



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Haz Mat / WMD / Terrorism Emergencies
Subject:	3820 – USPS Biodetection System Alert
Revision Date:	5/30/2008
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To provide Standard Operating Procedures for response to a Biodetection Alert at the Southern Maine Postal Processing & Distribution Center (SMP&DC) located at 79 Postal Service Way. To outline procedures to provide a safe working environment for responders while caring for and decontaminating the employees of the facility as quickly and efficiently as possible. To outline responsibilities of the various local, state, and federal agencies that may respond. To protect the public health by decontaminating potentially exposed employees, providing information through various media outlets, and securing the scene.

POLICY

The presence of Anthrax in a facility within the Town of Scarborough creates a significant health risk to the exposed employees and represents a potential Federal crime scene and hazardous materials clean-up site. Due to the nature of the incident the Scarborough Fire Department Incident Commander will assume initial command of the incident. Because a number of local, state, and federal agencies will be involved in an event triggered by the alert it is imperative that the response be expanded and coordinated through a Unified Command System under the National Incident Management System (NIMS) as quickly as possible.

This policy outlines specific procedures for the Scarborough Fire Department operation and outlines responsibilities for the other response agencies that may participate. Each of those agencies will operate under their own operational procedures coordinated through the NIMS and a Unified Command system.

SCOPE

The Southern Maine Postal Processing & Distribution Center (SMP&DC) has invested in a sophisticated biodetection monitoring system (BDS) that is 99.9% accurate in detecting Anthrax during mail processing. Nationwide this system has never reported a false positive test so it is assumed that an alert from this equipment indicates the presence of airborne aerosolized Anthrax and appropriate precautions and procedures as outlined below must be followed for the health and safety of the potentially exposed employees and the general public.

SITUATION AND ASSUMPTIONS

- A. Due to the accuracy of the BDS detection equipment deployed at the SMP&DC when a positive alert is received it is assumed to be accurate pending secondary verification through the Maine State Health Lab. This assumption means that aerosolized anthrax is present in the facility, and that all individuals inside have been exposed and require decontamination regardless of the area of the facility they were working in.
- B. Based on time studies conducted by the postal service, it is assumed that the letter which triggered the BDS alert is still in the facility, although it could be located anywhere in the building. If prompt notification to the Scarborough Fire Department is made upon BDS alert, it is assumed the letter is still in the facility and the limit of exposure is to the facility and those employees and other individuals present when notification was made and up to 90 minutes prior due to the BDS sampling and analysis time lag.
- C. That an event of this type will trigger a response by numerous local, state and federal agencies requiring a great deal of coordination and the necessity to operate under a Unified Command system.
- D. That the media will be very interested in covering this event and that they will play a critical role in disseminating timely and accurate information to the public. This effort must be coordinated through a Joint Information Center to assure the information is factual, and is approved by the various response agencies and the US Postal Service.

RESPONSIBILITIES

- A. Scarborough Fire Department
 - a. Assume initial Incident Command
 - b. Make contact with SMP&DC facility manager for accountability and numbers of employees inside the facility that require decontamination
 - c. Establish a decontamination process including containment of runoff
 - d. Arrange for transportation of decontaminated employees to the designated reception area (USPS Vehicle Maintenance Facility, 171 Kennebec Street, Portland) for further evaluation, documentation, and to receive medications if appropriate.
 - e. Be prepared with an entry and or back up team to assist US Postal Inspectors retrieve the Biodetection Equipment for further testing if requested.
 - f. After successful decontamination of all employees and responders, and the establishment of a stable safe scene, transfer Incident Command to the appropriate law enforcement agency to oversee the crime scene and hazardous cleanup.
- B. Scarborough Police Department
 - a. Secure the perimeter and deny entry or exit by any vehicles
 - b. Request assistance and coordinate with South Portland PD and other local, county, state, and federal law enforcement agencies as required
 - c. The entire facility, including all vehicles in the parking areas, is initially considered to be part of a crime scene and they are not allowed to leave the facility.
 - d. If employees leave the facility on foot without going through the decontamination process and against instructions and medical advice, they are not to be detained and should be considered potentially contaminated. The postal service is responsible for their accountability and will follow up with recommendations for self decontamination and follow up care.

