



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) SUSPICIOUS MAIL – BIOLOGICAL/EXPLOSIVE AGENT THREAT

1. UNOPENED SUSPICIOUS MAIL

If you receive a suspicious letter or package on campus and it is unopened:

- Do not shake or empty the contents of the letter or package.
- Place the letter or package in some type of container to prevent leakage.
- Leave the room or area and prevent others from accessing it.
- Immediately wash your hands with soap and water.
- Immediately notify Campus Safety at ext. 3333 or (315) 781-3333 to report the incident.

2. SUSPICIOUS SUBSTANCE IN OPENED MAIL

If you open a letter or package and a suspicious substance falls out:

- Cover the spilled material without trying to clean it up.
- Leave the room or area and prevent others from accessing it.
- Immediately wash your hands with soap and water. If any clothing has become contaminated, remove it without brushing any materials off your clothing.
- Immediately notify Campus Safety at ext. 3333 or (315) 781-3333 to report the incident.

3. CAMPUS SAFETY/POLICE RESPONSE

- Campus Safety or Geneva Police Personnel will report to the scene and make the required hazard assessment to determine whether or not an actual emergency exists.
- If the suspicious package appears to be an immediate threat to you and other building occupants, or if you are instructed to do so, activate the building's fire alarm by pulling the nearest fire pull station to signal that an emergency exists and conduct an orderly evacuation.
- **Evacuation.** During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.

EAP-Suspicious Mail – Biological/Explosive Agent Threat

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

- Remember that elevators are reserved for handicapped and special needs persons during evacuations.
- Remain calm and do not panic.
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

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