

**Standard Operating Procedures for Mail Screening Task  
Revised 4/22/2002**

**Appendix A.4**

**Evacuation Procedure Primary Task Checklists for Facilities GM and  
Program Manager**

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

**Facilities GM and PM Checklist**

If informed that there has been a suspicious material incident:

1. Immediately notify the COTR, and Boston Properties at 202-488-0549 that there has been a suspicious material incident in the Mail Center.
2. Following phone notificatins, LESCO management shall meet Code CO in the west lobby.
3. LESCO management shall confirm that Boston Properties has shut down the air handling equipment serving the Mail Center and R&I, 10 minutes after Boston Properties has been notified that there has been an incident.
4. The LESCO Manager who called the evacuation drill shall notify the Security Force Project Manager at the conclusion of the drill.

**End of Facilities GM and PM Checklist**