



RECEIVED A SUSPICIOUS PACKAGE THROUGH THE POST - OR MATERIAL THAT IS OF AN EXTREMELY OFFENSIVE NATURE?

If you receive a package, or a letter, which contains material that you believe would be of interest to the police (e.g. racist literature, terrorist propaganda etc.), then you should follow these steps...

1. Handle the material as little as possible (this does not include the outside of the envelope, but you're advised to avoid touching the stamp if possible – if there is one...).
2. Make a note of who you know has handled the material and, if possible, which pages.
3. Find a new envelope, and write on it the date and "DO NOT TOUCH OR OPEN" on it.
4. Place the material in the new envelope and seal it – don't mark the envelope in any way once the material has been placed inside.
5. Contact the Head Porter, who will contact the local police to report the incident and they will arrange collection. Depending on the material, and any intelligence the Police may have, they may also want to interview the people who have touched the material and/or take fingerprints... The Head Porter will maintain an incident log of the event.

FOUND A SUSPICIOUS PACKAGE ON COLLEGE PREMISES?

1. Do not touch or tamper with the package. Contact the Head Porter, who will come and assess the situation, arrange a cordon as appropriate and contact the local police to report the incident and they will arrange collection. The Head Porter will maintain an incident log of the event.