

## **Suspicious Package Protocol**

1. Stop all work, if you find any suspect material or package that has been tampered with or contains a powder or foreign substance.
2. Do not handle, open or investigate any suspect package, letter or material that you deem out of the ordinary.
3. Keep a safe distance from area and do not create an airborne dust.
4. If skin contact has been made, wash affected skin with soap and hot water.
5. Contact your immediate manager and comprise them of the situation.
6. If your manager is not present, call Campus Police.
7. Cordon off the room or area. Lock doors and/or post signs to restrict public access to the area.
8. Do not sweep, brush or clean up the material in any way.
9. Do not open packages that do not contain a return address.