Appendix – C

Suspicous Package Procedure

REMAIN CALM

1. DO NOT LET ANYONE TOUCH IT!
2. Cover the package with plastic if possible
3. Do not let anyone enter or leave the room with the package

DIAL 4444

PROVIDE THE DEPARTMENT OF UNIVERSITY SAFETY WITH THE FOLLOWING INFORMATION

SUSPICIOUS PACKAGE INFORMATION

1. Description of the package:

2. Exact location of the package:

3. Who has handled the package:

4. Is anyone complaining of symptoms:

AWAIT INFORMATION AND INSTRUCTION FROM UNIVERSITY SAFETY AND/OR OTHER APPROPRIATE EMERGENCY SERVICE