UNKNOWN SUBSTANCE/PACKAGE/LETTER

DO NOT sniff, touch, or move package/letter. DO NOT change environment, including lights.

Law enforcement will perform a threat/risk assessment
(See reverse for assessment guidelines).

Is there an explicit threat, implicit threat, or risk to persons or the environment?

No

- Advise the persons reporting the incident to wash their hands.
- Item in question can be double-bagged (to avoid additional incidents) and then thrown in trash.
- No laboratory testing is necessary.
- Public health does not need to be notified.

Yes

Law enforcement will secure area and call local public health.

Did it arrive in the US Mail?

No

Local LE calls the FBI
414-276-4684

- Notify Hazmat and/or CST
- Notify medical care if needed

Yes

Local LE calls the USPIS
877-876-2455

- Advise any persons who handled the material to wash their hands and remain at the scene in a separate room.
- Do NOT touch or disturb the item in question until a public health and safety risk assessment is done.
- When there is a risk to the public’s health or safety, the following steps will be taken in this order:

1. Law enforcement will assess if there is a possibility that the item is an explosive device.
2. Hazmat/CST will assess the item for radiologic, chemical, and explosive hazard.
3. NO biologic field testing will be done UNLESS performed by the USPIS inspector, CST, or with an FBI agent present.
4. Digital photographs will be taken of the item and provided to public health, the lab, and law enforcement.
5. Hazmat/CST/USPIS will triple-bag the item in the smallest clear bag possible.
6. Public Health MUST be contacted to arrange for the item to be analyzed at either the WSLH (biological and/or chemical agent testing) or the City of Milwaukee Labs (biological agent testing only).
LAW ENFORCEMENT THREAT ASSESSMENT

DO NOT sniff, touch, or move package/letter. DO NOT change environment, including lights.

Is there threatening communication in or on the package?

- Yes
- No

If yes:
- An explicit threat has been made.
- An articulated threat is a federal crime, whether or not a suspicious substance is present.
- Law enforcement should secure the area, call the FBI, HazMat and/or CST, and call local public health department.
- Remove those exposed or at risk from the immediate area.
- Notify medical care if needed.

If no or unsure:

Does the letter/package include any of the following?

- Oily stains, discolorations or odor
- Powder seen on letter/package or felt through wrapping
- Protruding wires or aluminum foil
- Excessive weight
- Lopsided or uneven envelope
- Ticking sound
- Inappropriate or unusual labeling
- Excess postage
- Marked “Personal,” “Confidential,” “Do not X-Ray”, etc
- Intended recipient is a judge, government official, political activist, ethnic/religious group leader, abortionist, animal researcher, etc.
- Strange return address or no return address
- Postmarked from city or state not matching return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Misspellings of names or common words
- Excess packaging material such as masking tape, string
- If addressed to a specific person confirm no volatile business or domestic dispute issues are associated with the intended recipient
- Other suspicious signs

One or more possible threat indicators are present.

Is there a reasonable and defendable explanation for the source/cause of the substance or other abnormality?

- For example, cornstarch and talcum powder are often used in mailers to keep pages from sticking; vitamins may release powders if crushed during mailing.

If yes:

If there is a reasonable explanation for source/cause, there is a decreased index of suspicion of a threat. However, law enforcement should make an assessment based on the totality of circumstances.

If no or unsure:

In the absence of an explicit threat or possible threat indicators, the index of suspicion for a threat is decreased. However, law enforcement should make an assessment based on the totality of circumstances.

With no reasonable explanation for source/cause, there is an increased index of suspicion of a threat. However, law enforcement should make an assessment based on the totality of circumstances.

If a threat is suspected, secure the area and call local public health department.

Department of Health Services Threat Liaison Officer (608) 267-9010 after hours call (608) 258-0099

Wisconsin Procedure for Unknown Substance/Package/Letter
A joint protocol produced by WI Division of Public Health, WI State Laboratory of Hygiene, FBI, US Postal Inspection Service, Capitol Police, WI Emergency Management, and the 54th Civil Support Team WING
**PUBLIC HEALTH EXPOSURE ASSESSMENT**

Local health department staff will contact the State health department Threat Liaison Officer at (608) 267-9010 after hours call (608) 258-0099. Shut down building’s HVAC system if threatening substance is found indoors.

Has a suspected ingestion, inhalation, or dermal exposure occurred?

- Advise the persons reporting to wash their hands.
- No clinical testing or medical evaluation is necessary.
- If law enforcement deems **there is a threat** arrange for laboratory analysis of substance(s) at either the WSLH (biological and/or chemical agent testing) or the City of Milwaukee Labs (biological agent testing only) in collaboration with law enforcement. Follow appropriate packaging and chain of custody protocols.
- If law enforcement deems there is not a threat and does not need the item as evidence double-bag (to avoid additional incidents or concerns) and dispose of the material.

- Wash affected areas and remove/bag contaminated clothing as necessary.
- Transport all those suspected to have been exposed to the nearest emergency room for appropriate medical evaluation based on the type of agent and exposure, if known.
- Keep a log of affected/treated individuals.
- In the absence of symptoms, advise potentially exposed individuals to be alert for possible delayed reactions up to 72 hours after the suspected exposure, and to return to an emergency room or their medical provider if symptoms occur.
- Check back 72 - 96 hours post-exposure for further medical evaluation. Document all details of the evaluation, and specify the date and time of onset for any new symptoms.
- Arrange for laboratory analysis of substance(s) at either the WSLH (biological and/or chemical agent testing) or the City of Milwaukee Labs (biological agent testing only) in collaboration with law enforcement. Follow appropriate packaging and chain of custody protocols.