

# All Hazards Plan: Unknown Substances

Special Instructions:

Approved By:

Chief Kiederlen

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Effective Date:	Revised Date:	Revision number:

8/10/2012

# I. Purpose

The purpose of this General Order is to establish a plan and method for dealing with any unknown substance.

# II. Policy

It is the policy of the UW-Whitewater Police Department that officers will respond to any unknown substance. Officers will then isolate the substance, take care of anyone that is potentially contaminated and then handle the disposal of the unknown substance. This policy does not apply to items that fall under the Dangerous Devices Policy, General Order 46.100.

#### III. Procedure

- A. Officers will respond to calls about unknown or suspicious substances as a priority call.
- B. Officers will make sure the unknown substance in question has been isolated from other people, i.e. closing off rooms the substance is in, or blocking the area with barrier tape.
- C. Officers will wear nitrile gloves and a face shield whenever entering an area of possible contamination. Thorough hand-washing procedures shall be followed before clearing from the scene. The used gloves and face shields shall be placed in a plastic bag and sealed when clearing from the scene. Risk Management will be contacted for disposal of face shields and gloves that are contaminated.
- D. Anyone that may have touched the letter/parcel or substance should be advised to wash their hands (or any other skin area that came in contact with the substance) very thoroughly with soap and water. The names of anyone that came in contact with the substance or was present in the room with the substance shall be listed in the incident report.
- E. Officers will conduct an initial assessment using the Law Enforcement Threat Assessment Flow Chart located in Attachment B.
- F. If officers believe the threat is credible they will contact the on-duty or on-call supervisor to make appropriate contacts with the County Health Department and other law enforcement agencies.

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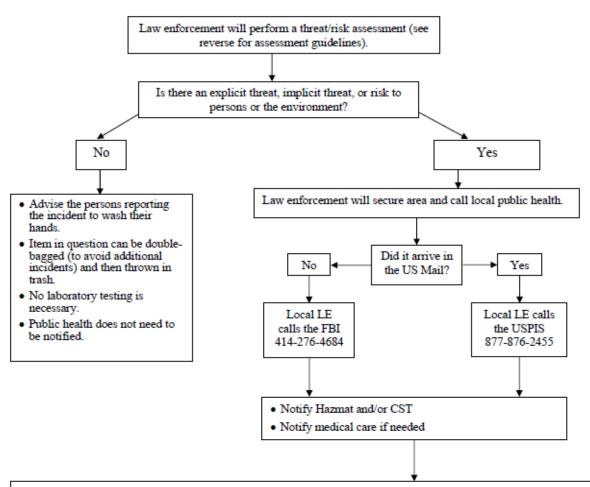
#### Attachment A:

Wisconsin Division of Public Health

March 2, 2011

#### UNKNOWN SUBSTANCE/PACKAGE/LETTER

DO NOT sniff, touch, or move package/letter. DO NOT change environment, including lights.



- · Advise any persons who handled the material to wash their hands and remain at the scene in a separate room.
- Do NOT touch or disturb the item in question until a public health and safety risk assessment is done.
- When there is a risk to the public's health or safety, the following steps will be taken in this order:
- Law enforcement will assess if there is a possibility that the item is an explosive device.
- 2. Hazmat/CST will assess the item for radiologic, chemical, and explosive hazard.
- NO biologic field testing will be done UNLESS performed by the USPIS inspector, CST, or with an FBI agent present.
- 4. Digital photographs will be taken of the item and provided to public health, the lab, and law enforcement.
- 5. Hazmat/CST/USPIS will triple-bag the item in the smallest clear bag possible.
- Public Health MUST be contacted to arrange for the item to be analyzed at either the WSLH (biological and/or chemical agent testing) or the City of Milwaukee Labs (biological agent testing only).

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Wisconsin Procedure for Unknown Substance/Package/Letter
A joint protocol produced by WI Division of Public Health, WI State Laboratory of Hygiene, FBI, US Postal Inspection Service, Capitol Police, WI Emergency Management, and the 54th Civil Support Team WING

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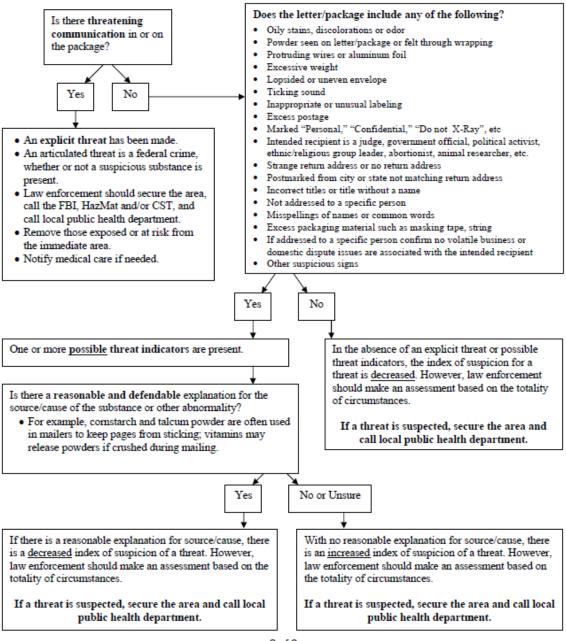
#### Attachment B:

Wisconsin Division of Public Health

March 2, 2011

#### LAW ENFORCEMENT THREAT ASSESSMENT

DO NOT sniff, touch, or move package/letter. DO NOT change environment, including lights.



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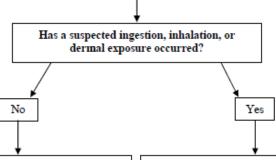
#### **Attachment C:**

Wisconsin Division of Public Health

March 2, 2011

#### PUBLIC HEALTH EXPOSURE ASSESSMENT

Local health department staff will conduct an exposure assessment, and contact State health department (608) 258-0099. Shut down building's HVAC system if threatening substance is found indoors.



- Advise the persons reporting to wash their hands.
- No clinical testing or medical evaluation is necessary.
- If law enforcement deems there is a threat arrange for laboratory analysis of substance(s) at either the WSLH (biological and/or chemical agent testing) or the City of Milwaukee Labs (biological agent testing only) in collaboration with law enforcement.
   Follow appropriate packaging and chain of custody protocols.
- If law enforcement deems there is not a threat and does not need the item as evidence double-bag (to avoid additional incidents or concerns) and dispose of the material.

- Wash affected areas and remove/bag contaminated clothing as necessary.
- Transport all those suspected to have been exposed to the nearest emergency room for appropriate medical evaluation based on the type of agent and exposure, if known.
- Keep a log of affected/treated individuals.
- In the absence of symptoms, advise potentially exposed individuals to be alert for possible delayed reactions up to 72 hours after the suspected exposure, and to return to an emergency room or their medical provider if symptoms occur.
- Check back 72 96 hours post-exposure for further medical evaluation. Document all details of the evaluation, and specify the date and time of onset for any new symptoms.
- Arrange for laboratory analysis of substance(s) at either the WSLH (biological and/or chemical agent testing) or the City of Milwaukee Labs (biological agent testing only) in collaboration with law enforcement. Follow appropriate packaging and chain of custody protocols.

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