

**EMERGENCY ACTION PLAN (EAP)**  
**Biological Agent Threats (Suspect Mailings) Unrelated To Bomb Threats**

1. 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.
  - Immediately wash your hands with soap and water.
2. If you open a letter or package and a suspicious substance falls out:
  - Cover the spilled materials without trying to clean it up.
  - Leave the room or area and prevent others from accessing.
  - Immediately wash your hands with soap and water—if any clothing has become contaminated, remove it without brushing any materials off your clothing.
3. Immediately notify Campus Safety (ext 4000) to report the incident.
4. Campus Safety or the Director of Environmental Protection, Safety & Sustainability will report to the scene and make the required hazard assessment to determine whether or not an actual emergency exists.
5. 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 alarm to signal that an emergency exists. Walk quickly to the nearest marked exit, and proceed to the building's initial gathering point.
6. During building evacuations, assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons during evacuations.
7. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate **HEADCOUNT** has been taken.