



#### POTOMAC STATE COLLEGE PROCEDURE

APPROVED:

A handwritten signature in blue ink, appearing to read 'Jennifer E. Onikoff', written over a horizontal line.

Jennifer E. Onikoff  
Campus President  
March 21, 2017

### Contaminated Mail Handling Procedure

#### Procedure

The following Contaminated Mail Procedure is to be followed by all staff and faculty. Please ensure that this procedure is followed if any suspect mail is received by anyone.

If a suspicious object, letter, or package is located anywhere on Campus:

1. DO NOT TOUCH or move the object, letter, or package.
2. Isolate and secure the immediate area around the object.
3. Notify the Campus Police or call 911.
4. Campus Police will determine if action should be taken to evacuate the area, floor, or building in question. If evacuation is ordered, the building's occupants should take their personal effects with them when they leave. Individuals will be relocated to the Health Center (primary) or the Academic Success Center (secondary) in the basement of the College Library. They are to remain there until they receive further instructions from the Campus Police or other appropriate official.
5. Faculty and staff shall not address the media. The media will be addressed by the Director of Marketing and Communications.

***All other plans labeled "Campus Police Bio.Chemical Precautions" or "Contaminated Mail Handling Procedure" are to be discarded and replaced by this procedure.***