Dear Faculty and Staff:

You may be aware that federal law enforcement recently intercepted packages containing explosive material that were sent to prominent people in multiple states. We are not aware of any threat against Johns Hopkins or any Johns Hopkins-affiliated person. However, we encourage you to look out for suspicious items when handling your university and personal mail at work. If you receive a package, box, or letter from a source that is unfamiliar or unexpected, or if the item concerns you in some way, do not open or handle it. Call 911 or contact your Johns Hopkins campus security department.

Here’s what to look for:

- Wording such as “personal” or “private”—this is especially important if the recipient does not normally get personal mail at the office
- An addressee’s name or title that is inaccurate
- Handwriting that is distorted, or a name and address that might have been prepared with homemade labels or cut-and-paste lettering
- Protruding wires, aluminum foil, visible oil stains or a peculiar odor
- An excessive amount of postage
- A package or envelope that feels rigid, or appears uneven or lopsided
- A package that is carelessly wrapped with several combinations of tape to secure it
- Instructions such as “Fragile — Handle with Care” or “Rush — Do Not Delay”
- An item with an irregular shape, soft spots or bulges
- A buzzing or ticking noise, or a sloshing sound
- Pressure or resistance when removing the contents

If you find a suspicious package or letter and are unable to verify the addressee or sender, you should immediately call 911 and contact Johns Hopkins security. Contact information for each campus is at jhu.edu/life/security/emergency-contact-information.

Be sure you:

- Do not move, alter, open, examine, or disturb the item.
- Do not put it in water or a confined space such as a desk drawer or filing cabinet.
- Open windows in the immediate area, if possible, to assist in venting potentially explosive gasses.
- Isolate the suspicious article and clear the immediate area until the police arrive.

Thank you for your vigilance in keeping our campus and colleagues safe.

Johns Hopkins Security