- C. Scarborough Public Safety Dispatch
 - a. Notify required emergency response agencies and mutual aid partners as directed by the Incident Commander
 - b. Maintain detailed records of all activities and requests
 - c. Assign at least one off-duty dispatcher to the Incident Command Post
- D. Scarborough / South Portland Emergency Management
 - a. Establish an EOC for the Unified Command staff at the Portland Airfreight Facility.
 - b. Establish a Joint Information Center at the Loranger Door & Window, 2325 Broadway, So. Portland, and assign a media liaison to establish a pool reporter system to get limited video from a secure area near the scene.
 - c. South Portland EMA to coordinate buses for transportation to the MECDC medical evaluation facility at the Vehicle Maintenance facility in Portland
 - d. Assist with interagency coordination
 - e. Assume primary responsibility for documentation and record keeping for the public safety response so the costs of mitigating the incident can be allocated and billed to the SMP&DC at the conclusion of the event.
- E. Postal Service Staff & the Emergency Response team at the SMP&DC facility
 - a. Promptly notify the Scarborough Public Safety dispatch center of the BDS alert
 - b. Secure the facility and allow no one to enter.
 - c. Encourage everyone in the facility at the time of the BDS alert to remain in the facility and direct them to the pre-designated shelter-in-place locations
 - d. Conduct an accountability assessment to identify all individuals in the facility and those that may need urgent or specialized assistance.
 - e. Provide pre and post decontamination suits of suitable sizes and quantities as well as, soap, brushes, and towels for employees to wash and dry with.
 - f. Distribute pre-decon kits and washing materials to all individuals prior to sending them to the decon line.
 - g. Collect, identify, secure, and store personal effects and valuables prior to sending individuals to the decon line. No personal items, car keys, identification badges, etc. will be decontaminated during the initial operation and until law enforcement has assumed control of the scene and made provisions for such.
 - h. Identify an Interior Division Commander to coordinate with the Incident Commander. This individual shall:
 - i. Confirm the BDS alert and status of the Interior Sector
 - ii. Relay accountability information to define the scope of the situation and resources required to mitigate the event
 - iii. Maintain communications with the Unified Command post
 - iv. Direct operations of the Interior Emergency Response staff.
 - v. Provide information and direction to employees, and other individuals inside the facility.
- F. Regional Hazardous Materials/WMD Response Teams
 - a. Establish a decon line with multiple tents to decontaminate all employees in the shortest possible time frame.
 - b. Establish a separate decon line to decontaminate responders and the entry and back up teams that will be required to retrieve the BDS equipment for testing.
- G. Cumberland County EMA
 - a. Notify Maine Emergency Management (MEMA)
 - b. Notify the Cumberland County Sheriff's office

- c. Notify other RRTs in both Cumberland and York County EMA if additional regional response teams are required to assist.
- d. Pass requests from the Incident Commander through to MEMA for assets that may be needed including activation of the Civil Support Team.
- H. Maine Emergency Management Agency
 - a. Monitor the situation and progress of the event
 - b. Provide state resources as requested including the Civil Support team and Air National Guard assets as requested.
 - c. Assist with interagency coordination
- I. Maine Center for Disease Control & Prevention (MECDC)
 - a. Establish and staff a reception area where decontaminated employees can be transported for further evaluation, information, and assistance
 - b. Coordinate prophylactic medication supplies and distribution as appropriate
- J. Joint Information Center
 - a. Collect, coordinate, gain approval, and disseminate accurate and timely information from the postal service and the various responding agencies to the media to provide information necessary for a successful outcome.

PROCEDURE

- A. The initial Scarborough Fire Department responder shall assume Incident Command and establish a command post in the main parking lot at the front of the building. **Do not attempt to enter the facility.**
- B. Instruct the Law Enforcement branch to secure the perimeter and deny entry
- C. Establish contact with the Interior Division Commander via telephone to verify activation of the BDS alarm and to obtain the accountability report to determine the numbers of individuals that must be decontaminated.
- D. Establish a Unified Command structure and locate the Command Van in the small administrative parking lot on the Side A/D corner
- E. Request additional resources as required through dispatch. Initial requests should include:
 - a. Resources to deploy 4 decon tents from:
 - i. The Presumpscot Valley RRT
 - ii. South Portland Fire RRT & EMA Director
 - iii. Portland Fire RRT
 - iv. York County Decon team
 - v. Also consider activation of the Civil Support Team through CCEMA and MEMA
 - b. Law enforcement resources for scene and perimeter security.
 - c. Clean up contractor to contain decontamination waste water as per national USPS contract with EarthTech who will sub the work out to Clean Harbors as the local cleanup contractor.
- F. Instruct dispatch to make the appropriate notifications to:
 - a. Cumberland County EMA – have them notify MEMA
 - b. Maine State Police – have them notify Maine Dept. of Environmental Protection (DEP)
 - c. Scarborough Public Works – supervisor on call
 - d. Scarborough Sanitary District - supervisor on call
 - e. Scarborough Town Manager
 - f. Scarborough Public Health Officer – Dr. Steven Kirsh
 - g. F. W. Webb & Portland Air Freight to use their facilities if needed.

