Suspicious Package Procedures

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:

1. **DO NOT** touch/handle/shake suspicious letter/package.
2. Ask people in the immediate area if they own it.
3. Move at least 100 ft. from the object **BEFORE** you call Pace Security or 911, and be prepared to evacuate.
4. Take essential belongings, leave, & gently close the door.
5. Do not change the environment (e.g. turn off the lights).
6. Make sure letter/package is isolated & the immediate area is closed-off; keep others away from area.
7. Isolate person(s) who’ve been exposed to any substance.
8. 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