

V. CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

- a. Make the initial assessment of a potentially hazardous material from a safe distance.
- b. Notify the appropriate fire department, regional response teams and hazardous response units. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.
- c. Wear personal protective gear, being cognizant that some hazardous material can be inhaled.
- d. Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
- e. Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
 1. Placards or use of an emergency response guidebook.
 2. Driver's statements or shipping documents from the person transporting the material.
 3. Information obtained from any involved person with knowledge regarding the hazardous material.Information should include:
 - i. The type of material.
 - ii. How to secure and contain the material.
 - iii. Any other information to protect the safety of those present, the community and the environment.
- f. Provide first aid to injured parties if it can be done safely and without contamination.
- g. Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.
- h. Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.
- i. Establish a decontamination area when needed.
- j. Activate automated community notification systems, if applicable.
- k. Notify the North Carolina Hazardous Materials Regional Response Team in accordance with N.C.G.S. § 166A-22 and N.C.G.S. § 166A-23.

VI. REPORTING EXPOSURE

Office members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Division Major as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

VII. SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure. To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this office may be available through the appropriate fire department or emergency response team.

VIII. TRAINING

Hazmat Awareness training shall provide responding law enforcement officers the basic knowledge to recognize a hazardous situation and immediately implement basic procedures to have authorities with the technical ability assess the situation.

Training should address basic self-protection measures for the first responder and others, while being able to protect the incident scene and controlling the area to prevent unauthorized or unknowing persons from entering into a possible contamination zone. (CALEA 46.3.2)

IX. BIOTERRORISM PROCEDURES

This is a protocol for response to incidents where the presence or release of suspicious substances, including powders and liquids, presents the threat of exposure to bioterror agents such as *Bacillus Anthracis*. This protocol covers response from discovery of a suspicious substance to delivery of samples to the state's identified laboratory. It is for use by public health, emergency response, and law enforcement personnel. While this protocol is directed at substances such as biological and some chemical agents, suspicious packages should also be considered for explosives as well.

Individuals who discover suspicious packages, powders or liquids should take the following steps:

1. Do not shake or empty the contents of a suspicious package or envelope.
2. Do not carry a package or envelope.
3. Do not show a suspicious substance or package to others, or allow others to examine them.
4. Do not sniff.

The Kinston Police Department will have primary responsibility for determining the credibility of the threat presented by a suspicious package or material with cooperation and participation of: (NCLEA 7.05)

1. Fire & Rescue, as needed;
2. Lenoir County Emergency Management, as needed;
3. Lenoir County Public Health Department, as needed;
4. Public Health Regional Surveillance Team (PHRST), as needed;
5. NC State Regional Hazardous Materials Response Team, as needed;

6. FBI notification is required if a credible threat is identified or suspected. If there is uncertainty about threat credibility or a need for consultation, contact FBI Special Agent in charge for the region.

In order to conserve laboratory and first response resources, effort should be made to rule out non-credible threat prior to proceeding. The following should be considered during evaluation:

1. If there is a return address on a package or envelope, try to contact the sender prior to proceeding.
2. Determine whether there is an explanation for the presence of a powder or suspicious substance in the package.
3. Determine whether the package has any of the following characteristics:
 - a. Excessive postage.
 - b. Handwritten or poorly typed addresses.
 - c. Incorrect titles, title but no name.
 - d. Misspelling of common words.
 - e. Oily stains, discolorations or odor.
 - f. No return address.
 - g. Excessive weight, lopsided or uneven envelope.
 - h. Protruding wires or aluminum foil.
 - i. Excessive security material such as masking tape, string, etc.
 - j. Visual distractions.
 - k. Ticking sound marked with restrictive endorsements, such as "Personal" or "Confidential".
 - l. Shows a city or state in the postmark that does not match the return address.
4. Determine whether there is the absence of an implied or explicit threat.

If it is determined that the substance or package does not present a credible threat, the following steps should be followed:

1. Potentially exposed individuals, who have been isolated, will be released.
2. The incident will be turned over to Post Office personnel.
3. Individuals, who may have been exposed to the suspicious substance, will be provided with 24/7 contact information for the PHRST and/or Lenoir Co. Health Department.

If the threat is determined to be credible by the on-scene law enforcement professional, these steps should be followed:

1. Contact the nearest office of the FBI for notification and to verify threat credibility prior to reentry into the isolated area. Contact FBI Special Agent in charge of the region.
2. If they are not already on the scene, contact the appropriate PHRST and Lenoir County Health Department.
3. the Incident Command System will be unutilized.
4. If they are not already on the scene, contact the regional response hazmat team. Entry into the isolated area for collection of samples should be restricted to properly trained hazmat personnel using appropriate personal protective equipment.
5. Area isolation should be maintained.
6. Exposed individuals should remain in the building in an isolated or safe room until they are appropriately decontaminated. Decontamination decisions (whom to decontaminate and methods) should be made by public health personnel with cooperation and participation of the Fire & Rescue Department, Regional Hazardous Materials Response Team and others as needed.
7. Law enforcement and public health officials should obtain contact information for the