- G. Establish a Haz Mat Branch to coordinate the decontamination process
 - a. The decon area is on the access road on Side D between the Swing Room and the Boiler Room. A separate decon tent for responders and the entry and back up teams should be established near the trash dock entrance.
 - b. Under worst case scenario conditions there may be up to 300 individuals to decontaminate plus responders
 - c. The SMP&DC internal emergency response team will have everyone requiring decontamination in pre-decon suits, and will have collected valuables and clothing prior to releasing them to the decon line. They will also provide a supply of post decon suits that can be used by the decon team at the end of the line
 - d. Consider having a clean up contractor on site before starting the decon process to assure containment of run-off
 - e. Haz Mat personnel working the decon line should be in Level B suits with respirators using multi-contaminate P-100 particulate cartridges.
- H. Establish an EMS Branch to:
 - a. Assign an EMS crew to manage a rehab area for responders and conduct pre and post entry monitoring for team members
 - b. Assign an EMS crew to establish a triage and transportation process. Use buses to transport stable decontaminated individuals from the scene to the reception center for follow up with MECDC
 - c. Assign at least one rescue to be on stand by for any emergency that may come up inside the facility or with a first responder working at the incident
 - d. Notify REMIS to advise the local emergency departments in case any self-evacuated victims present directly to the hospitals
- I. Designate a Public Information Officer (PIO) to coordinate with the Joint Information Center (JIC)

DEFINITIONS

- A. **BDS** – Biodetection system
- B. **CFS room** – A shelter in place location adjacent to the BDS monitoring site where the most contaminated employees will await decontamination procedures
- C. **EOC** – Emergency Operations Center
- D. **JIC** – Joint Information Center
- E. **MEMA** – Maine Emergency Management Agency
- F. **NIMS** – National Incident Management System
- G. **PVRRT** – Presumpscot Valley Hazardous Materials / WMD Response Team
- H. **RRT** – Regional Hazardous Materials / WMD Regional Response Team
- I. **SMP&DC** – The Southern Maine Processing & Distribution Center
- J. **Swing room** – A shelter in place location also known as the cafeteria or break room.

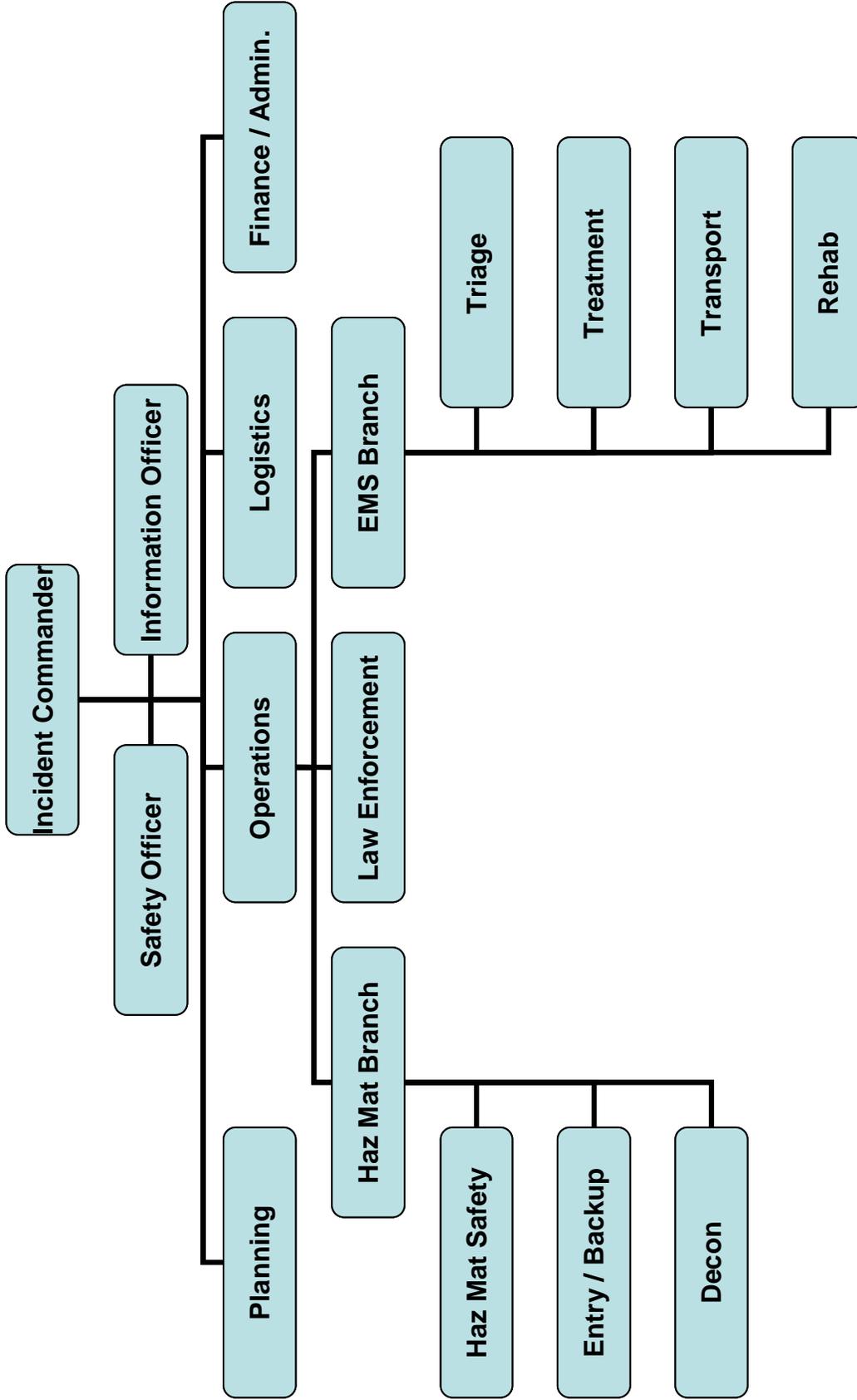
EMERGENCY CONTACT INFORMATION

A. Scarborough Public Safety Dispatch	207-883-5116
B. Southern Maine Processing & Distribution Center	207-510-2863
C. Windham Public Safety Dispatch – for PVRRT team activation	207-892-2525
D. South Portland Communications Center – for RRT	207-799-3311
E. Portland Fire Communications Center – for RRT	207-874-8574
F. Maine State Police	800-482-0730
G. Cumberland County EMA	800-298-1139
H. Maine Emergency Management Agency	800-452-8735
I. Maine Centers for Disease Control	800-821-5821
a. Jackie Roberson – work	207-287-4224
b. Jackie Roberson – cell	207-215-3425
J. Clean Harbors	207-799-8111
K. Maine Department of Environmental Protection	207-822-6300
L. Maine Medical Center – REMIS	207-662-2650
M. Mercy Hospital – ER	207-879-3266
N. Southern Maine Medical Center – ER	207-283-7100
O. Scarborough Public Health Officer – Dr. Steven Kircsh, pager	207-741-3061
P. Scarborough Public Works	207-883-5159
Q. Maine National Guard Armory, 50 Western Ave, So. Portland	207-756-7800
R. F. W. Webb, 150 Postal Service Way, So. Portland	207-772-8364
S. Portland Air Freight, 75 Postal Service Way, Scarborough	207-510-6900
T. USPS Vehicle Maintenance Facility (VMF) manager’s office	207-842-5901
a. Supervisor	207-842-5902
b. Parts/stock room	207-842-5903
c. Admin/Clerks office	207-842-5904

