

Suspicious mail or package (one with handwritten or poorly typed address; oily stains, discoloration or odor; excessive tape or string; protruding wires or aluminum foil) or **possible biological substance**:

1. Do not touch, shake open, move around or allow other staff or individuals to handle the item.
2. Evacuate and isolate the area or room that contains the suspected substance.
3. Immediately notify your site supervisor, who will evaluate the situation and decide to call 911.
4. Police may have you notify the FBI and/or the County Health Department.
5. Mark the room or area, "DO NOT ENTER."
6. Contain and isolate any individuals that may have been contaminated.
7. Follow direction of law enforcement regarding appropriate handling of items.
8. Do not eat or drink while handling suspicious mail, package or substance.
9. Wash hands with soap and warm water.

Blood and bodily fluids: Assume that all such fluids contain blood borne pathogens such as HIV and Hepatitis and avoid contact. If contact is unavoidable:

1. Wear protective gloves if available.
2. Wash all exposed skin with soap and water.
3. Flush eyes with water.
4. Do not eat, drink, smoke, apply cosmetics or handle contact lenses in the area.
5. Arrange to inspect and decontaminate any equipment or furnishings in the area before it is reused.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Superintendent's Office (714) 736-4241

BIOLOGICAL HAZARD