

Email to all staff - 18 October 2001

Security of mail handling due to recent world events

"In the light of recent anthrax scares, I would like to ensure that staff throughout the University are aware of safe handling practices for opening mail and packages. It is appropriate that people handling mail remain vigilant and cautious at this time, but it should be remembered that most reports of suspicious packages are false alarms. All people handling mail items in a work or business situation should be aware of the emergency procedures for responding to and reporting a suspicious article.

If you suspect that you have received a package that may contain hazardous material (for example, may contain a powder substance) and **HAVE NOT OPENED** IT you should:

- Place the item in a plastic bag and seal it;
- Place all items in a second plastic bag and seal that bag;
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger;
- Call University Security on 6226 7600 (South) and 6324 3336 (North);
- University Security will call Tasmania Police;
- University Security will secure the area to prevent persons re-entering until the expert advice declares it to be safe; and
- University Security will advise OH&S and the Director, Asset Management Services, Matt Smith.

If you suspect that you have received a package that may contain hazardous material and **HAVE OPENED** IT, you should:

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin;
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger;
- Call University Security on 6226 7600 (South) and 6324 3336 (North);
- University Security will call Tasmania Police;
- University Security will secure the area to prevent persons re-entering until the expert advice declares it to be safe; and
- University Security will advise OH&S and Director, Asset Management Services.

The Director, Asset Management Services will advise the Deputy Principal and Manager PRUE in such events.

Please note that Australia Post have also put in place similar procedures to reduce the likelihood of events of this nature.

If you have any queries or concerns in relation to this please e-mail A.M.S@utas.edu.au or ring reception on ext.2791.

Richard Easther
Acting Deputy Principal

18 October 2001