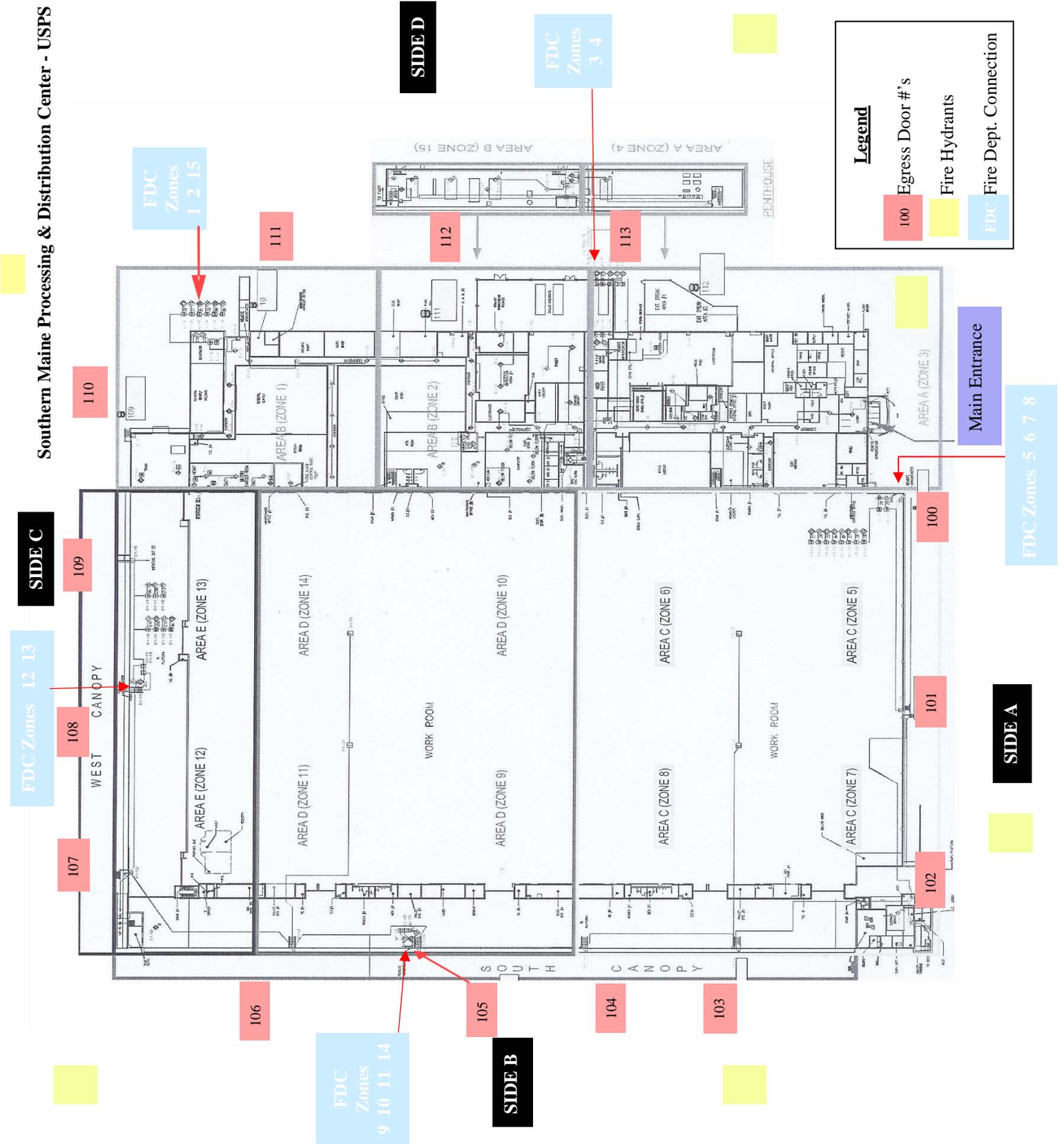
REFERENCES

- A. CFR 1910.120
- B. USPS Biodetection Incident Action Plan
- C. Centers for Disease Control (CDC) guidance
<http://www.bt.cdc.gov/documentsapp/anthrax/protective/10242001Protective.pdf>
- D. Sample Incident Command Chart (attached)
- E. SMP&DC site plan map (attached)
- F. Appendix 1 – Decontamination plan (attached)

