


# Handling Suspicious Mail Policy

	<b>Policy Sponsor:</b> Chief Financial Officer		
	<b>Policy Type:</b> Non-Academic		
	<b>Approval Date:</b> 9/23/2020	<b>Effective Date:</b> 9/23/2020	<b>Revision Date:</b> N/A

## 1. POLICY STATEMENT

As the Kansas Health Science Center (KHSC)-Kansas College of Osteopathic Medicine (KansasCOM) will operate a physical facility, it must ensure proper protocols to minimize any harm to employees, students and visitors.

## 2. PURPOSE

This policy is intended to outline the procedure employees should follow to determine if a package is suspicious and the appropriate course of action once an item has been identified.

## 3. APPLICABILITY

Primarily KHSC-KansasCOM employees that handle mail and packages, though all employees should be aware of this policy.

## 4. DEFINITIONS

N/A

## 5. PROCEDURES

### 5.1 Indicators of a suspicious piece of mail or package:

- No return address or strange return address
- Vague, inaccurate or unusual addressing that does not clearly identify the intended recipient
- Restrictive markings including “personal” or “confidential”
- Any other signs that the piece is not typical of a delivery to the institution

### 5.2 Handling suspicious mail or packages

- Maintain composure
- Do not open or attempt to physically examine the package
- Put it down gently on the nearest flat surface
- Turn off any fans or equipment that may circulate the suspicious material
- Notify others in proximity of the suspicious item and relocate away from the mail
- Without further exposing yourself to the package, close the door and try to isolate the package from other areas
- **Contact security immediately, so they can evaluate the situation and escalate or contact law enforcement appropriately**

## 6. RELATED DOCUMENTS

N/A

## 7. CONTACTS

- Director of Campus Security

POLICY APPROVAL		
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