



Name: Saint Mary's University Policy to Handle Suspicious
Parcels, Letters or Bags

Policy Number: 3-1050

Origin: Facilities Management

Approved: 17 October 2001

Issuing Authority: Vice President Administration

Responsibility: Director, Facilities Management

Effective Date 17 October 2001

The following is the University's response plan and standard operating procedure:

- a) If a suspicious substance, parcel or bag is noticed, call SECURITY immediately.
- b) Do not touch or kick the item or substance.
- c) Security shall evacuate all people from the immediate area and secure the area.
- d) You shall be asked to provide all relevant information to the Security Officer.
- e) Security shall call Halifax Regional Municipality Police.
- f) Security shall brief the University's Emergency Response Team, whom in turn shall:
 - a. Decide, in consultation with HRM Police, whether the building(s) shall be evacuated.
- g) Security shall conduct a search of all public areas and report findings to HRM Police and the University's Emergency Response Team.