

Recognizing a Suspicious Package:



Unexpected packages from someone unfamiliar to you.



Missing or incorrect destination or return address.



Excessive postage, no postage, or non-cancelled postage.



Restrictive markings (e.g. “personal” or “confidential”).



Threatening/inappropriate language on exterior.



Oily stains, discolorations, or crystallization on exterior.



Rigid, bulky, lopsided, or uneven.



Strange odors or unusual noise from within.



Protruding wires, aluminum foil, or metallic contents.

Handling a Suspicious Package:



DO NOT touch/handle/shake suspicious letter/package.



Ask people in the immediate area if they own it.



Move at least 100 ft. from the object **BEFORE** you **call Pace Security or 911**, and be prepared to evacuate.



Take essential belongings, leave, & gently close the door.



Do not change the environment (e.g. turn off the lights).



Make sure letter/package is isolated & the immediate area is closed-off; keep others away from area.



Isolate person(s) who've been exposed to any substance.



Wash your hands if you came in contact with package.

You can dial **777** or press the **Security** button from any **Pace** phone in an emergency.

New York City Campus Security: (212) 346-1800

Pleasantville Campus Security: (914) 773-3400

White Plains Campus Security: (914) 422-4300