

## IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

Handle with care; **DO NOT** shake or bump the item.  
**DO NOT** open, smell, touch or taste the item.

Isolate the item immediately.

Immediately notify MUPD at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

- **THE CALLER MUST PROVIDE:**
  - ✓ Name of caller
  - ✓ Description of the object and exact location
  - ✓ If a letter or package is open and/or a threat is identified
- **FOR A BOMB**
  - ✓ Evacuate the building immediately in an orderly fashion.
- **FOR RADIOLOGICAL AGENTS**
  - ✓ Limit your exposure.
  - ✓ Evacuate the area.
- **FOR BIOLOGICAL OR CHEMICAL AGENTS**
  - ✓ Isolate the area in which the item is located.
  - ✓ Evacuate the area.
  - ✓ Wash your hands with soap and water.

Follow the instructions of your supervisor or other authority who will initiate the Building Evacuation Plan.

Follow any further direction authorities on site may give. Do not re-enter the building unless advised it is safe to do so by the fire department or MUPD.

*[www.marshall.edu/emergency](http://www.marshall.edu/emergency)*

**SUSPICIOUS MAIL/PACKAGE**