

UAA University Police Department
INCIDENT ACTION PLAN FOR EMPLOYEES & STUDENTS

“Safe Mail Handling: Suspicious Package/Substance”



Universities, research facilities, and entities representing government are often targets for terrorism using the mail delivery systems. Explosives, hazardous chemicals, and anthrax-laden powder has been shipped to victims in the past, and there are things you can watch for to avoid being exposed or injured by a delivered package. Avoid contact with the material or device. Contact your supervisor and University Police if a combination of these indicators leads you to believe you may have received a dangerous parcel or envelope. If in doubt, **REPORT IT!**

- written threat with the package
- any other associated threat(s)
- excessive postage
- addressed to an incorrect title, or title and no name
- strange odor
- lopsided or uneven package or envelope
- ticking sound
- misspelling of common words
- oily stains, discolorations
- no return address
- protruding wire/aluminum foil

If anthrax contamination is suspected, you should:

- Isolate and secure the immediate area around the substance.
- Contact UPD, who will call on other professional responders also
- If powder is not contained, cover if possible
- Leave the area and close the door (or section-off area to keep others away)
- Have the building air handling system shut down
- Be prepared to evacuate the building or to shelter in place, as directed by police
- If instructed to vacate, evacuees should be prepared to be contained in a holding area until they can be interviewed, decontaminated, and authorized to leave

