

Mandatory stand-up talk

January 6, 2006

Keep up the message on Suspicious Mail

As we begin the new year, we need to be particularly diligent about suspicious mail to make sure we are doing everything possible to protect our employees and our customers.

In September, the Postal Service observed National Preparedness Month and published a poster on immediate response actions for suspicious mail and unknown powders or substances. In October, the posters were mailed to all employees and facilities, and supervisors were sent a checklist. In November, Postal facilities did response drills to review their local response procedures. Why do all of this? To protect our people, our customers, our operations and our facilities.

We also need to continue to be aware of one simple, but very important message on suspicious mail and unknown powders or substances: Package, People, Plan.

Package: Don't handle. Isolate it.

Let's review. This means don't bag it, don't containerize it, and don't send it to another operation or location. How can you isolate it? By cordoning off the immediate area, and following the next instruction concerning people.

People: Clear the area of people and notify your supervisor.

You need to make everyone aware of the situation. By immediately clearing the area, you prevent others from handling the suspicious mail or substance. Also, never delay in contacting a supervisor. If a supervisor is not available, follow the next instruction concerning plan.

Plan: Contact the Inspection Service and follow your facility emergency plan.

If a supervisor is not available, call the Inspection Service for further instructions. Each facility has a 24-hour local inspector contact phone number. All Postal installations have emergency plans. These may also be referred to as emergency action plans. If an emergency situation exists, such as smoke, fumes, vapors, or, if employees are exhibiting medical symptoms, immediately evacuate the area and contact your local emergency responders.

Remember this very important message: **Package, People, Plan.**

All managers and supervisors are reminded that the poster (POS 205A): "Immediate Response Actions Suspicious Mail and Unknown Powders or Substances" (PSN 7690-08-000-1683) must be displayed prominently in the workplace.