



In the event of a chemical spill or unusual odor and for assistance with the proper disposal hazardous waste:

- Promptly notify Public Safety at 5599 or 620-441-5599. They will coordinate with the Director of Campus Facilities and the Custodial Services Supervisor the response, clean-up and disposal efforts. If an emergency exists, the Fire Department may also be contacted.
- Be sure to secure the area to ensure that no one else is exposed.
- Safety Data Sheet information is located within each building.

Suspicious Mail or Packages

It is important that every employee handling or receiving mail can identify a suspicious letter or parcel. Although occurrences are extremely rare, it is crucial to know what to do when suspicious mail is received. Remain alert for signs of potentially dangerous mail and packages.

If you receive suspicious mail or package:

- Do not handle.
- Isolate it and secure the area.
- Contact Public Safety at Ext.5599 or 620-441-5599.
- Alert others nearby to relocate to an area away from the site of the suspicious item.
- Do not open, smell or taste the suspicious item.

If you suspect the mail or package contains a bomb (explosive) or radiological, biological, or chemical threat:

- Isolate the area immediately. Do not touch or move the package. If possible, close the door to the room and prevent others from entering.
- Move yourself and others away from the immediate area and go to a safe location.
- Call Ext.5599 or 620-441-5599: Make the call from a safe distance. Do not use a cell phone or two-way radio to call if you suspect a bomb, as this could be a detonator. Use a landline if available.
- If you have come into contact with the package, wash your hands thoroughly with soap and water to prevent spreading any potential substance.

How to recognize suspicious packages and mail:

- Excessive postage, no postage, or misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
- Restrictive markings, such as "personal," "confidential" or "do not X-ray"
- Powdery substances felt through or appearing on the item
- Oily stains or discolorations on the exterior
- Strange odors
- Excessive packaging materials, like tape or string
- Lopsided or bulky shape of envelopes or boxes
- Ticking sounds, protruding wires or exposed aluminum foil