACKAGES

DUSTIN OLSON
CHIEF OF POLICE

Your Department Our Community
Suspicious Packages

Things to Look For:

- Suspicious packages or articles may bear restricted endorsements such as “Personal” or “Private.” This is important if the addressee does not normally receive personal mail at the office.
- Visibly protruding wires, aluminum foil or oil stains. Furthermore, such packages may emit a peculiar odor.
- Excessive amount of postage stamps affixed to them.
- Letter type bombs may feel rigid or appear uneven and lopsided. Suspicious packages or articles may have an irregular shape, soft spots or bulges.
- Pressure or resistance when removing contents from an envelope or parcel.
- Unprofessional wrapping with several combinations of tape used to secure the package. Such packages may also be endorsed “Fragile–Handle With Care” or “Rush–Do Not Delay.”
- Buzzing, ticking, or sloshing sounds.
- The addressee’s name and/or title may be inaccurate or misspelled.
- Distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.

If You Identify a Suspicious Package:

- Do not move, alter, open, examine, taste or otherwise disturb the package.
- Do not put the package in water or a confined space such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gasses.
- Isolate the suspicious package/article and clear the immediate area until law enforcement arrives.
- If you have any reason to believe a package or article is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be benign. Instead, immediately contact the UC Santa Barbara Department of Public Safety by calling 9–1–1 or (805)893–3446!