



BE PREPARED FOR A SUSPICIOUS PACKAGE

A suspicious package might display restricted endorsements such as “personal” or “private”.



Suspicious packages might have an irregular shape, soft spots or bulges.



Suspicious packages might have an excessive amount of postage.

IF YOU LOCATE OR HOLD A SUSPICIOUS PACKAGE

If you locate a suspicious package:

1. Try to remain calm.
2. Do not touch or move the object.
3. Do not activate the fire alarm system.
4. Contact Case Western Reserve University's Emergency Line at 216.368.3333.
5. Evacuate the area and do not allow anyone to enter until law enforcement have cleared the area.
6. Notify a supervisor.
7. Request other witnesses to remain nearby to speak with CWRU police responders.
8. Remain available to assist responders.

If you are holding a suspicious package:

1. Evacuate others from the immediate area.
2. Gently set the item down on a solid surface on the floor. If there is a powder or liquid, try to set the package or object down in a container like a trash can or bucket.
3. Cover the item with an article of clothing.
4. Leave the immediate area.
5. Wash your hands.
6. Contact Case Western Reserve University's Emergency Line at 216.368.3333.