

Suspicious Mail

Mail Services personnel are trained in recognizing mail or packages that might be detrimental to the health of the university population and to ensure that it is not distributed until certified as safe by TTUHSC Safety Services. However, if departments or activities receive something they consider suspicious, Texas Tech Police Department (TTPD) should be contacted immediately.

- **Do not** touch the piece after the initial contact.
- Call your supervisor to verify your concerns and continue with the following steps ONLY if your concerns are verified.
- Stop all activities and evacuate all personnel in the immediate vicinity of the piece.
- Contact the TTPD and they will contact the office of the U.S. Postal Inspector if deemed appropriate.
- Contact Facilities to turn off all air handling equipment in the area.

What makes it a Suspicious Letter?



What makes it a Suspicious Package?

