

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 169.19
PROCEDURE:	SUSPICIOUS MAIL		

BACKGROUND

The purpose of these procedures is to provide staff with information to design a course of action for avoiding or minimizing employee contact with harmful substances delivered through mail or other delivery services.

Definition

"Suspicious mail" means any mail that has one or more of the following characteristics as determined by the addressee following a visual inspection of the exterior or interior of an envelope or box:

- Unknown/unfamiliar sender.
- Unexpected envelopes from foreign countries.
- Any letter or package that has suspicious or threatening messages written on it.
- Addressed to outdated/improper address, improper title, non-personalized (i.e., is not addressed to an individual) and/or person no longer with organization.
- Misspelling of common words or hand written messages.
- Bears no return address or address not legitimate.
- Suspicious packages or letters that bear restricted endorsements such as "Personal" or "Private." These characteristics are important when the addressee does not usually receive personal mail at the office.
- Postmark does not match the return address.
- The package or envelope contains materials such as powder, liquid or any other unusual substance.
- Package or letter that makes a sloshing sound.
- Package or letter may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and paste lettering.
- Package or letter that has protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
- Package or envelope that has an irregular shape, soft spots, or bulges.

- Package or letter may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile-Handle with Care" or "Rush-Do Not Delay".
- Package or letter that has excessive postage.
- Pressure or resistance is felt when removing contents from an envelope or package. If you feel pressure or resistance in removing contents - STOP.

PROCEDURES

1. Staff Response

- 1.1 If any of the items listed above are identified on a package, do not open.
- 1.2 Do not TEST (Taste, Eat, Smell, Touch) any suspicious substance.
- 1.3 If the suspicious item is a letter, place the letter in a plastic bag and seal the bag; then place the sealed plastic bag in a second plastic bag and seal it.
- 1.4 If the suspicious item is a parcel, package, or box that is too big to be placed in a plastic bag, cover the item with something such as a trashcan, newspaper, clothing, etc.
- 1.5 Secure the area around the item and contact the Principal.
- 1.6 The person who identified the suspicious package should not “broadcast” the matter and cause panic, but contact the Principal giving as much detail about the situation as possible.

2. Administrators and/or Response Team

- 2.1 The Principal will then determine whether or not to contact the RCMP, assemble Crisis Team members and/or evacuate the building.
- 2.2 If instructed to do so by the Principal, the secretary will contact the Director/designate.
- 2.3 If the Bomb Squad is contacted, and after they evaluate the situation, they will decide if the package is a threat to safety and if the building needs to be evacuated.
- 2.4 In most cases the bomb squad will be contacted unless the Principal can determine that the package does not pose a threat.
- 2.5 If the building is evacuated, staff and students should remain in their safe location, away from the building, until the “all clear” is given by the Principal to re-enter the building.
- 2.6 Once the Principal gives the “all clear”, students and staff may re-enter the building and resume normal operations.

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