

	<b>8-103 Chemical Exposure at the Post Office ERP</b>
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### 8-103.1 Overview

The purpose of this plan is to outline the procedures necessary to respond to an event involving Weapons of Mass Destruction (WMD) in the University Post Office. WMDs are by definition, weapons that have destructive capabilities far in excess of conventional weapons such as explosives, firearms or incendiaries. These weapons can not only cause extensive casualties and damage to the infrastructure at the point of impact, but also disrupt services to the greater community. The community may experience severe psychological trauma both inside as well as outside the impacted area.

A WMD event would involve an attack on the campus involving a biological, chemical or nuclear weapon with the purpose of disrupting the operation of the University or making some greater statement. Examples of each type of attack would include;

1. Biological – dispersal of anthrax, cholera or plague into a targeted facility.
2. Chemical – dispersal of a poisonous agent such as Sarin into a targeted facility.
3. Nuclear – dispersal of dangerous nuclear radiation into the targeted facility.

### 8-103.2 Discussion

A review of the literature does not indicate that a WMD attack has taken place against an institution of higher learning in the past. This does not rule out the possibility that such an incident could not happen. The goal of the terrorist is not to necessarily kill or injure, but rather to disrupt and place fear in the intended target population. An attack on this or any other University provides the terrorist with a highly visible venue, in which to make his or her statement. Though the number of incidents indicate the possibility of a WMD passing through the Campus mail Service is slight, all employees should always exercise due caution.

### 8-103.3 Training

1. All staff should view the US Postal Service video on mailroom safety at [www.skehan.com/usps](http://www.skehan.com/usps)
2. All staff will be trained as to what constitutes a suspicious package and what to do if they come in contact with a package containing a suspicious substance.
3. All staff will be trained in the specific locations designated in this plan.

4. All staff will be trained in the proper use of protective equipment supplied by the University. This includes removal of protective gloves and effective hand washing. This training can be provided by the University's environmental health officer.

## **8-103.4 MAILROOM SECURITY PROCEDURES**

### **A. General Precautions**

1. Gloves and protective masks will be made readily available to Post Office staff if the employee desires to utilize them. Staff will be made aware where the gloves and masks are stored. Management reserves the right to require use of gloves and mask if the situation dictates.
2. If a bio-terrorism incident is reported at the Atlanta Post Office (or any facility which feeds mail to the campus) all counter and work stations will be wiped down regularly with a solution of 10:1 solution of water to bleach. Custodial will perform this cleaning three times per week until the threat subsides.
3. The Campus Mail Service is off limits to all personnel not currently on duty or official visitors. Doors will remain locked except for employees to enter/exit and USPS delivers and pickups. The Campus Mail Service will maintain a schedule of the route that the mail truck takes so that in the event a problem develops the truck can be quickly recalled to the Campus Mail Service Center.

### **B. Suspicious Letter/Package- Contents Not Visible (exiting envelope/package)**

When sorting the mail, employees will watch for suspicious envelopes and packages. If a suspicious envelope/package is found, do the following:

1. Do not shake or attempt to empty the contents.
2. Put the package or envelope on a stable surface; do not sniff, touch, taste, or look closely at it. Immediately notify the Campus Mail Service Supervisor.
3. Alert others in the area about the suspicious package or envelope. Only designated personnel will examine the package. The person who originally located the envelope/package will wash with soap and water as soon as possible. If the person was wearing gloves, the gloves will be washed with a solution of water and bleach (10:1 solution). The bleach should remain on the gloves for 5 minutes prior to removal. Once cleaned, the gloves may be disposed of in the regular trash.
4. The Campus Mail Service Supervisor will put on gloves prior to examining the envelope/package. If the Supervisor determines the package is suspicious, The University Police Department will be contacted immediately. The package will be

removed from the main mail room and placed on the observation table in the side mail area. (Once the package has been secured in the side mail area, the Supervisor will wash his/her hands with soap and water. Prior to removing his/her gloves, the gloves will be washed with a solution of water and bleach (10:1 solution.). Once cleaned, the gloves may be disposed of in the regular trash.

