

CAMPUS SAFETY ALERT

Monday, October 15, 2001

Wellesley College Police Department



This is a follow-up safety alert regarding heightened safety and security precautions and is coordinated between the Wellesley College Police Department, Auxiliary Services, and Mail Services. Please help us distribute this information by e-mailing this notice to friends and colleagues or by posting it on bulletin boards located throughout the campus.

Wellesley College is taking the following steps concerning the safety of mail on campus:

- We are reviewing mail-handling procedures with all staff, including student staff.
- WCPD has established a formal protocol for responding to suspicious letters or packages.
- Mail Services has provided various departments on campus information regarding safe mail-handling procedures.

There have been two reports of suspicious parcels on campus. We have fully investigated those reports and have not uncovered any information that should alarm community members.

What constitutes a "suspicious parcel?"

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.

What should I do if I've received a suspicious parcel in the mail?

- Do not try to open the parcel! Isolate the parcel.
- Evacuate the immediate area.
- Call the Wellesley College Police Department (x5555) to report that you've received a suspicious parcel.
- Do not handle the mail piece or package suspected of contamination.
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.

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- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- List all persons who have touched the letter and/or envelope. Include contact information.
- Place all items worn when in contact with the suspected mail piece in plastic bags and keep them wherever you change your clothes and have them available for law enforcement agents.
- As soon as practical, shower with soap and water.

Visit these sites for more information about suspicious packages:

http://www.usps.com/news/2001/press/pr01_1010tips.htm

<http://www.fbi.gov/pressrel/pressrel01/poster101201b.pdf>

<http://www.bt.cdc.gov/DocumentsApp/Anthrax/10122001Handle/10122001Handle.asp>