

SUSPICIOUS MAIL OR PACKAGES

1. Should a suspicious piece of mail or package be delivered, the individual receiving the mail or package should immediately inform Campus Police (325-2121).
2. Under no circumstances should the mail or package be handled or opened. Police or other emergency personnel will determine what steps to take.
3. All persons handling the package or mail should be identified. If a communicable substance is believed to be involved, all individuals who have been in the vicinity of the mail or package may need to be identified and isolated. It may also be necessary to identify individuals who may have had contact with those persons exposed to the mail or package and isolate them. Seek advice from your senior administrator.
4. The authorities in charge will make the decision to evacuate the building as circumstances arise.

