

St. Petersburg College Emergency Management Plan 2023
SECTION IV
INCIDENT RESPONSE PLANS
INCIDENT COMMANDER CHECKLISTS

SUSPICIOUS MAIL AND PACKAGES

Suspicious mail and packages are defined as follows

- Letters and packages with characteristics listed in **Identifying Suspicious Parcels and Letters** below.
- Packages that are discovered in locations where they would not be expected under normal conditions. Some examples could include; unlabeled chemical container, medical vial, brief case, luggage, book bag, or a closed box with no identifiable markings located near entranceways, exits, hallways, cafeteria or vending areas, student lounge, or outside buildings.
- Any item that appears out of place and cannot be identified or traced to someone or some activity.

Response to Suspicious Mail or Package

- **Do not panic. It is important for all of your actions to be careful and deliberate.**
- **Do not move or disturb the item.**
- **If you know or suspect the item to be an explosive device or to contain a hazardous substance, isolate the area and evacuate all personnel from the immediate area or building.**
- **Do not permit re-entry until potential for personal injury has been eliminated.**
- **Contact Security Dispatch Ext. 2560 or 791-2560 and your supervisor as soon as possible.**
- **If you cannot reach Security or your supervisor, call 9-911 immediately from a landline telephone. Do not use cell phones, 2-way radios or any other electronic device.**

If in doubt and an immediate decision must be made:

- **Call 911**
- **Isolate the area**
- **Evacuate the area/building**
- **Prevent re-entry**

NOTE: *This area is a potential crime scene. It is essential that you prevent the area from being disturbed.*

Preventing Exposure to an Unknown Material

- **Do not touch, move or attempt to clean up the unknown material.**
- **Isolate the area immediately and prohibit entry by anyone except emergency services personnel.**
- **Place gloves and any other items worn, i.e. shoes, outer clothing, that have come in contact with the unknown material in zip lock type or clear trash bags. Keep all items for law enforcement and health officials.**
- **All persons who may have had contact with the unknown material should wash their hands with soap and warm water. They should shower with soap and warm water as soon as possible. Do not use bleach or other disinfectants.**
- **Make a list of names and contact information for all persons who are known to have come in contact with the unknown material. Provide this information to law enforcement and health officials.**
- **Carefully follow the instructions provided by law enforcement and health officials.**

Identifying Suspicious Parcels and Letters

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Be particularly cautious of the following typical characteristics postal inspectors have detected over the years. The following are characteristics of parcels or letters, which should trigger suspicion and include those that:

- **Are unexpected or from someone unfamiliar to you**
- **Have no return address, or have one that can't be verified as legitimate**
- **Are marked with restrictive endorsements, such as "Personal" "Confidential" or "Do not x-ray"**
- **Have protruding wires or aluminum foil, strange odors or stains**
- **Show a city or state in the postmark that doesn't match the return address.**
- **Are of unusual weight, given their size, or are lopsided or oddly shaped**
- **Are marked with any threatening language**
- **Have inappropriate or unusual labeling**
- **Have excessive postage or excessive packaging material such as masking tape and string**
- **Have misspellings of common words**
- **Are addressed to someone no longer with your organization or are otherwise outdated**
- **Have incorrect titles or title without a name**
- **Are not addressed to a specific person**
- **Have handwritten or poorly typed addresses**

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological, chemical or radioactive agents.

- **Refrain from eating or drinking in a designated mail handling area.**
- **Never sniff or smell suspect mail.**
- **Cover the envelope or package with anything available (e.g., clothing, paper, plastic sheet, trash can, etc.) and do not remove the cover.**
- **Leave the room and close the door, or section off the area to prevent others from entering.**
- **Wash your hands with soap and water to prevent spreading suspect materials to your face, clothing or other surfaces.**
- **Report the incident to Security and your supervisor, who will notify police and other authorities without delay.**

List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.