 <b>KANSAS HEALTH SCIENCE UNIVERSITY</b>	Policy Title:	Handling Suspicious Items or Packages Policy			
	Policy Sponsor(s):	Physical Operations & Security			
	Policy Type	Academic <input type="checkbox"/>	Non-Academic <input checked="" type="checkbox"/>	Page:	1 of 2
	Approval Date:	9/23/2020	Effective Date:	5/11/2022	Revision Date:

## 1. POLICY STATEMENT

Kansas Health University (KHSU)-Kansas College of Osteopathic Medicine (KansasCOM) must ensure the proper protocols to minimize any harm to employees, students, and visitors.

## 2. PURPOSE

This policy is intended to outline the procedure employees should follow to determine if a package is suspicious and the appropriate course of action once an item has been identified.

## 3. APPLICABILITY

Primarily KHSU-KansasCOM employees who handle mail and packages, although all employees should be aware of this policy.

## 4. DEFINITIONS

N/A


## 5. PROCEDURES

### 5.1 Indicators of Suspicious Items or Packages

- Includes no return address or strange return address.
- Use of incorrect or missing titles with no name listed.
- Vague, inaccurate, or unusual addressing does not clearly identify the intended recipient.
- Restrictive markings including "personal" or "confidential".
- Excessive postage or packaging materials (tape, strings, etc.).
- Lopsided or bulky shape of envelopes or boxes.
- Powdery substances felt through or appearing on the item or package.
- Oily stains, discolorations on the exterior, or strange odors.
- Ticking sounds, protruding wires, or exposed aluminum foil.
- Any other signs that the item or package is not typical of a delivery to the institution.

### 5.2 Handling of Suspicious Items or Packages

- Maintain composure.
- Do not open or attempt to physically examine or pick up the package.
- If you do pick up the item or package, put it down gently on the nearest flat surface.
- Turn off any fans or equipment that may circulate the suspicious material.
- Do not use radios or cell phones near the item or package. Signals may trigger a potential device.
- Secure the area, isolate the item or package, notify others in the proximity, and relocate away from the area.

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- Without further exposing yourself to the package, close the door and try to isolate the package from other areas.
- **Contact the Security Office immediately so they can evaluate the situation and escalate or contact law enforcement appropriately.**

## 6. RELATED DOCUMENTS

- N/A

## 7. CONTACTS

- Executive Director for Facilities, Security, and Administrative Services
- Chief Financial Officer