

Procedure 4.1516

Suspicious Mail Packages Unattended Bags, Boxes, Or Backpacks Unknown Substances Procedure

If you receive suspicious mail, package, or encounter an unknown object or substance:

Dial 9-943-8721 on any campus phone or call 943-8721 on any cell phone for the BCCC Police Duty Officer.

1. Tell the Duty Officer:
 - a. Your name
 - b. The exact location of the suspicious mail, package, or unknown object or substance
 - c. If you or someone else has been exposed
 - d. If medical attention is required
2. Close all windows and doors in your immediate work area.
3. Alert others in your immediate work area of the situation
4. Keep a safe distance and attempt to secure the area, so that no one can enter
5. Do not move, handle, touch, or pick up the suspicious item
6. Pull the nearest fire alarm pull station and evacuate the building via the nearest exit
7. Go to the safe zone for your building

What is considered suspicious?

- No return address or restrictive markings such as “personal”, “confidential”.
- Possibly mailed from a foreign country
- Misspelled words or names
- Addressed to a title only or incorrect title “Chairman”, “Dean”, “Professor”, “Doctor”, etc.
- Badly typed or written
- Protruding wires
- Lopsided or uneven packaging
- Rigid or bulky
- Strange odor
- Oily stains, discolorations, or crystallization on the wrapper or label.
- Excessive tape or string

A substance should be considered unknown if it appears powdery or crystalline and/or is found in a location or on a surface on campus, where it would not normally be seen or used; it is white or off white or pastel in color.

Procedure

References

Legal References: *OSH Act of 1970 – General Duty Clause, Section 5*

SACSCOC References: *CS 3.11.2*

Cross References:

History

Senior Staff Review/Approval Dates: *11/9/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *11/9/2015*