

# Mail Services

## Procedures

### **Suspicious Mail**

A. All Receiving staff that are involved with the handling of incoming mail shall be cognizant of the following guidelines which provide security awareness related to Biological, Chemical, and Radiological Threats (including Anthrax) and Mail Bombs.

B. CHARACTERISTICS OF A SUSPICIOUS LETTER OR PACEL

Some typical characteristics include letters or parcels that:

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- Notify Support Services Manager, who should immediately contact the University Police, who will arrange to collect the letter/package and assess the threat situation;
- Make sure that damaged or suspicious packages are isolated and the immediate area is cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water to prevent spreading any powder to their face;
- List all persons who have touched the letter and/or package. Include contact information and have this information available for the authorities. Provide the list to the University Police.
- Place all items worn when in contact with the suspected mail piece in plastic bags, and have them available for law enforcement agents. If possible change clothing in the workplace, and DO NOT let anyone else touch the clothing.
- As soon as practical, shower with soap and water.