

**Standard Operating Procedures for Mail Screening Task**  
**Revised 4/9/2002**

**Appendix A.2**

**Evacuation Procedure Primary Task Checklists for Mail Center Supervisor**

**Keep this Checklist accessible at your workspace, at all times**

## **Mail Center Supervisor Checklist**

If a suspicious material has been discovered:

**During Glove Box Screening or Mail Sorting Operations**

1. Evacuate all staff, clients and all others from the Mail Center to the loading dock.
2. Lock the corridor doors from inside the Mail Center, using deadbolt.
3. Lock the swinging loading dock doors from the inside using sliding bolt.
4. Call Security at 358-1616 and notify them of a **Code Purple in the Mail Center**.
5. Call the Help Desk at 358-0233 and tell them that there is a suspicious substance incident in the Mail Center.
6. Call the R&I supervisor at 358-0196 to notify that there is a suspicious substance incident in the Mail Center
7. After verifying that everyone has left the Mail Center, unlock the swinging doors to the loading dock, and leave the Mail Center. Do not lock swinging doors. Wait outside the swinging doors and prevent people from entering until emergency response personnel arrive.
8. Review this checklist to be sure all tasks have been accomplished.

If a Suspicious material has been discovered:

**During Transport or Handling Before Sorting**

1. Immediately upon notification that there is a suspicious material incident, deliver plastic bags and plastic drop cloth th the SMSS or Mail Sorter in the area where the material was discovered.
2. Determine if the SMSS or Mail Sorter requires assistance, and render as appropriate.

**If incident occurs in the Mail Center**

1. Evacuate all Staff and Clients from the Mail Center to the loading dock.
2. Lock the corridor doors from inside Mail Center, using deadbolt.
3. Lock the swinging loading dock doors from the inside using sliding bolt.
4. Call Security at 358-1616 and notify them of a **Code Purple in the Mail Center**.
5. Call the Help Desk at 358-0233 and tell them that there is a suspicious substance incident in the Mail Center.
6. Call the **R&I supervisor** at 358-0196 to notify that there is a suspicious substance incident in the Mail Center.
7. After verifying that everyone has left the Mail Center, leave through swinging doors to the loading dock. Do not lock swinging doors. Wait outside the swinging doors and prevent people from entering until emergency response personnel arrive.
8. Review this checklist to be sure all tasks have been accomplished.

**If incident occurs in the R&I area**

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1. Notify the **R&I Supervisor** that there has been a suspicious material incident.
2. Call Security at 358-1616 and notify them of a **Code Purple** in the R&I area.
3. Call Security at 358-0233 and tell them that there is a suspicious substance incident in the R&I area.
4. After verifying that everyone has left the Mail Center, unlock the swinging doors to the loading dock, and leave the Mail Center. Do not lock swinging doors. Wait outside the swinging doors and prevent people from entering until emergency response personnel arrive.
5. Review this checklist to be sure all tasks have been accomplished.

If a suspicious material has been discovered

#### **During Sorting Operation**

1. Evacuate all staff, clients and all others from the Mail Center to the Loading dock.
2. Lock the corridor doors from inside the Mail Center, using deadbolt.
3. Lock the swinging loading dock doors from the inside using sliding bolt.
4. Call the Help Desk at 358-0233 and tell them that there is a suspicious substance incident in the Mail Center.
5. Call the Help Desk at 358-0233 and tell them that there is a suspicious substance incident in the Mail Center.
6. Call the R&I supervisor at 358-0196 to notify that there is a suspicious substance incident in the Mail Center.
7. After verifying that everyone has left the Mail Center, unlock the

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swinging doors to the loading dock, and leave the Mail Center. Do not lock swinging doors. Wait outside the swinging doors and prevent people from entering until emergency response personnel arrive.

8. Review this checklist to be sure all tasks have been accomplished.

### **End of Mail Center Supervisor Checklist**