

COORDINATION MATRIX
TO ASSIST IN STATE RESPONSE
REGARDING SUSPICIOUS SUBSTANCE EVENTS
INCLUDING HAZARDOUS MATERIAL /WMD/CBRNE/ INCIDENTS

April, 2010 Version 1.0

PURPOSE: The following matrix outlines the interagency coordination flow during suspicious substance, hazardous material, or radioactive material events.¹ This matrix updates the procedures used after the October, 2001 anthrax attacks to assure standardization of response. The matrix is based on guidance provided by the International Association of Fire Chiefs, as well as by federal agencies, including the Federal Bureau of Investigation, the Department of Homeland Security, and the Centers for Disease Control (CDC).²

DETERMINATION OF THREAT OR SUSPICION OF THREAT: Whether a potential threat exists depends on the totality of the circumstances of the incident. A threat may be suspected when the situation is unusual or suspicious, or a sensitive location (e.g., courthouse, schools, State Capitol or other government building) or sensitive or vulnerable population is involved. See, for example, Appendix A to the *Model Procedures* cited in Footnote 1 for examples of suspicious circumstances. Another example of the existence of a threat or suspicion of threat for which the Threat Assessment Team should be notified is when there is such a degree of danger or uncertainty regarding a substance that an evacuation is conducted.

GENERAL CONCEPTS OF OPERATION:

- There is established a Threat Assessment Team, composed of: the local incident commander/unified command; the Department of Environmental Protection (DEP); the Department of Public Safety/Emergency Services Unit (DPS/ESU); the Department of Public Health (DPH); the Department of Emergency Management and Homeland Security (DEMHS); and the Federal Bureau of Investigation (FBI.)
- In the course of any suspicious substance event, if the local Incident Commander/Unified Command or town official notifies or requests assistance from a state agency or the FBI, that state agency or the FBI will notify the other agencies on the Threat Assessment Team, preferably through a notification to the State Police Message Center (1-800-842-0200) which will then notify the other members of the Threat Assessment Team.

¹ This matrix should be read in conjunction with the State of Connecticut Consequence Management Plan for Deliberately Caused Incidents Involving Chemical Agents, signed by Governor Rell in February of 2009.

² See *Model Procedures For Responding to a Package with Suspicion of a Biological Threat*, International Association of Fire Chiefs, in cooperation with FBI Hazardous Materials Response Unit (October, 2008); *Guidance on Initial Responses to a Suspicious Letter/Container With a Potential Biological Threat*, FBI, DHS, HHS/CDC-Coordinated Unclassified Document, (November 2, 2004).

- Any agency on the Threat Assessment Team contacted or notified by the Incident Commander/Unified Command will notify the other state agencies and the FBI. This notification may take place through the State Police Message Center, or by phone, electronically (e.g., email) or in person. This does not apply to non suspicious/non threat incidents when the DEP, in discussion with the IC/UC, concludes that the substance is known and the source is verified.
- Every notification under this matrix should include the following information: who, what, where, when, why and how, or as much information as is available, as well as the name of the Incident Commander and any available contact information.
- Because a mutual notification system exists between the two entities, notification to the State Police Emergency Services Unit (ESU) constitutes notification to the FBI, and notification to the FBI constitutes notification to the ESU.
- Depending on the location of the event, FBI resources may include deputized members of the Stamford, Hartford, or New Haven/Yale Police Departments.
- Depending on the circumstances of the event, other local, state or federal agencies may be notified. The FBI will notify all federal partners, and the state agencies on the Threat Assessment Team will notify other state partners as may be necessary.
- Other response resources may include regional HazMat Teams and/or decontamination equipment.
- The use of this coordination matrix will be reviewed after six months and periodically thereafter.

LIFE SAFETY COMES FIRST:

IF THERE IS A LIFE SAFETY ISSUE, ANY TRAINED RESPONDER CAN USE ANY AVAILABLE TECHNOLOGY FOR TESTING OR SAFETY.

NO THREAT OR SUSPICION OF THREAT:

- If the initial review of the incident by the Incident Commander/Unified Command indicates that there is no threat or suspicion of a threat, then the incident may be handled as a routine hazardous material or radioactive material response:
 - IC/UC shall notify DEP;
 - If, in discussion with the IC/UC, DEP concludes that the substance is known, and the source is verified, then the matter is handled as a routine incident, and no further notification is required under this matrix;

- If, in discussion with the IC/UC, DEP cannot conclude that the substance is known and the source is verified (i.e., testing is required), then DEP shall notify the State Police Message Center that there is an incident that does not appear to be a threat or suspicion of a threat, and that this is a situational awareness notification. The State Police Message Center will then notify the other Threat Assessment Team members for situational awareness.
 - Until the State Police Message Center sets up the Threat Assessment Team notification system, the State Police Message Center shall notify the CSP/ESU, who will notify the other Threat Assessment Team members for situational awareness.
- Upon receipt of situational awareness notification to the Threat Assessment Team, any member with a concern regarding the incident must notify the DEP immediately. Otherwise, DEP may proceed to handle the matter as a routine incident.

THREAT OR SUSPICION OF THREAT:

- If the initial review of the incident by local the Incident Commander/Unified Command indicates that there is a threat or suspicion of a threat, or if a threat or suspicion of a threat develops:
 - Incident Commander/Unified Command notifies DEP;
 - DEP notifies the State Police Message Center that there is an incident involving a threat or suspicion of threat requiring a Threat Assessment Team consultation. The State Police Message Center will then notify the Threat Assessment Team for consultation.
 - Until the State Police Message Center sets up the Threat Assessment Team notification system, the State Police Message Center shall notify the CSP/ESU, who will notify the other Threat Assessment Team members for consultation.
 - ESU arranges with the other members of the Threat Assessment Team for an operational consultation, which includes the local Incident Commander/Unified Command, DEP, DPH, DEMHS and the FBI. This consultation may take place by phone, electronically, or in person, and may result in the deployment or response of one or more Threat Assessment Team agency;
 - If necessary, steps should be taken to withdraw/ evacuate until the threat assessment consultation is completed. Steps may also be taken to mitigate further impact, provided that non life-safety mitigation activities do not in any way affect the ability of law enforcement to collect a pure sample of the substance.

- Except under circumstances when life safety is in jeopardy, no testing of the substance will take place until the Threat Assessment Team has been consulted.
- Any Threat Assessment Team agency shall notify the local Incident Commander/Unified Command and the other agencies on the Threat Assessment Team if they are responding to the scene.

Amy Manella
Department of Environmental Protection

4/23/10
Date

John A. Dale
Department of Public Safety

4/27/10
Date

Robert Salvendy
Department of Public Health

23 Apr '10
Date

Paul A. Rossi
Department of Emergency Management
and Homeland Security

4/23/2010
Date

1 Kimberly M. My
Federal Bureau of Investigation

04/27/2010
Date

Charles M. Flynn
Connecticut Fire Chiefs Association

4/27/2010
Date

Donna
CT Career Fire Chiefs Association

4.23.10
Date

Shirley A. ...
Connecticut Police Chiefs Association

4/23/2010
Date

COORDINATION MATRIX FOR SUSPICIOUS SUBSTANCE EVENTS