5. The University Police Department will examine the package and attempt to establish if the envelope/package represents a health risk. If the package represents a health hazard or the risk cannot be determined, The University Police Department will remove the envelope/package from the Campus Mail Service to be opened at the designated site.
6. Once the contents have been identified, the Campus Mail Service Supervisor will be notified. It will be the Supervisor's responsibility to inform all staff of the results. If the contents are determined to be anthrax, the Supervisor will work with the Director of Health Services to provide treatment as necessary to the exposed employees.

#### **8-103.5 ACTIONS TO BE TAKEN WHEN A SUSPICIOUS PACKAGE OR ENVELOPE IS RECEIVED**

1. If an envelope/package has any type of powder, liquid or radiological substance coming from it, lay the item down carefully on the closest counter. REMAIN CALM.
2. DON'T SHAKE or in anyway disturb the item further. Do not carry the package or envelope elsewhere, show it to others, or allow others to examine it. Do not sniff, touch, taste, or look closely at it or any contents that may have spilled.
3. REMAIN CALM.
4. Step back from the envelope/package and notify the Campus Mail Supervisor immediately
5. Front counter will be closed immediately.
6. All employees will be directed to exit the facility and meet in the exterior hallway. No employee or anyone else is to leave the area until cleared to do so by the Campus Mail Supervisor and The University Police Department.
7. Contact The University Police Department at ext.9-6000
  - a. Advise the dispatcher that you have a suspicious package/envelope and it is leaking an unknown substance.

- b. Ask that Facilities and Grounds be notified and have the HVAC system shutdown.
  - c. Advise if anyone has been contaminated by the substance or if anyone is having medical problems requiring an emergency medical response.
  - d. Request that the mail truck be located and directed to park at the predetermined site. The driver is to stay with the truck until examined by Haz Mat personnel.
  - e. Employees take up positions outside the Post Office and direct people away from the mail boxes. An employee will be placed at the following locations:
    - a) Entrance to the Post Office.
    - b) By the double doors leading into the second level of the UCC. All persons will be directed away from the mail boxes and directed out the door or back towards Student Activities.
    - c) By room 210, directing people to exit the building.
8. University Police Department will provide stanchions and chain to rope off all access to all mailboxes. Post Office employees will stand by the chains directing people away from the mailboxes until relieved by University Police Department Personnel.
9. Employee(s) exposed (i.e.; has dust or liquid on his/her person) to the substance will go to the Men's restroom located across from the Post Office and wash their hands with soap and water. They are to remain there until checked and decontaminated by HazMat personnel. Once the person(s) have been removed from the restroom, it will remain closed until it has been thoroughly cleaned by Custodial Services under the supervision of Risk Management/Environmental Health and Safety Officer.
10. The Campus Mail Supervisor will make a list of all employees and others who were in the Post Office when the substance was discovered. This list will be provided to University Police Department personnel upon arrival. This list will be used to monitor the health condition of those exposed.
11. The University Police Department will coordinate emergency response and make notifications.

### **8-103.6 Exposure**

1. In the event that an employee or student is exposed to a biological or chemical agent, he/she will be treated by Student Health Services. An initial prescription of antibiotics and/or other medications will be provided by Health Services. The expense for all remaining medications will be covered by Workman's Compensation or (if a student) personal health insurance.
2. If an employee is exposed, the Campus Mail Supervisor will notify Human Resources and file all necessary documents required by the state for workman's compensation.
3. The progress of the victim's treatment will be monitored by Student Health Services and the Office of Risk Management until the SHS physician formally releases the victim.

### **8-103.7 Supplies to be maintained by Post Office:**

The Campus Mail Service will keep the following items in stock and in use as needed.

1. Antibacterial soap for the use of staff when washing their hands. A spare bottle should always be maintained so when one bottle runs out, a replacement can be immediately opened.
2. Waterless germicidal soap or prepackaged wipes will be kept in the mail truck for emergency use.
3. An emergency bio-hazard kit will be maintained in the Campus Mail Room. The kit will include the following items.
  - a. A supply of Nitrile or vinyl gloves and masks for each member of the staff sufficient to cover the whole Postal staff for a minimum of 5 working days. This supply should include enough gloves and masks to allow the staff to change a minimum of four times per day. The masks will be rated as N95 particulate and prior to use, each employee will read and understand the users instructions
  - b. A laminated sign stating the Post Office is closed until further notice. The signs should be made so as to be able to hang from a chain.
  - c. A bottle of water and bleach stored in the sink ready for immediate use. When needed, it should be mixed to a 10:1 solution.