



## Department of Public Safety

*"Building Pride in Providence"*

October 18, 2001

EXECUTIVE ORDER #~~4~~ 2  
Series of 2001

To All Members of Public Safety:

With the current situation in the United States, the following guidelines have been enacted in response to dealing with biological threats of anthrax exposure:

Prior to Police involvement, call-takers must perform a thorough questioning of the reporter to determine the proper nature code and level of subsequent response. Therefore, it is imperative that the Department of Communications personnel ascertain from the caller the following:

- Location of suspicious package/substance,
- Description of contents, if known,
- Number of people exposed,
- Length/Level of exposure,
- Suspect information, if any.

### ***THREAT LEVEL I RESPONSE***

A call for suspicious mail, packages, and/or envelopes, etc. where no one has been exposed to any unknown substance and the package is not a suspected explosive device, but the container is unidentified or is of a suspicious origin shall be procedurally treated in the following manner:

- The responsible, or closest Patrol Unit along with a supervisor shall be dispatched via E-mail, or police radio; however, response shall be subject to the priority ordering of other pending calls, i.e. alarms, 911calls, etc.
- Upon arrival, the officer will make the determination whether an item is truly suspicious in nature, and if so, then request a Fire Department response.
- Fire Department personnel shall respond, evaluate, and over pack the item in accordance with Fire Department protocol.
- The Police will then have BCI respond, and take over the evidentiary process at this juncture.
- The suspected package will be placed in a "holding bin" located at the base of the ramp along the north side of the Headquarters Building. If BCI is unable to respond, the assigned Patrol Officer will transport package to Headquarters and secure said package in holding bin.

- Holding Bin is marked "bio-hazard" and will be secured with a hardened padlock, with keys maintained by the Patrol Desk Sergeant, and BCI Office.
- RI Emergency Management shall be notified by OIC, BCI @ 946-9996.
- Each morning these packages will be x-rayed, inventoried, and transported to the RI State Fire Marshal's Office, 24 Conway Avenue, North Kingstown, RI.

### **THREAT LEVEL II RESPONSE**

This response level shall be utilized when receiving reports of suspicious substances/packages involving a non-physical or non-intrusive exposure to a person or persons, i.e. they have only seen the substance. For example, someone finds a powdery substance, but does not touch or inhale the substance. This can also be used for substances that are NOT contained - puddles on the ground, visible powder. Complainants should be instructed to keep away from the unknown substance. In this case, it is highly probable that both Police & Fire will be dispatched simultaneously.

- Again, the closest Police Unit available with supervisor will be dispatched via E-mail, or Police radio,
- Fire Department personnel wearing approved level of personal protective equipment, (PPE) shall make the initial contact with any unknown substance and person(s) exposed to same. Fire personnel shall over package the substance in accordance with protocol when feasible, or situation warrants.
- Police supervisor will request additional officers to secure, limit access, or evacuate area.
- RI Emergency Management shall be notified by OIC, BCI @ 946-9996.
- RI Emergency Management will dispatch their staff responder, who will transport the evidence to the RI Department Health.

### **THREAT LEVEL III RESPONSE**

Finally, this level is considered our highest priority in relations to exposures to unknown substances. This involves a person, or persons who have been physically touched, tasted, smelled, inhaled, or ingested an unknown substance.


- Fire Department personnel wearing an approved level of PPE shall make the initial contact with any unknown substance or person(s) exposed to the same.
- The FBI shall be notified.
- The package shall be turned over, or forwarded to the FBI's representative.
- Exposed persons are to be treated in accordance with Fire Department's protocol.
- RI Emergency Management shall be notified by OIC, BCI @ 946-9996.

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