Emergency Procedure

Suspicious Mail and Packages

SUSPECTED MAIL BOMB

Person Discovering
If a suspected mail bomb is discovered on delivery or in the course of opening:

▪ Carefully place on nearest level surface
▪ Do not handle any further
▪ Evacuate the immediate area.
▪ Notify University Security on (6226) 7600 and advise:
  - initial actions
  - Description of package
  - number of persons in immediate area

University Security
▪ Inform Police and Chief Warden for the applicable building.
▪ Proceed to applicable building and meet Chief Warden.
▪ Attend scene and follow Safety Guidelines (below)
▪ Update Security Manager
▪ Update Campus Emergency Coordinator

Chief Warden
▪ Meet University Security
▪ Attend scene and follow Safety Guidelines (below)

First Response Safety Guidelines
▪ Observe object and note appearance - do not touch, tilt or tamper.
▪ Turn Off 2-WAY RADIO or MOBILE PHONE and NO FLASH PHOTOGRAPHY within 25m of the package
▪ Ensure that persons are evacuated from the immediate area.
▪ Confirm that Police have been informed (via ‘000’ call)
▪ Evacuate danger area and cordon-off (minimum 100m – if using ‘sentries’ they must be in protected locations)
▪ Shut down gas (if applicable)
▪ Liaise with Police on their arrival.

Campus Emergency Coordinator
▪ Liaise with Police on their arrival – confirm response protocol.
▪ Inform CMART Duty Officer
Mail Handling Guidelines – Suspicious Mail and Packages

Recognition Points

Origin

• unusual postmark
• unknown source

Labelling

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

Physical Characteristics

• Unusual size, shape, weight, feel, sounds or smell.
• Excessive tape
• Excessive postage
• Discoloration, stain’s or powdery deposits
• Perforations or protruding objects

SUSPECTED BIOLOGICAL/ CHEMICAL/ RADIOLOGICAL HAZARD

Person Discovering – Personal Safety Precautions

• Limit Exposure
• Don’t handle.
• Evacuate area.
• Shield yourself from the object.
• Inform Campus Security

If the 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 a second plastic bag and seal that bag so it is airtight.
• Remain in your office or immediate work area.
• Do not touch anyone.
• Inform University Security
• Try to minimize physical contact with anything else – if you must, then try and remember what you do touch.
• Ensure that other persons in the same room/work area also remain there.
• Stop anyone else from entering the room/work area.
• 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 with soap and water.
• 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 - wait for help to arrive.

If the Article is opened:

• Do not disturb the item any further.
• Do not pass it around.
• If any material has spilt 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.
• Inform University Security
• Try to minimize physical contact with anything else – if you must, 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 with soap and water.
• 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 - wait for assistance to arrive.

University Security
• Inform Police, Fire and Rescue Service and Chief Warden for the applicable building.
• Proceed to applicable building and meet Chief Warden.
• DO NOT ATTEND SCENE - Cordon-off vicinity of incident scene (only if safe to do so)
• Make contact with informant via phone link.
• Confirm occupants are following guidelines as detailed above.
• If article is opened – ensure that building air handling/ventilation system is shut down.
• Inform Campus Emergency Coordinator
• Meet and assist arriving emergency services.

Chief Warden
• Meet University Security - DO NOT ATTEND SCENE
• If article is opened – evacuate building – advise occupants in ‘quarantined’ area of intention to evacuate remainder of the building.
• Conduct a non-alarmed evacuation (P.A. may be used)
• Confer with subject-matter expert/s – determine if a building cordon can be safely implemented.

Campus Emergency Coordinator
• Meet senior emergency services officer present at scene – confirm response protocol.
• Inform CMART Duty Officer

Campus Emergency Number (6226) 7600 or call via SafeZone App.