General Guidelines

- Do not eat or drink while handling the mail.
- If you have open cuts or skin lesions on your hands, wear disposable vinyl gloves.
- Upon completion of your postal task, wash your hands with anti-bacterial soap and warm water.

The risk of contracting any disease from the outside of any envelope is extremely low. However, treatment with antibiotics begins immediately after exposure.

Public Safety

Public Safety Center
Emergency: 414.456.8299
Non-Emergency: 414.456.8295
Located on the 1st floor, NE corner of the HRC, Room H1820
Open 24 hours a day / Seven days a week

Access and Parking Service
414.456.8471

Central Administration
414.456.8424
Email: pubsafety@mcw.edu
Website: http://Infoscope.mcw.edu/publicsafetyinfoscope.htm
**Which Mail is Suspicious?**

**Anything out of pattern!**

- If you have received a piece of mail which looks different from what you receive usually, be cautious.

**Look for a combination of the following:**

- No return address
- Restrictive markings
- Misspelled words
- Badly typed or written addresses
- Excessive Postage
- Possibly mailed from a foreign country
- Lopsided
- Rigid or bulky
- Oily stains, discolorations, or crystallization on wrapper.
- Protruding wires
- Excessive tape
- Strange odor
- Powder on surface
- Powder on hands
- Powder flies when handled

**What Should You Do?**

**If you receive a suspicious package:**

- **Do not open, move or shake the item.**
- Notify your supervisor and Public Safety.
- Carefully place item on a desk or on the floor and cover with an empty container to prevent additional exposures. Do not attempt to clean up any powder.
- Do not open or tamper with the package or envelope.
- Prevent others from tampering with the package or envelope.
- Move away from the item and inform others to leave and close the door.
- WASH hands with soap and warm water.
- If possible, take a shower.
- Do not touch your eyes, nose, mouth or any other part of your body.
- List all people who were in the room when the item was discovered. Keep this group together until Public Safety arrives.