

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 306.10.01	Page 1 of 6
	Original Effective Date: 03/25/19	New Effective Date: 10/18/21
	Supersedes: 306.10.01	Dated: 03/25/19
	Administrator's Approval: Sarah Cooper, Administrator Cooper, Sarah E (COOPESE) 10/22/2021 3:14:51 PM	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 306 Security		
Subject: Handling Mail-borne Chemical and Biological Threats		

POLICY

The Division of Adult Institutions shall ensure a process is in place to address the potential of mail-borne biological and chemical threats to limit exposure, mitigate risk and provide a comprehensive response.

REFERENCES

Wisconsin Administrative Code s. DOC 309.04 – Inmate mail

DAI Policy 309.04.01- Inmate Mail

DAI Policy 500.60.13 – Airborne-Droplet Infections

United States Postal Service Domestic Mail Manual Guidelines

US Homeland Security Patient Decontamination Guidelines – Chemical Exposure

DEFINITIONS, ACRONYMS AND FORMS

Aerosolization – The process or act of converting some physical substance into the form of particles small and light enough to be carried on the air i.e. into an aerosol.

Biological Agent – A bacterium, virus, protozoan, parasite, or fungus that can be used purposefully as a weapon in bioterrorism or biological warfare.

Chemical Threat – Categories of chemical threats include nerve agents, blood agents, pulmonary (choking) agents, blister agents, industrial chemicals and irritants.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2466 – Incident Report

EMS – Emergency Medical Services

Fentanyl – A rapid-acting pain reliever that is 50 to 100 times more potent than morphine and can be hundreds of times stronger than heroin.

Fentanyl Analog – A structurally related but not identical chemical to Fentanyl. Fentanyl analogs retain functional similarity to Fentanyl, and like Fentanyl they are active at the same opioid receptor sites.

DAI Policy #: 306.10.01	New Effective Date: 10/18/21	Page 2 of 6
Chapter: 306 Security		
Subject: Handling Mail-borne Chemical and Biological Threats		

Opioids – A large class of highly potent substances that provide analgesia but can also lead to sedation and respiratory depression. They are associated with a high abuse potential.

PPE – Personal Protective Equipment

Ricin – A poison found naturally in castor beans and can be made from the waste material left over from castor bean processing.

U.S. – United States

PROCEDURE

- I. Staff opening incoming mail are encouraged to wear PPE (i.e. nitrile gloves, face mask) when doing so.
 - A. Staff shall have air tight sealable plastic bags available.
 - B. Suspicious mail shall be identified and segregated as early as possible in the mail stream to both maintain their integrity as evidence and to limit further potential exposure to individuals.
- II. **Handling Contaminated Items**
 - A. Some characteristics of suspicious packages and letters include the following:
 1. Excessive postage.
 2. Handwritten or poorly typed addresses.
 3. Incorrect titles.
 4. Title, but no name.
 5. Misspellings of common words.
 6. Oily stains, discolorations or odor.
 7. No return address.
 8. Excessive weight.
 9. Lopsided or uneven envelope.
 10. Protruding wires or aluminum foil.
 11. Excessive security material such as masking tape, string, etc.
 12. Visual distractions.
 13. Ticking sound.
 14. Marked with restrictive endorsements, such as “Personal” or “Confidential”.
 15. Shows a city or state in the postmark that does not match the return address.
 - B. Handling suspicious unopened letters or packages.
 1. Do not shake or empty the package.
 2. Place entire article in double plastic bag, seal and place in another plastic bag and seal (double bag).
 3. Notify a Security Supervisor immediately who may contact law enforcement when appropriate.

DAI Policy #: 306.10.01	New Effective Date: 10/18/21	Page 3 of 6
Chapter: 306 Security		
Subject: Handling Mail-borne Chemical and Biological Threats		

