## Suspicious Package Procedures











DO NOT touch/handle/shake suspicious letter/package.



Ask people in the immediate area if they ownit.



Move at least 100 ft. from the object BEFORE you , and be prepared to evacuate.



Take essential belongings, leave, & gently close the door.



Do not change the environment (e.g. turn off the lights).



Make sure letter/package is isolated & the immediate area is closed-off; keep others away from area.





Wash your hands if you came in contact with package.

You can dial or press the

button from any Pace phone in an emergency.

New York City Campus Security:
Pleasantville Campus Security:
White Plains Campus Security:

