

**Standard Operating Procedures for Mail Screening Task
Revised 4/11/2002**

Appendix A.3

Evacuation Procedure Primary Task Checklists for Help Desk

Keep this Checklist Accessible at your workspace, at all times.

Help Desk Checklist

If informed that there has been a suspicious material incident:

1. Immediately notify the **Program Manager, Deputy Program Manager, Facilities Group Manager** and **Business Manager** that there has been a suspicious material incident. Notifications shall be in person, by phone, or by pager; whatever method is fastest.
2. If none of the above-named LESCO team have been notified in person or by phone (not just paged or voice mailed) within three minutes of suspicious material alert, call Code CO, in this order–

Eric Rountree (358-0209)
Facilities Manager

Judy Jackson (358-0212)
Deputy Director Facilities and Administration Services Division

Angela Stowes (358-1239)
Safety Manager

William Gokin (358-1293)
Director Facilities and Administrative Services Division

Boston Properties (202) 488-0549
Facility Engineers

End of Help Desk Checklist.