Emergency Procedures: Suspicious Mail and Packages

Procedure

Person Discovering a Suspicious Package

- Remain well clear of any area suspected of containing items.
- Alert persons in the immediate vicinity.
- Ring the campus emergency number.
- Evacuate the affected area. Make sure that persons assemble in a well ventilated area, where they are not exposed to further risk.

Mail Handling Procedures – Suspicious Mail and Packages

RECOGNITION POINTS

Origin

- unusual postmark
- unknown source

Labeling

- poor Handwriting or Typing
- misspelling of common words
- restrictive markings

Physical Characteristics

- Unusual size, shape, weight, feel, sound or smell
- Excessive tape
- Excessive postage
- Discoloration, stains or powdery deposits
- Perforations or protruding objects

IMMEDIATE ACTIONS

- Carefully place on nearest level surface, including the floor.
- Do not open, smell, touch or taste.
- Isolate the area – move/keep people away from suspect article.
- Inform applicable Supervisor/Manager.
- Inform Security by calling ext 7600 or ext 3336. Include the exact location of the suspicious mail/package in the building.

Description of the suspicious article

- Initial actions on discovery
- Number of persons in affected area
- Implement applicable Initial Response (see next page)
INITIAL RESPONSE

Suspected Bomb

- Do not handle unnecessarily or roughly.
- Do not smoke in the immediate vicinity.
- Do not subject to open flame, excessive heat or direct sunlight.
- Do not immerse in water.
- Evacuate immediate vicinity – move persons to area where they would not be exposed to potential blast/fragmentation danger.
- Keep people away from potential danger area.
- Meet and update police on arrival.

Suspected Biological or Chemical Hazard

If article is unopened:

- Alert others; keep people away from the immediate vicinity of the article.
- Place article in a plastic bag and seal the bag so it is airtight.
- Place all items in second plastic bag and seal that bag so it is airtight.
- Remain in your office or immediate work area.
- Do not touch anyone.
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch.
- Ensure that other persons in the same room/work area are aware of the package.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area), wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.
- Remain calm – you are not in immediate danger – and wait for help to arrive.

If article is opened:

- Do not disturb the item any further.
- Do not pass it around.
- If any material has split from the item, do not try to clean it up or brush it from your clothing.
- If possible, place an object over the package without disturbing it (e.g. a large waste bin).
- Remain in your office or immediate work area.
- Do not touch anyone.
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch.
- Ensure that other persons in the same room/work area also remain there and adopt the same personal precautions.
- Stop anyone else from entering the room/work area.
- Close all doors and windows.
- If there is a strong or noxious smell emanating from the article then move to an adjoining room closing all doors and windows and stay in that area until help arrives.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area), wash your hands.
- If possible, have the building ventilation system shut down and turn off any fans or equipment that may distribute/move air around the workplace.
- Remain calm – you are not in immediate danger – and wait for help to arrive.

SUSPECTED RADIOLOGICAL HAZARD

If article is unopened:

- Alert others; keep people away from the immediate vicinity of the article.
- Limit exposure to the article.
- Do not touch anyone.
• Don’t handle article.
• Try to minimise physical contact with anything else; if you have to, then try and remember what you do touch.
• Evacuate area.
• Stop anyone else from entering the room/work area.
• Shield yourself from the object.
• If possible (without leaving your work area), wash your hands.
• If possible, have the building ventilation system shut down and turn off fans or equipment that is circulating air around the workplace.
• Remain calm – you are not in immediate danger – and wait for help to arrive.

If article is opened:

• Do not disturb the item any further.
• Do not pass it around.
• If any material has split from the item, do not try to clean it up or brush if from your clothing.
• Do not touch anyone.
• Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch.
• Ensure that other persons in the same room/work area also remain there and adopt the same personal precautions.
• Stop anyone else from entering the room/work area.
• If possible (without leaving your work area), wash your hands.
• If possible, have the building ventilation system shut down and turn off fans or equipment that is circulating air around the workplace.
• Remain calm – you are not in immediate danger – and wait for help to arrive.

Campus Emergency Numbers
Hobart: 6226 7600
Launceston and Burnie: 6324 3336