16.0 Emergency Procedures – Suspicious Package

16.1 Building Emergency Director, Floor Wardens and Building Occupants – Instructions

UBC Campus Mail is trained in recognizing suspicious packages and letters and is the initial receiver of all UBC mail. In the event you do receive a suspicious package or find a written threat, take proper precautions and use the following procedures:

**Notice a suspicious object**
- Do not touch or disturb the object.
- Note the location and description of the object and provide that information to Campus Security at 604.822.2222.
- Wait for instructions from Campus Security.
- Be prepared to evacuate.

**Suspicious Envelopes or Packages**
- If you have opened the letter, or package, set it down gently where you first read/opened it. Leave it alone, remain calm and avoid sudden movements.
- Inform a co-worker in the immediate area about what has happened and ask them to call Campus Security at 604.822.2222.
- Move to an area where you can avoid contact with others and stay there.
- Remain calm. Exposure does not mean that you will become sick. Campus Services will make sure you receive specific information about symptoms and effective treatment.

**Common Features of Suspicious Letters or Packages**
- No return address; postmark or name of sender is unusual.
- Excessive or inadequate postage.
- Handwritten or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or a feeling of a powdery substance.
- The letter/package is lopsided or unusually thick.
- Rub-on block lettering.
- Threat of any type of contamination.