October 16, 2001

Faculty and staff:

While Carolina safety officials have no reason to believe that the campus may be threatened, in light of recent incidents around the country, faculty and staff are reminded of basic safety precautions to be used when handling mail and packages that might appear to be unusual.

For the mail, employees should be cautious of the following:

* Anything postmarked St Petersburg, Florida, or other Florida locations.

* Any items marked "Personal" or "Confidential" or mailed from a foreign country or bound with excessive securing material such as masking tape.

* Any unusually shaped mail or packages.

* Any mail or package that is stained.

* Any mail or packages with no return address, especially postmarked from areas such as Boston, Florida, New York or California.

Should you see a suspicious letter or package, act as follows:

* Do not open it and do not handle it any more than is absolutely necessary.

* Call the campus emergency number, (911), and Department of Public Safety and Environment, Health, and Safety officials will respond and take appropriate actions.

Should you open a letter or package that has information claiming that it includes a contaminating substance, act as follows:

* Do not handle the item any more and do NOT let anyone else handle the item.

* Call the campus emergency number, (911), and Department of Public Safety and Environment, Health, and Safety officials will respond and take appropriate actions.

Should you open a letter or package that contains a suspicious substance, act as follows:

* Do not handle the item any more and do NOT let anyone else handle the item.
*Call the campus emergency number, (911), and Department of Public Safety and Environment, Health, and Safety officials will respond and take appropriate actions.

Should you come in contact with a suspicious substance, act as follows:

*Do not handle the item any more and do NOT let anyone else handle the item. Leave the immediate area. The person who opened the envelope/package, and anyone who came in contact with the envelope/package or its contents after it was opened, should immediately wash their hands with soap and water.

*Call the campus emergency number, (911), and Department of Public Safety and Environment, Health, and Safety officials will respond and take appropriate actions.

Again, safety officials here have no reason to believe that the campus may be threatened, and please be assured that the campus is taking appropriate steps to protect the safety of University employees. These steps include this message as well one being sent to employees who work in research laboratories, reminding them of the necessity of keeping those areas secure.

Also, Carolina's Emergency Warning Committee will continue to monitor events and inform the campus with pertinent information if warranted. Meantime, all employees should be vigilant as they go about their work.

Mail Services
Department of Public Safety
Environment, Health and Safety