

Document Summary

This document is a guideline for emergency responders to use when a suspicious or known hazardous substance is discovered, particularly those pertaining to solids or liquids that presents a threat of exposure to a possible chemical/toxic/biological substance.

Additional Helpful Contact Numbers

Oklahoma State Department of Health Public Health Laboratory	405-564-7750 If suspected biological substance.
Oklahoma Center for Poison and Drug Information	1-800-222-1222
Oklahoma Department of Emergency Management and Homeland Security	1-800-800-2481 If suspected chemical or biological substance and need response assistance.
Federal Bureau of Investigation Weapons of Mass Destruction Coordinator	405-290-7770
United States Postal Inspection Service	1-877-876-2455 If suspected chemical or biological involves US Postal Mail.

Suspicious Substance Response Guidelines



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In collaboration with:

Oklahoma Department of Emergency Management/Homeland Security

(ODEMHS) Federal Bureau of Investigation (FBI)

U.S. Postal Inspection Service (USPIS)

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Suspicious Substance Response Guidelines

Important: If exposed persons are experiencing physical symptoms, call 911

Step 1: Record the answers to the questions

Is the container opened or unopened? _____

Is a suspicious substance visible that cannot be explained? _____

Is the substance a solid or liquid? _____

Are there any individuals experiencing symptoms immediately after exposure? _____. If yes, ensure to note the type of symptom(s) in Step 3.

If this involved a letter or package, was it accompanied by a threat? _____

If yes, describe the threat: _____

Circle all of the characteristics listed below that are present on the letter or package:

- | | |
|------------------------------|---|
| Excessive postage | Handwritten or poorly typed address |
| Incorrect titles | No return address/unknown return address |
| Excessive weight | Misspelling of common words |
| Excess materials, tape, etc. | Lopsided or uneven |
| Visual distraction | Restrictive Endorsements (EX: personal, Confidential) Title but no name |
| Other: | _____ |

Step 2: Provide the following instructions:

1. Do not handle the substance or container.
2. Do not smell, taste, or touch substance or container.
3. Do not try to clean up the substance.
4. Leave the area. Isolate area. 75' for solids, 150' for liquids.
5. Close the door off the area to prevent others from entering.
6. Turn off fans or ventilation units if substance is indoors.
7. Report the incident to the supervisor or building security official if location is a business or agency.
8. Assure all involved parties that the appropriate authorities are being contacted.

9. Instruct those who handled the substance or container:

- Wash hands with soap and water.
- If the material spilled onto clothing, remove contaminated clothing, place clothing in a plastic bag and seal it. Shower with soap and water as soon as possible. There is no need to use bleach or harsh disinfectant on skin.
- Exposed individuals are to remain in an isolated or safe area until they are appropriately decontaminated.

Step 3: Record the answers to the question below

Date: _____ Time Notified: _____

Incident Address: _____

Responding Agency: _____

Incident Description: _____

Step 4: Call Incident Resource Hotline:

1-800-800-2481

This hot line is to the State Emergency Operations Center which coordinates notification of all appropriate responding agencies. This includes FBI, US Postal, Public Health and CBREN Regional Response Team. All information recorded must be relayed to the hot line duty officer.

Step 5: Record Information for persons exposed

Person 1: Name _____

Person 1: Address _____

Person 1: 24/7 Contact Phone number _____

Person 1: Symptoms _____

Person 2: Name _____

Person 2: Address _____

Person 2: 24/7 Contact Phone number _____

Person 2: Symptoms _____