

AUGUSTA UNIVERSITY

GUIDELINES FOR IDENTIFYING AND HANDLING SUSPICIOUS MAIL PACKAGES ON CAMPUS

Augusta University is committed to ensuring the safety of our students, faculty, staff, patients and visitors. In light of recent acts of bio-terrorism around the country, many of us are concerned about the safety of items sent through the mail. To reduce the probability that anyone handling mail at Augusta University could be exposed to false or real safety and health threats (biological, chemical, radiological, bombs) via the mail, all members of the campus community are encouraged to become familiar with the following procedures.

Procedures are based on information provided by the FBI, Postal Service, Center of Disease Control and Prevention, and the Department of State.

How to Recognize a Suspicious Mail Item

1. Excess postage
2. Handwritten or poorly typed address
3. Misspelling of name
4. Incorrect titles or misspelled titles
5. Title, but no name
6. No return address
7. Misspelling of common words
8. Shows a city or state in the postmark that does not match the return address
9. Excessive weight
10. Lopsided, rigid or uneven packaging
11. Oily stains, discolorations or odor
12. Protruding wires or tin foil
13. Ticking sound
14. Excessive securing – tape or string
15. Restrictive markings – Confidential

Handling a Suspicious Unopened Mail Item

1. Do not open any mail item that appears suspicious.
2. Isolate the suspicious mail item and place it in a plastic bag or container and seal it.
3. If you do not have a bag or container, then cover the mail with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
4. If possible, place the item in the mailroom glove box until Environmental Health and Safety (EHS) arrives.
5. Ensure all persons who have touched the mail item wash their hands with soap and water.
6. **Contact the Mailroom immediately at 706-721-3996, Campus Public Safety at 706-721-2911 and EHS at 706-721-2663 and request for them to respond.**

Mail Item with Powder or Powdery Substance Spills Out of Mail Item

1. **Do not try to clean up the powder.** Cover the spilled contents immediately with clothing, paper, trash can, etc. to prevent spreading the powder and do not remove this cover.
2. If possible, place the item in the mailroom glove box until EHS arrives.
3. Leave the area and close any doors, or section off the area to prevent others from entering.
4. **Call Campus Public Safety immediately at 706-721-2911 and EHS at 706-721-2663.**
5. Wash your hands with soap and water to prevent spreading the powder to your face.
6. Remove any contaminated clothing as soon as possible and place them in a plastic bag or a container that can be sealed. This bag or container should be given to the emergency responders for proper handling.
7. Shower with soap and water as soon as possible.
8. **If possible, list all the people who were in the room or area, especially those who had actual contact with the powder. Give this list to Campus Public Safety and EHS.**

You can find more information about bio-threats on the following websites:

1. Center for Disease Control and Prevention: <http://www.cdc.gov/>
2. Federal Bureau of Investigation: <https://www.fbi.gov/>
3. Environmental Protection Agency, Emergency Response: <https://www.epa.gov/emergency-response>