

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number ENF-009
	Subject Unknown Substance Response	
	Special Instructions Replaces ENF-021 dated June 4, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for administration of an unknown substance response for Department employees to ensure compliance with federal regulations.

II. POLICY

All Department employees who have the potential for occupational exposure to an unknown substance shall attend an information seminar presented as part of the Weapons of Mass Destruction Training during the new employee orientation, the recruit academy, and as up-dated or new information becomes available. Any location believed to be contaminated shall be treated as a hazardous material and weapons of mass destruction incident.

III. PROCEDURE

A. Unknown Substance Exposure: Employees who believe they have been exposed shall:

1. Contact their supervisor;
2. Be aware of possible secondary substances or unusual/unknown items within the work area;
3. Stay in the possibly contaminated area until the package containing the unknown substance can be sealed, diagnosed, and/or removed;
4. Wash the exposed body parts with soap and water as soon as possible; and
5. Shall seek examination by medical facility emergency room personnel once the substance has been determined to be a dangerous chemical or biological substance and after decontamination protocol procedures have been taken by emergency medical service/fire service personnel.

B. (Complete an) Initial Criminal Incident (ICI) Report – The appropriate headquarters division/district commander shall be responsible for assigning personnel to complete the ICI report. The report shall explain all actions taken, in detail, from the time of alleged exposure until notification of the employee’s supervisor. The reporting employee and the responding employee shall provide supplemental information relative to actions taken by each. The ICI report shall also contain chain of custody documentation.

The completed ICI report shall contain extensive documentation about all persons involved and all actions taken related to the exposure incident. All applicable employees shall complete and sign a supplemental case report using the ICI report number. Post-exposure evaluation and follow-up shall be completed in accordance with the guidelines in SOP ENF-003.

C. **Responding Officers** notified by the reporting employee of a possible exposure shall:

1. Stay away from the contaminated area;
2. Avoid direct contact with the person reporting the possible exposure;
3. Contact the reporting employee by telephone, if possible;
4. Make an initial assessment of the package containing the unknown substance based on all the available information received from the employee. Then, **if necessary**, officers shall:
 - a. **Contact the maintenance supervisor** of the area of the possible contamination for possible shut down of the affected room's ventilation system;
 - b. **(At the district)** Contact the local Hazmat unit, via a supervisor or district duty officer; or
 - c. **(At the Indiana Government Center (IGC) Complex)** Contact the Capitol Police Section (CPS) Dispatch and an IDHS Unknown Substance Response Group member to respond.
5. Upon arrival at the scene, personnel listed in section 4, b and c shall be included in the Incident Command structure (ICS).
6. If determined to be a dangerous chemical or biological substance, decontamination procedures given by emergency medical service/fire service personnel shall be followed;
7. Be aware of and search for secondary substances;
8. If an explosive device or a dispersal device is suspected, immediately request the Explosive Ordnance Disposal team for support and evacuate the area.

D. **Possible exposure incident:** Responding employees shall "REMAIN CALM" and:

1. If the package containing an unknown substance is not opened;
 - a. Do not open the package,
 - b. Immediately place the package in a clear plastic bag or cover with a plastic sheet,
 - c. Seal the clear plastic bag containing the suspect package,
 - d. Wash the exposed body parts with soap and water, as soon as possible, and
 - e. Keep the appropriate Department components (command, Operations, applicable RDC or CPS dispatch center, and at scene personnel) advised of the situation of the possible exposure.
2. As a last resort, the responding employee may have direct contact with the possibly contaminated employee and reassure the reporting employee of the situation and outline what will be happening over the next couple of hours.

3. If suspect package has been opened;
 - a. Advise the reporting employee to close the suspect package,
 - b. Complete procedures listed in section III. D. 1. a through e above.

