

# WHAT TO DO

1. Remain calm. DO NOT allow anyone to handle the item or go near it.
2. Notify College Safety at 53535.
3. Write down everything you can remember about receiving or finding the letter or parcel/package. Provide the information to College Safety.
4. Assist officers in the evacuation of the threatened area when requested. DO NOT shut off lights, or close doors or windows as the area is evacuated.