

## Family Nursing & Home Care Handling of Suspect Packages Procedure

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Approved By: Julie Gafoor, Chief Executive Officer  
Date Approved: 13.12.12  
Date for Review: 13.12.15

Relevant FN&HC Policies: Organisational.

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### ***Statement of Intent***

Family Nursing and Home Care recognise the potential risk of receiving suspect packages in the mail system at their various locations. Family Nursing and Home Care is therefore committed to ensure that there are reasonable and practical precautions put in place to prevent the possibility of injury/contamination to employees and the public.

### ***Scope/Responsibility***

This applies to all staff who come into contact with any mail or parcel that is delivered through a postal agency or hand delivery service.

Staff are responsible for reporting any mail that does seem suspicious.

### ***Process***

#### ***If a suspicious package is found***

If a suspicious looking mail/parcel that is received/found at any of the FNHC locations, the following procedure is to be carried out:

- Do not open the mail/parcel or pass it around
- During normal working hours:
  - Contact your Line Manager and/or the Health & Safety Officer
  - If your Line Manager and/or the Health & Safety Officer think it necessary they will contact the States of Jersey Police
  - Complete an incident form as per the Incident/Near Miss Reporting Procedure
- Outside of normal working hours and Weekends
  - Contact the senior member of FNHC staff on duty/on call as per the 'On Call' list
  - If the senior member of FNHC staff on duty thinks it is necessary they will contact the States of Jersey Police
  - Complete an incident form as per the Incident/Near Miss Reporting Procedure

#### ***Police attendance if a suspicious package is found***

If the States of Jersey Police are contacted, a police constable will be sent to the scene to make further assessments of the situation. If the constable deems it necessary they may decide to seek assistance from specialist officers. If appropriate

they will assume control and may require protective measures to be taken, ranging from various levels of containment to the evacuation of all or part of the premises.

**Linked Procedures**

In the event that evacuation is deemed necessary then the Business Continuity Plan will be invoked.

**Recommendations**

The States of Jersey police have recommended that the following be enforced in the work place:

- All FNHC staff should wear an identification card
- A “challenge culture” be adopted
- Contractors and unaccompanied visitors should be issued with identification cards when entering the FNHC premises

**Handling of Suspect Packages Procedure - Document history**

<b>Version</b>	<b>Who Changed</b>	<b>Date</b>	<b>Approved by</b>
1.1	Working Party	12.01.06	K Huchet
1.2	Working Party	02.02.10	P Massey
1.3	Health & Safety Officer	19.10.12	J Gafoor

<b>Version</b>	<b>Narrative</b>
1.1	Review- Changes made
1.2	Updated as necessary
1.3	Title amendments