E. Possible suspicious substance contamination: A responding police employee shall:

1. Before entering an area of the possible exposure, secure their weapons and any other equipment in separate sealed plastic bags to prevent possible contamination;
2. Establish an ICS and serve as the commander until relieved by command personnel;
3. Once a suspicious substance has been identified the chain of command shall:
 - a. **For incidents occurring on the IGC Complex**-notify the CPS, Operations, the Primary Staff, Special Investigations Division (CID), F.B.I., and the Indiana Department of Homeland Security Emergency Operations Center (IDHS-EOC). IDHS protocols shall be initiated in this situation; or
 - b. **For incidents occurring at a local district**-notify Operations, the Primary Staff, the appropriate command staff,, district investigative personnel, Local EMA-EOC, the F.B.I., State Department of Health, and the ISP's Counter-Terrorism Coordinator;
 - c. Ensure at scene personnel establish proper crime scene protocols, and
 - d. Maintain proper chain of evidence for the suspicious package (to include testing.)

F. All persons not involved with the suspect package shall stay away from the area of possible contamination.

G. If possible, the suspect package should be sealed in a clear plastic bag; if the item is too large for a plastic bag, it shall be covered with a sheet of clear plastic; and the "chain of custody" process shall begin.

H. The Superintendent shall make the determination what job classifications and tasks employees perform that may have the potential of having occupational exposure to potential infectious materials.

I. The Training Section shall create and continuously update current procedures to follow when an employee becomes exposed.

J. Testing for suspicious substance contamination, that was obtained while at work for the Department, shall be made available to any Department employee:

1. At no cost to the employee;
2. As soon after the possible contamination as possible; and

3. By or under the supervision of a licensed physician or healthcare professional.

K. Training.

1. The Department shall provide an opportunity for employees with potential for occupational exposure to a suspicious substance to participate in a training program offered during duty hours.

2. Training shall be provided:

- a. At the time of initial assignment to a position where occupational exposure could take place;
- b. As necessary, when new or up-dated information becomes available for all employees with the potential of being exposed to a suspicious substance because of the job being performed; and
- c. When a task currently performed by an employee has been changed to where it now has the possibility of an employee's exposure to a suspicious substance.

3. The training program for suspicious substances shall contain:

- a. A general explanation of the symptoms;
- b. Modes of transmission;
- c. Exposure control plan;
- d. Methods of recognition of job classifications and tasks associated with possible exposure;
- e. Methods of reduction of risks of exposure;
- f. Personal protective equipment;
- g. Information about medical treatment;
- h. Information about appropriate procedures to be followed and the person(s) to contact when an employee is believed to have been exposed;
- i. Method of reporting and documenting possible exposure; and
- j. Medical requirements.
- k. Procedural requirements relative to posting warning signs.

4. The person conducting the training shall be knowledgeable in the subject matter.

L. The Training Section shall maintain training records, to include:

- 1. The dates of the training;
- 2. Contents of the information presented at each training session;

3. Names of the instructors; and

4. Names and job titles/classifications of all employees that have received the training.

M. Record keeping.

1. Employees who have been or possibly have been exposed to an unknown substance shall complete or have completed for them the Injury and Illness (I&I) Report found on their Shield calendar. Additionally, employees seeking medical treatment will be required to complete the applicable Line of Duty Packet (troopers) or the Workers Compensation First Report of Injury form (CPS, Motor Carrier Inspector, or civilian employee) as well as the I&I report.

2. The Training Section shall maintain an accurate and up-to-date record of reports of possible suspicious substances exposure according to SOP ENF-003.

3. Employee medical records shall be kept confidential and not released to any person, except as required by law, without written consent by the affected employee.

4. Medical records for all Department employees relative to exposure or possible exposure to suspicious substance shall be stored in the Health Management Section of the Training Section.

5. Medical records shall be provided for examination and copying upon request by the affected employee or any person having written consent by the affected employee and shall be provided, upon request, to the director or assistant secretary of the National Institute of Occupational Safety and Health, U. S. Department of Health and Human Services, or designated representative.

N. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.