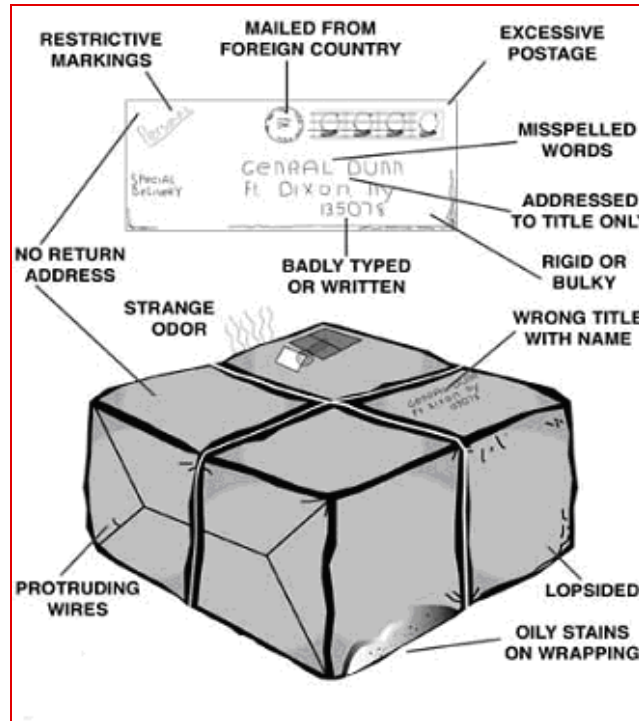


## What if an Envelope Contains Powder and it Spills out onto a Surface?

- **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!



### 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



# UCSB

*DEPARTMENT OF  
PUBLIC SAFETY*

## HOW TO RESPOND TO SUSPICIOUS PACKAGES



DUSTIN OLSON  
CHIEF OF POLICE

*Your Department Our Community*



# Suspicious Packages

**T**he likelihood of you ever receiving a bomb or other hazardous material in the mail is remote. Unfortunately, a small number of such threats have been discovered over the years, and have resulted in death, injury and destruction of property. **What can you do to help prevent such a disaster?** First, consider whether you or your organization could be a



target. Motives for bombings are often revenge, extortion, terrorism, business disputes or political/sociological change.

Keep in mind that a bomb can be enclosed in a parcel or an envelope and its outward appearance is limited only by the sender's imagination. However, package bombs have exhibited some unique characteristics that may assist you in identifying a suspected device. It is furthermore important to know the type of mail your organization receives.

## 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 home-made 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!**

