

CWRU EMERGENCY PROCEDURES

Important Numbers! CWRU Police 368-3333 Safe Ride and Escorts 368 - 3000
EMERGENCIES dial x 3333 or 9-9-1-1 from campus phone

SUSPICIOUS ITEM/ PACKAGES/ MAIL

What constitutes a suspicious object letter or parcel?

A **suspicious item** is defined as anything which is out of place and cannot be accounted for, or any item suspected of being an explosive device.

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- a) Have any powdery substance on the outside
- b) Are unexpected or from someone unfamiliar to you
- c) Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words
- d) Are addressed to someone no longer with your organization or are otherwise outdated.
- e) Have no return address, or have one that can't be verified as legitimate
- f) Are of unusual weight, given their size, or are lopsided or oddly shaped.
- g) Have an unusual amount of tape
- h) Are marked with restrictive endorsements, such as "Personal" or "Confidential"
- i) Have strange odors or stains

IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON THE PREMISES:

1. Notify University Police at 216-368-3333 IMMEDIATELY.
2. Keep anyone from handling it or going near it. List anyone who has touched it.
3. Ensure that all persons who have touched the mail or parcel wash their hands.
4. Do not use portable radio equipment within 100 feet of the suspicious item.
5. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by police.
6. Remain calm. Do not discuss the threat with other employees or students.
7. Follow the instructions of emergency responders/ investigators.

WHAT WILL HAPPEN

1. Emergency Response personnel from the university as well as local state and federal investigators may respond to the scene.
2. Evacuation and clean up may be required.
3. Anyone exposed will receive decontamination and appropriate medical treatment/ follow up.
4. You may be asked to complete witness statements or testify in court.

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SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

• Stop. Don't handle.

• Isolate it immediately.

• Don't open, smell, or taste.

• Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

ISOLATE IMMEDIATELY * CALL CWRU POLICE 216-368-3333 * WASH HANDS

SUSPICIOUS ITEM/ PACKAGES/ MAIL



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