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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.