 KANSAS HEALTH SCIENCE UNIVERSITY	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:	4/1/2025	Revision Date:	4/1/2025

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 pick up the item or package, gently put it down 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.

 <div> KANSAS HEALTH SCIENCE UNIVERSITY </div>	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:	2 of 2
	Approval Date:	9/23/2020	Effective Date:	4/1/2025	Revision Date:	4/1/2025

- 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