Sample Incident Command Chart



Southern Maine Processing & Distribution Center - USPS



FDC Zones 12 13

SIDE C

FDC Zones 1 2 15

SIDE D

FDC Zones 9 10 11 14

SIDE B

FDC Zones 3 4

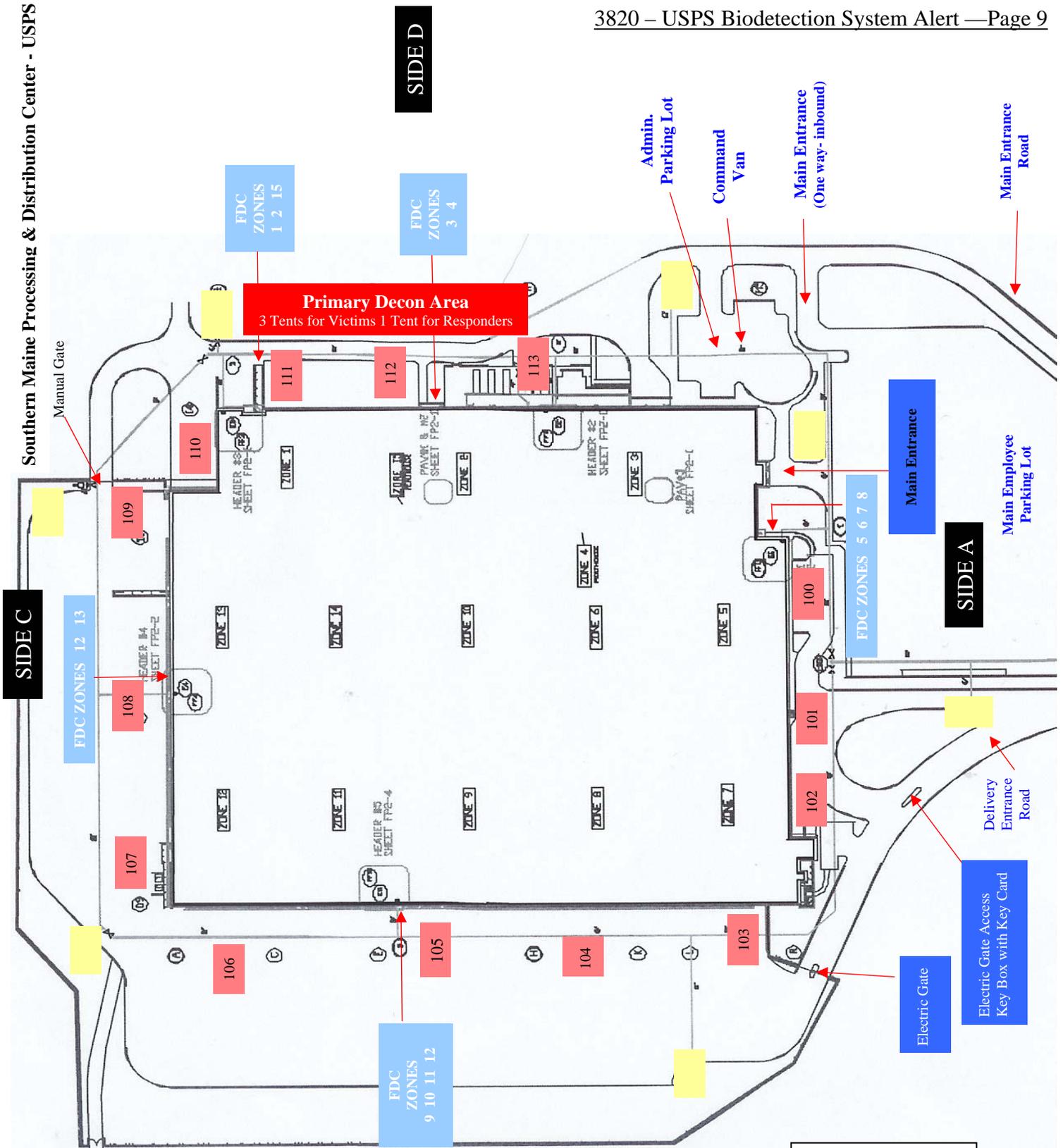
Legend

- 100 Egress Door #s
- Fire Hydrants
- FDC Fire Dept. Connection

Main Entrance

FDC Zones 5 6 7 8

SIDE A



SIDE C

SIDE D

SIDE B

SIDE A

Primary Decon Area
3 Tents for Victims 1 Tent for Responders

Legend

- Egress Door #'s
- Fire Hydrants
- Fire Dept. Connections

100

FDC

APPENDIX 1 – DECONTAMINATION PLAN

PURPOSE

To establish guidelines for the Haz Mat Branch Director to use when establishing the decontamination process.

