SUSPICIOUS PACKAGE

You know your daily routine best. If you see any abnormal object that raises your suspicion, it is always best to let Emergency Personnel know about it. The following information is presented to assist individuals in knowing what to do when encountering a situation involving a suspicious package or item.

STANDARD PRECAUTIONARY MEASURES

- Sign up for the URI Emergency Alert System.
- Be aware of your daily surroundings and normal routine.
- Encourage situational awareness.
- Ensure that you know these emergency terms:
  - Evacuate (See Page 3)
  - Shelter-In-Place (See Page 6)
  - Lockdown (See Page 8)
  - All Clear (See Page 10)

COMMON CHARACTERISTICS OF SUSPICIOUS PACKAGES

A suspicious object may come in the form of a package or envelope. Some common characteristics include:

- Package or envelope with suspicious leaks, stains, or powdered substances
- Package is rigid, bulky, or has excessive tape/string
- Poor handwriting, misspellings, improperly addressed
- Excessive postage, no postage, or no/strange return address
- Ticking, vibration, abnormal sounds, strange odors
- Generic addressee and restrictive markings
- Unexpected and from someone unfamiliar
IF YOU FIND A SUSPICIOUS PACKAGE OR ITEM

If you experience any of these characteristics, remember to stay calm and do the following:

1. Do not touch, move, or alter the object.
2. Inform others and keep people away from the area.
3. Once you have left the immediate area, call 911.
   - Provide your name, location, object location, and suspicious details.
4. Write down any information you have about the object. You can give this to Emergency Personnel when they arrive before you forget.

IF YOU COME IN CONTACT WITH A SUSPICIOUS PACKAGE/ITEM

If you come in contact with a package, it is important that you provide for your own safety by thoroughly washing your hands with warm soap and water and asking another person to call 911, if possible. Make note of which sink you used.

If you are already handling a suspicious package, gently put it down in a secluded area, and step away. Then follow the steps above. Always notify emergency personnel about your possible exposure. If a hazardous material is found in the package, emergency personnel will only be able to treat you if they are made aware.

AFTER A SUSPICIOUS PACKAGE/ITEM INCIDENT

Follow instructions from Emergency Personnel and University Officials.
**EVACUATE**

*Evacuate:* means that you should **leave** the building or area you are in immediately and safely.

**BEFORE AN EVACUATION**

- Sign up for the [URI Emergency Alert System](#).
- Determine your primary and secondary escape routes. You should always know two ways out of your building.
- Determine an assembly point outside of your building. Ensure that everyone in your department knows where the assembly point is.
  - The blue URI Building sign outside of a building is an example of an assembly point.
- Develop a system to account for everyone in your unit. If someone is not at the assembly point, do you know how to contact them?
- **FACULTY — before you teach a class, determine an assembly point outside of the building that you can evacuate to. In the event of an evacuation, you should instruct your class to exit the building and go to this point. You should think about this for each of the different locations that you teach in. They should be a safe distance from the building.**

**DURING AN EVACUATION**

1. If time and conditions permit, secure your workplace and take important personal items with you (keys, purse/wallet, medication, and/or eye glasses). Do not waste time.
2. Calmly and quickly proceed to the nearest exit. Walk, do not run. Your nearest exit may not be the way you entered.
   1. **FACULTY — If you are teaching a class, calmly instruct the class to exit to an assembly point outside. Grab your belongings and quickly evacuate to the area you designated outside. Provide further instruction from the exterior of the building.**
3. If you are the last one out of a room, close the door behind you.
4. Do not use the elevator.
5. Keep noise low so you can hear emergency instructions.
6. Use handrails in stairwells, stay to the right of the stairwell and allow Emergency Personnel to pass you.
7. Wait outside for further instruction from Emergency Personnel.
8. Immediately report anyone that you believe may be missing or trapped inside to Emergency Personnel.
9. Never reenter a building until it is declared safe by Emergency Personnel or you receive the “All Clear.”

IF YOU BECOME TRAPPED

1. Get inside a room and close the door.
2. If there is a smoke or fire condition, or in a hazmat incident, put a towel in the space between the bottom of the door and the floor.
3. Call 874-2121 from your telephone and tell the dispatcher your location and condition.
4. If there is a window in the room, signal for help with a brightly colored object or hang a sheet from it outside.

TO ASSIST INDIVIDUALS WITH SPECIAL NEEDS DURING AN EVACUATION

To assist persons with impaired vision – In an emergency situation:

- Announce the type of emergency
- Offer your arm for guidance.
- Tell the person where you are going
- Once safe, ask if further assistance is needed.
- Let Emergency Personnel know where these individuals are.

To alert persons with impaired hearing – Because persons with impaired hearing may not perceive emergency alarms, an alternative way to warn them is required.
• Turn lights on/off to gain the person’s attention, or
• Indicate through gestures what is happening and what to do.
• Write a note with evacuation directions, such as: “Fire. Go out rear door to
  the right and down, NOW!”
• Let Emergency Personnel know where these individuals are.

To evacuate persons using crutches, canes, or walkers:

• Evacuate these individuals the same as you would an injured person.
• Assist and accompany to evacuation site if possible
• Use a sturdy chair (or one with wheels) to move the person
• Help carry the individual to safety.
• Let Emergency Personnel know where these individuals are.

Do not put yourself or others in danger. If the situation does not allow you to safely
assist with their evacuation, get them to a stairwell or other safe location.
Immediately notify Emergency Personnel of the individuals’ situations and location.