4. If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove cover.
 5. Leave the room and close the door and section off the area to prevent others from entering.
 6. Wash hands with soap and water to prevent spreading of any contaminated material to other parts of your body.
 7. Complete a DOC-2466, identifying any staff in the vicinity.
 8. Shut off air handlers if applicable.
- C. Opened letter or package containing unidentified/suspicious powder or other substance:
1. Do not shake or empty the contents of any suspicious envelope or package.
 2. Staff shall alert others in the immediate area a suspicious item or material has been identified, and do not allow others to approach the package for further inspection.
 3. Notify a Security Supervisor immediately who may contact law enforcement when appropriate.
 4. If possible, take a picture of the package and its labeling to assist law enforcement investigation.
 5. Staff shall place the envelope or package in a plastic bag, seal and place in another plastic bag and seal (double bag).
 6. If staff doesn't have a container, cover the envelope or package with a protective cover (e.g., clothing, paper, trash can, etc.) and do not remove cover.
 7. Staff shall attempt to reduce any airflow in and around the room where the package is located.
 8. Staff shall then leave the room and close the door. Section off the area to prevent others from entering.
 9. Staff shall wash hands with soap and limit their movement and contact with other staff until receiving further instruction by first responders. This step should include any persons in the room when the package was opened.
 10. Conduct wellness checks on those who were in the nearby vicinity.
 - a. If someone begins to display adverse effects, or becomes ill, it is recommended to monitor and wait for first responders to transport that person to a local hospital.
 - b. Notification shall be given to local hospitals of suspected hazmat patients prior to their arrival.
 11. Complete a DOC-2466, identifying any staff in the vicinity.
- D. Envelope with powder or other material that spills. Staff shall:
1. Not attempt to clean up the powder.
 2. Cover the spilled contents immediately with a protective cover (e.g., clothing, paper, trash can, etc.) and do not remove cover.

DAI Policy #: 306.10.01	New Effective Date: 10/18/21	Page 4 of 6
Chapter: 306 Security		
Subject: Handling Mail-borne Chemical and Biological Threats		

3. Alert others in the immediate area that a potentially suspicious item or material has been identified, and not allow others to approach for further inspection.
 4. Notify a supervisor immediately.
 5. Wash hands with soap and water to prevent spreading.
 6. Photograph, if possible and save, the package and its labeling to assist law enforcement investigations.
 7. Place the envelope or package in a plastic bag, seal and place in another plastic bag and seal (double bag).
 8. Reduce or preferably eliminate any airflow in and around the room where the package is located.
 9. Section off the area to prevent others from entering.
 10. If staff become contaminated, exit the room, close the door, do not leave the area and wait for responders.
 11. Leaving the area could contaminate other areas, staff and inmates.
 12. Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
 13. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin. This step should also include any other persons in the room when the package was opened.
 14. Conduct wellness checks on those who were in the nearby vicinity.
 - a. If someone begins to display adverse effects, or becomes ill, it is recommended to monitor and wait for first responders to transport that person to local a hospital.
 - b. Notification shall be given to local hospitals of suspected hazmat patients prior to their arrival.
 15. Complete a DOC-2466, identifying any staff in the vicinity.
- E. Suspected room contamination by aerosolization. Staff shall:
1. Turn off local fans and ventilation units in the area.
 2. Leave area immediately.
 3. Close the door, or section off the area to prevent others from entering.
 4. Contact a supervisor immediately.
 5. Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
 6. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin.
 7. Conduct wellness checks on those who were in the nearby vicinity.
 - a. If someone begins to display adverse effects, or becomes ill, it is recommended to monitor and wait for first responders to transport that person to local a hospital.
 - b. Notification shall be given to local hospitals of suspected hazmat patients prior to their arrival.
 8. Complete a DOC-2466, identifying any staff in the vicinity.

DAI Policy #: 306.10.01	New Effective Date: 10/18/21	Page 5 of 6
Chapter: 306 Security		
Subject: Handling Mail-borne Chemical and Biological Threats		

F. Notification Check List and Follow up

1. At the time of the incident, initial notification shall include:
 - a. Supervisor.
 - b. Law Enforcement.
 - c. EMS.
 - d. Fire.
 - e. Local Hospitals.
 - f. DAI Administrator.
 - g. DOC Preparedness and Emergency Response Section On-Call.
 - h. County Emergency Management contact.
 - i. U.S Postal Office Inspector.
2. After the incident has been resolved, follow up notification shall include:
 - a. Any individuals potentially exposed, including DOC staff, hospital staff and any others involved in the incident.
 - b. DOC Incident Reporting Group.
 - c. DOC Communications Director.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 306.10.01	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number: N/A	Dated: N/A
Chapter: 306 Security		
Subject: Handling Mail-Borne Chemical and Biological Threats		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other