



City of Perham Police Department

Stacy J. Paulseth, Chief of Police

525 West Main St. * P.O. Box 130 * Perham, MN 56573 * PHONE (218) 346-4452 * FAX (218) 346-4460

Because of recent events in our nation with regards to Anthrax being sent through the United States Mail, we have established the following guidelines to assist agencies, or businesses if they feel they have received suspicious mail.

POLICE DEPARTMENT 346-4452.

How to Handle Anthrax and Other Biological Agent Threats

A few facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents or threats.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Suspicious unopened letter or package marked with threatening message i.e., "Anthrax"

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. 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 this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to keep others away.
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next.
 - If you are at HOME, report the incident to local police 346-4452
 - If you are at WORK, report the incident to local police 346-4452, and notify a supervisor.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and police department for follow-up investigations and advice.

Envelope with powder and powder spills out onto surface:

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
2. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.
4. NOTIFY police department 346-4452, and if at work call police and supervisor.

If you get powder or liquid spilled on your clothes:

1. Remove contaminated clothing as soon as possible and place them in plastic bag, or some other container that can be sealed. The clothing bag should be given to police officers when they arrive.
2. **SHOWER** with soap and water as soon as possible. **Do not use bleach or other disinfectant on your skin.**
3. If possible, list all people who were in the room or area, especially those who had actual contact with the powder or liquid. Give this list to both the public health and police department.

If an unattended package with powder or threatening word is found in building:

1. Do not touch the package.
2. Evacuate the area near the package, and ensure that no one touches the package.
3. Call the police department 346-4452
4. List any and all persons that may have come into contact with the package.

How to identify suspicious packages and letters:

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no names
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address, remember Perham Mail first goes to Fargo, so that Postmark from Perham may be Fargo.



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

- 1 Handle with care.
Don't shake or bump.**
- 2 Don't open, smell, touch,
or taste.**
- 3 Isolate it
immediately.**
- 4 Treat it as suspect.
Call local law enforcement
authorities.**

If a letter/parcel is open and/or a threat is identified . . .

For a Bomb:

- Evacuate Immediately
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

For Radiological:

- Limit Exposure - Don't Handle
- Evacuate Area
- Shield Yourself From Object
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:

- Isolate - Don't Handle
- Evacuate Immediate Area
- Wash Your Hands With Soap and Warm Water
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit



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PROCEDURE FOR HANDELING SUSPICIOUS POWDER

1. If you receive a call about suspicious powder, respond to the location and secure the building by closing down the area.
2. Call Stacy at 346-5581 or 841-7796,
3. Document everyone that may have had contact with the powder, or package. (Have them sign a tablet with address and phone number.
4. Once building secure, and persons have been documented, a phone call can be made to the MN Department of Health at 800-422-0798. If the powder involves a Post Office facility a phone call Can be made to the Postal Inspectors office at 651-293-3200.
5. Follow procedures given by Department of Health or Postal Inspector for collection of powder.
6. Use required items found in this kit for personal protection. After collection of powder, all personal protective equipment should be placed in a bag and sealed for testing or decontamination. If needed the powder can be collected by a fire official with an SCBA unit.
7. Decontamination of the area should be done with a disenfectant found in the Haz Materials Kit. The disenfectant needs to stay on the area to be cleaned for 10 minutes before cleaned up.

Kit contains: Rubber gloves, boot protectors, hair protector, inner garment, biohazard suit, safety glasses, safety shield, micron breather, biohazard bag, evidence bag, air tight containers, tape, spoon, knife, antiseptic hand cleaner, mailing tube.