REMEMBER

• Keep roadways clear for emergency vehicles.
• Use an alternate exit if your primary exit is obstructed.
• If smoke is present, stay low to the floor.
• If there is a fire, check doors for heat before opening. Do not open a door if
  it feels hot.
• Always use common sense. There are exceptions to all guidance and
  prescribed directions.
SHELTER-IN-PLACE

This term, frequently used in emergency management contexts but not necessarily familiar to many people, means you should stay inside the building you are already in or closest to. This is typically used for severe weather events, such as a tornado. Preferably, when a shelter-in-place order is given, choose a small interior room with few or no windows. Do not lock the doors behind you as others may also need to shelter-in-place. Do not walk around or go outdoors once a shelter-in-place order is given.

BEFORE A SHELTER-IN-PLACE ORDER

- Sign up for the [URI Emergency Alert System](#).
- Determine a location to seek shelter in your building ahead of time.
- Develop a communications plan. This should include both work and personal contacts.
- STAFF SUPERVISORS- Develop a system to account for your employees. Train your employees on what to do if there is a shelter-in-place order.
  - Encourage your employees to sign up for University Alerts.

WHEN YOU RECEIVE THE ORDER TO SHELTER-IN-PLACE

- Calmly stop class, work, or close your business.
- Immediately seek shelter inside the closest sturdy building, interior room, or corridor.
  - Preferably, find a small interior room with few/no windows.
  - Avoid large free-standing expanses such as auditoriums and gymnasiums.
- Close all windows, exterior doors, and any other openings to the outside.
- Stay away from windows, glass, and unsecured objects that may fall.
If you are with other people, ask them to stay in the room with you. When authorities provide directions to shelter-in-place, they want everyone to take those steps right away, where they are, and not to drive or walk outdoors.

If you are not in imminent risk, contact your family to let them know your situation.

Await further instruction from URI Alert and Emergency Personnel.

Do not leave until an All Clear is received.

**REMEMBER**

- Resist the temptation to go outside and check the weather conditions yourself.
- Do not use elevators.
- Seek shelter in interior rooms and corridors.
- Wait in the safest location possible until directed by Emergency Personnel or URI Alert. If an evacuation is ordered, leave your shelter and evacuate immediately.
- Always use common sense. There are exceptions to all guidance and prescribed directions.
LOCKDOWN

**Lockdown:** is a state of isolation or restricted access instituted as a security measure. You will be the safest by quickly placing a locked door or other barricade between you and the potential threat or danger.

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**BEFORE A LOCKDOWN ORDER**

1. Sign up for the [URI Emergency Alert System](#).
2. Determine a location to lockdown in your building ahead of time.
3. Keep your doors locked, even if you leave them open.
4. Assign responsibility ahead of time:
   1. Who will close and lock the door if it is open?
   2. Who will shut off the lights?
   3. Who will close the windows/blinds?
5. Develop a communications plan. This should include both work and personal contacts.
6. STAFF SUPERVISORS- Develop a system to account for your employees. Train your employees on what to do if there is a lockdown order.
   1. Encourage your employees to sign up for the [URI Emergency Alert System](#).
7. FACULTY- before you teach a class, determine where it would be safest to lockdown. Know what you should do in each particular room ahead of time. You should think about this for each of the different locations that you teach in.

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**DURING A LOCKDOWN ORDER**

1. Calmly, but quickly close and lock all doors into your room.
2. Block entry into your room, if possible.
3. Close and lock all windows in your room. Draw the blinds where possible.
4. Turn off the lights.
5. Hide in an area that is out of view and makes your location look as though it is empty.
7. Remain as quiet as possible and attract as little attention to your area as possible.
8. Wait for further instruction from URI Alert and Emergency Personnel.
9. Stay locked-down in your hiding place until you receive an “All Clear.”
10. Call 9-1-1 if an emergency arises in your area.
11. FACULTY: If you are teaching a class, inform them: “Attention everyone, we are being placed under lockdown. Please remain in this room and move to (an area in the room that is out of view). I am going to shut the lights off and lock and barricade the doors. Please silence your electronic devices. Let’s make it seem as if there is no one in this room. We will remain as quiet as possible and wait for further instruction.”

IF YOU ARE OUTSIDE DURING A LOCKDOWN

1. Quickly seek cover in the closest unlocked building.
2. If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger and
   1. find a place to hide out;
   2. move to another building;
   3. or get as far away from the potentially dangerous area as possible.
   Leave campus if it is safe to do so.
3. Once inside, find an interior room and lock or barricade the doors. Follow the instructions above.

IF YOU ARE IN YOUR CAR

1. Leave campus.
2. Follow instructions from Emergency Personnel.
WHAT IF SOMEONE TRIES TO ENTER YOUR SECURED AREA?

- If there is ANY DOUBT about your safety inside the room or building, the area needs to remain secure. Do not let the person in. Allowing someone to enter a secure location may endanger you and others.
- You will need to use your own good judgement.

ALL CLEAR

*All Clear:* means that the danger or threat is over. You may return to normal operations.

WHO WILL SEND OUT THE “ALL CLEAR” ORDER?

- The URI Emergency Alert System
- Emergency Personnel
- University Officials

WHAT SHOULD I DO IF I GET THE “ALL CLEAR” ORDER?

1. Ensure that everyone is okay and that there is no need for emergency services.
2. Discuss the plan to make up missed work.
3. Begin to restore normal operations.
After an “All Clear” is received and you return to normal operations, the Office of Emergency Management (OEM) recommends that you discuss the incident with your team and identify the strengths and weaknesses of how the incident went. Develop a plan for how to better respond to the incident in the future and include it in your department Emergency Operations Plan. Call OEM at 401-874-4960 with any questions. Encourage your staff and faculty to sign up for the URI Emergency Alert System.

Contact the Office of Emergency Management if you have any questions or training requests:

- 401-874-4960
- cmolinski@uri.edu

If you have an emergency, call 874-2121.