

This packet contains information on anthrax threats.

Three decision trees are enclosed. The tree you choose depends upon the threat discovered. They are:

1. **DISCOVERY OF A SUSPICIOUS UNOPENED/SEALED ENVELOPE ARE PARCEL.**
2. **DISCOVERY OF AN OPEN MAILPIECE WITH SUSPICIOUS POWDER SPILLING OUT.**
3. **POSSIBLE ROOM OR AREA CONTAMINATION BY AIRBORNE GAS.**

Complete the enclosed "Incident Report", and forward to your MDO whenever an incident is reported, regardless of severity.

#####NOTE#####

Discovery of loose powders and similar materials not directly associated with mail – in a swing room, locker room or aisles, for example – are unlikely to be hazardous. Everything from donut powdered sugar to spilled makeup has caused unnecessary alarm, disruption to operations and wasted emergency resources.

Unless there is compelling evidence to the contrary, these materials should be cleaned up **by a spill team member** with standard procedures. As a precaution, the materials can be soaked in a 1-10-bleach solution for 10 minutes, which would kill any organisms.--Source: Guidance for Postal Service Hazmat First Responders.

ALL DECISIONS ON ANY SUSPECT POWDER ARE TO BE MADE BY MEMBERS OF THE SPILL TEAM.

Possible Room or Area Contamination by Airborne Gas*

A small aerosol device might be triggered or sprayed, a warning that the ventilation system may become contaminated, or that a biological agent has been released in a public space.

* Dust, fumes or vapors are introduced in to the air with criminal or malicious intent.

Turn off any local fans or ventilation units in the area.

Leave the area and close doors.

Make sure no one enters the area.

Large Office or Plant

- Contact immediate supervisor who:
 - Initiates emergency action plan as appropriate:
 - cordons off area, room
 - shuts down equipment
 - keeps others away.
 - contacts designated personnel.
- Emergency Action Plan designated person will do this:
 - Postal incident hazmat responders examine scene, attempt to determine if an emergency exists, and take defensive actions (tape off area, ventilation system shutdown, etc.).
 - Call Inspection Service. (515)-253-9060
 - Evacuation teams keep personnel outside the building in designated places of refuge (upwind) and await emergency responders.
 - Wait for further directions on decontamination from emergency responders.
 - List all people who were in the immediate area or room. Give this list to the IS and local responders.

Contact Phone Numbers

Steven Wenzel, Lead Plant Manager.....(515) 707-9303
USPS Inspection Service.....(515) 283-9060
Dawn Baber, Occupational Health Nurse Administrator..... Page 1- 877-211-5099
USPS Aviation Mail Security Office.....(515) 251-2413
Polk County/State Health Dept.....1-800-362-2736

Discovery of a suspicious *unopened/sealed* envelope or parcel

Some indicators: threatening message, loose sifting material, excessive postage, handwritten or poorly typed address, stains, odors, no return address, lopsided or uneven envelope, excessive weight.

Do not handle further.
Do not shake or empty contents.
Isolate the package without further contact.
Leave the area and prevent others from entering.
Wash hands with soap and water.

Large Office or Plant

- Contact immediate supervisor who:
- Initiates emergency action plan as appropriate to include:
 - cordon off area, room
 - equipment shut down,
 - direct others away
 - contact designated personnel.
- Designated Emergency Action Plan personnel do this:
 - Incidental hazmat responders examine scene, attempt to determine if emergency exists, and take defensive actions (tape off area, HVAC shutdown, etc.)
 - Call Inspection Service
 - Evacuation teams keep personnel in places of refuge and await emergency responders

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An Open Mailpiece with Suspicious Powder Spilling Onto Surface

Any powder or granulated substance is suspicious at this time, *unless* the contents are readily identified. For example, a torn package of dried soup, or other commercial foodstuffs and commercially packaged powders.

Do not try to clean up the powder.

Do not do anything to create a dust cloud.

If possible gently cover the spill with anything (e.g. clothing, paper, trash can, and leave the area.

Prevent others from entering and wash hands with soap and water.

- Contact immediate supervisor who:
 - Initiates emergency action plan as appropriate.
 - cordon off area.
 - shut down equipment.
 - keep others away.
 - Contact designated personnel.
- Emergency Action Plan designated personnel will do this:
 - Postal incidental hazmat responders examine scene, attempt to determine if emergency exists and take defensive actions (tape off area, ventilation system shutdown, etc.).
 - Call Inspection Service
 - Evacuation teams keep personnel in places of refuge and await emergency responders.
 - Ensure contaminated persons wash hands with soap and water.
- At direction of emergency responders:
 - Remove contaminated clothing as soon as possible and place in a plastic bag or other sealed container.
 - Shower as soon as possible.
 - List all people who were in the immediate area or room. Give this list to the IS and local responders.

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Incident Report

Area Name		<input type="text"/>
Facility Name		<input type="text"/>
ZIP Code (3 or 5-digit)		<input type="text"/>
Facility Contact:		
Name		<input type="text"/>
Title		<input type="text"/>
Phone		<input type="text"/>
Incident Description		<input type="text"/>
Was Facility Closed?		(check one)
	NO	<input type="checkbox"/>
	YES	<input type="checkbox"/>
If yes, was section of facility or whole facility closed?		(check one)
	Section	<input type="checkbox"/>
	Whole Facility	<input type="checkbox"/>
Date Facility Closed		<input type="text"/>
Time Facility Closed		<input type="text"/>
Date Facility Re-Opened		<input type="text"/>
Time Facility Re-Opened		<input type="text"/>
Number of Employees assigned to this Facility		<input type="text"/>
Number of Employees affected by the incident		<input type="text"/>

Forward this report via ccMail to POC HQ-NOC