Suspicious Substance Protocol

October 2009
Maine Emergency Management Agency

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Purpose

- Allow for early assessment
- Conserve resources
- Prevent media overexposure

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First Steps

- Measured response
  - Law Enforcement
  - Fire Department
- Initial assessment
  - Verbal using screening tool
  - Determine if suspicious or unexpected

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After Initial Screening **Non-suspicious**

- Assure receiver understands reason
- If sent via USPS call US Postal Inspection Service: **877-876-2455** (Option **#5**)
- If threatening have law enforcement investigate further

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After Initial Screening **Suspicious**

- Secure area and individuals involved
- Contact County Emergency Management Agency and provide the following:
  - Location of incident
  - Summary of screening form
  - Method of communications to reach back to incident location

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County EMA Responsibility

- Contact nearest Regional Response Team
  - Two to four person recon team
  - If longer than 60 minutes to scene determine DEP availability
- Contact MEMA Duty Officer on status of incident

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MEMA Duty Officer

- MEMA Director
- County EMA (if for some reason notification of incident came by other means)
- 11th WMD Civil Support Team
- Maine DEP
- Maine CDC
- Maine Fusion Center
- Poison Control Center
- US Postal Inspection Service: (if USPS issue)

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Regional Response Team or DEP

- Coordinate arrival with on-scene public safety and County EMA
- Conduct assessment
  - Oxygen/Air Quality
  - Radiological
  - UEL/Flammability
  - Protein

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Testing is Negative

- Incident commander notifies County EMA
- Incident commander downsizes/secures scene
- Law Enforcement may investigate further
- Conduct review of incident to determine success or needed improvements

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Testing is Positive

- Area and people are further secured
- Sampling conducted by RRT or DEP
- Samples are collected and packaged using "State of Maine Sampling SOG's"
- Control number received from Maine State Police, Augusta – 1-800-452-4664
- After control number has been issued incident commander will arrange transportation to Health Lab in Augusta

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Post Lab Analysis

- Lab will notify MEMA
- MEMA will notify County EMA
- County EMA will notify teams and facilities involved
- Conduct AAR to determine success or needed improvements

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