RESPONSIBILITIES

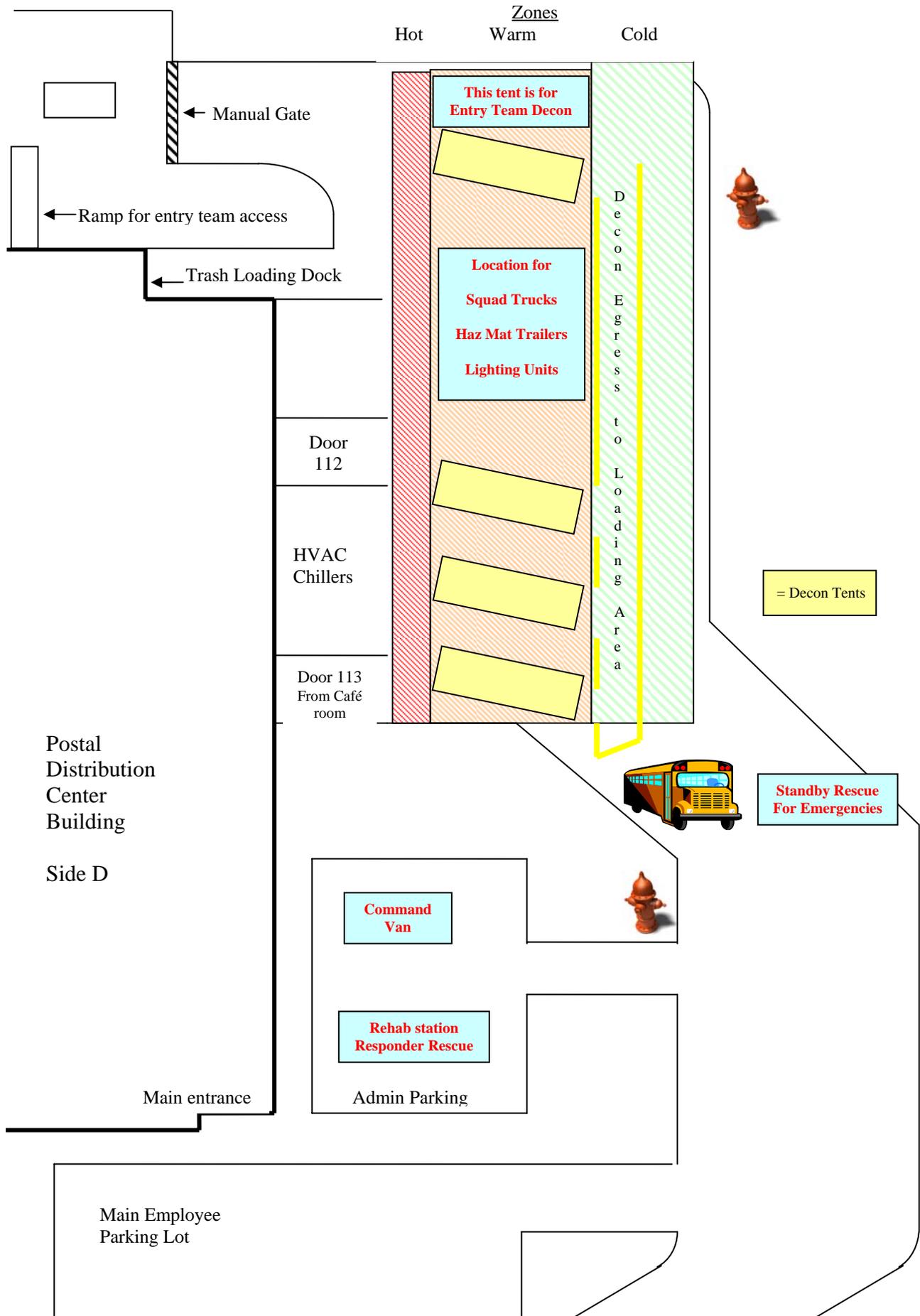
- A. Haz Mat Branch Director
 - a. Assign a Haz Mat Safety Officer
 - b. Assign a Decon Officer
 - c. Assign an Entry / Back up team officer to assist the Postal Inspection Service with retrieval of the BDS cartridge from the facility if required.
- B. Decon Officer
 - a. Establish and oversee a decon line with multiple tents as depicted on the attached drawing.
 - b. Request resources and supplies through the ICS system as required based on the total number of employees requiring decon and current weather conditions.
- C. EMS Branch Director
 - a. Assign a rescue unit and crew to standby for first responders and to man the rehab sector
 - b. Maintain at least an additional rescue unit in case they are needed for emergency transport
 - c. Coordinate with USPS staff inside the facility (via phone) to triage any employees that require rapid decon or medical treatment
 - d. Coordinate the transportation of decontaminated employees with the Haz Mat Branch Director to the reception center for follow up care

