

SAFETY ALERT

No. 01-03 PROCEDURES –SUSPICIOUS SUBSTANCES (WHITE POWDER, ETC.) October 2001

Schools and offices should exercise extreme caution in the event that suspicious packages, substances or materials are discovered. Should this situation occur, the procedures below should be followed:

1. Do not shake or empty the contents of any suspicious envelope or package. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents. If no container is available, cover the suspicious item with anything (e.g., clothing, paper, trash can, etc.)
2. If a suspicious substance such as powder is discovered, **do not clean up the substance**. Cover it immediately with clothing, paper, or a trash can, and leave the area immediately.
3. Call 911, School Police at (213)625-6631 and the Office of Environmental Health and Safety at (213)241-3199. Immediate intervention by law enforcement and trained response personnel is critical. Suspicious substances should be left intact until the Office of Environmental Health and Safety makes a recommendation as to its disposition.
4. All personnel should leave the affected room immediately. Close the door or section, and label it "DO NOT ENTER" to prevent others from coming into contact with the substance.
5. Turn off local fans or ventilators in the area and shut down the building's air handling system, if possible.
6. Wash your hands with soap and water to prevent spreading the substance to your face. *Do not use bleach or other disinfectant on your skin.*
7. List all people who were in the room or area, especially those who had actual contact with the substance. This list will be used to ensure proper medical follow-up and for further investigation of the incident.

If you have questions regarding this safety precaution, please call the Office of Environmental Health and Safety at (213) 241-3199 or School Police at (213)625-6631.

DISTRIBUTION: All Schools and Offices