

SUSPICIOUS PACKAGE GUIDE

A. INTRODUCTION

BRCC's policies and procedures are intended to protect all members of our community while on campus and when participating in college related or sponsored activities. This guide is to assist students and employees in the identification of and appropriate responses to a suspicious package.

B. RESPONSE

Suspicious packages may be received by faculty, staff, or students, and should be treated with caution. If you discover or receive a suspicious letter, the following procedures are to be followed:

- Do not attempt to open the package
- Contact the Public Safety Office at 540-453-2370 as soon as you are able and safety permits
- If the package is stained, discolored, or emits an odor, do not attempt to identify the substance. If you come in contact with a leaking substance, wash hands and exposed skin vigorously with soap and flowing water for at least 15 minutes
- Do not handle, shake, or move the package or letter
- Calmly notify others in the immediate area, relocate to another room, and close the door behind you
- Take no further action until advised to do so by the Public Safety Office

A responding member of the Public Safety team will assess the threat and advise people in the vicinity if it is necessary to evacuate the building and/or area. Public Safety will contact local, state, and federal authorities as appropriate, if the package warrants further investigation or special handling.

C. IDENTIFICATION

All students and employees should be aware of the possible indicators of a suspicious package. The presence of one or more of the following features should be cause for concern:

- Unexpected mail with foreign postmarks, airmail, or uncharacteristic or abnormal delivery markings
- Postage irregularities, including excessive postage, no postage, or unusual stamps

- Return address irregularities such as: no return address, a return address that does not match the postmark, or a return address that is not familiar to the person to whom the package is addressed
- No postmark (may indicate hand delivery)
- Delivery address irregularities such as: a title without a name, an incorrect title with a name, or a generic title
- Badly typed, misspelled, or poorly written addresses and markings
- Restrictive markings or special handling instructions, such as "Personal," "Confidential," "Special Delivery," or "Open by Addressee only"
- Visual distractions on the package such as drawings, statements, or handmade postage
- Rigid or bulky envelope
- Oddly shaped, unevenly-weighted, lopsided, or lumpy package
- An odor emits from the package
- Stains or discoloration on the package
- Protruding wires, tinfoil, or other conductive materials
- Over-wrapping with excessive paper, tape, or string
- A package left by unknown person