PROCEDURE

- A. Establish additional decon tent lines as necessary near Door 113 outside the Cafeteria Shelter-in-Place location.
- B. A separate Decon Tent for first responders and the Entry & Back up teams should be positioned on the Side C/D corner on the West end of the facility. Entry to retrieve the BDS canisters will be through the ramp on Side C
- C. Decon team members should be in Level B suits with respirators and P-100 cartridges.
- D. Consider room for placement of squad trucks with light towers and electrical generators
- E. There are two hydrants plus domestic water supplies on the building for decon water supply
- F. Since this will be a prolonged event pumping and containment of waste water will be required. Clean Harbors has a contract with the USPS to dispose of this waste and they should be contacted early in the process.
- G. Establish a safe egress area clearly marked with cones and barrier tape so employees will know where to proceed to the loading area
- H. Employees should exit the facility in pre-decon suits with no valuables or other items that require collection.
- I. The USPS has a stock of post-decon suits on site in marked containers that can be used to dress in after decontamination

RESOURCES TO CONSIDER

- A. Additional Decon teams from South Portland, Portland, Presumpscot Valley, York County, and the Civil Support Team.
- B. Heavy rescues with electrical generators and lighting
- C. Sump pumps, over-pack drums, and hoses to contain run-off
- D. Hoses, manifolds, and wyes for water supply
- E. Traffic cones and barrier tape from Scarborough DPW or Gorham or Westbrook Fire Police.
- F. Level B suits & P-100 particulate cartridges
- G. Public Works for plowing and sanding
- H. Use of the Portland Air Freight or F. W. Webb facilities for rehab of personnel and command functions.



Incident Communications Plan			<u>Incident Name</u> BDS Alert	<u>Date/Time Prepared</u>	<u>Operational Period/Time</u>
Basic Radio Channel Utilization					
Channel Display	Function	Frequency Tone	Assignment	Remarks	
SF310	Fire Staging	154.310	Level 1 Staging	State Fire Frequency	
CHF280	Haz Mat/ Decon	154.280	Haz Mat Branch	Haz Mat & Decon ops	
SFD TAC	Operations	155.775 156.700	Operations Branch	Scarborough Fire Tactical	
NWCC	Law Enforcement	155.475 192.800	Law Enforcement Branch	Nationwide Car-Car	
CHF265	IMAT	154.265	Incident Management Team	Unified Command	
EMS 1	EMS	155.385	EMS Branch	EMS Disaster	
EMA CALL	EMA	155.760	Cumberland County EMA	EMA coordination	
EMATAC1	Evaluators	155.100 173.800	Evaluators/controllers	Coordination of evaluators	

ICS 205

APPENDIX 2 – SAMPLE PRESS RELEASE

To be used during initial operational period until a JIC is established

FOR IMMEDIATE RELEASE

CONTACT: _____ PHONE: _____ DATE: _____

**Southern Maine Postal Processing & Distribution Center
Scarborough, Maine closed due to Anthrax Detection**

On (day, date, time) _____, the Biohazard Detection System installed in the South Maine Postal Processing & Distribution Center, 79 Postal Service Way in Scarborough, detected the possible presence of Anthrax in the mail. Further tests are underway to confirm whether or not the substance is Anthrax, and results of those tests should be known on (day, date) _____.

As a safety precaution, the Southern Maine Postal Processing & Distribution Center will be temporarily closed while tests are being conducted. The Biohazard Detection System is a completely automated system which continuously tests samples of air collected above the mail as it enters the first stage of automated processing. Air samples are transmitted to collection and analysis equipment which perform the biological testing. If the presence of Anthrax is detected, the BDS sounds a local alarm, transmits automatic notification of the threat to postal officials on and off-site, and shuts down the mail processing operations.

The Scarborough Police Department has secured the area around the facility, and the Scarborough Fire Department is on scene and has activated the Presumpscot Valley & South Portland Hazardous Materials Teams to assist them with the precautionary decontamination of all employees that were in the facility when the alarm was activated.

A Joint Information Center will be established once senior postal service personnel are on-scene and updated briefings will be handled through that center as more information becomes available.