



# Mail Center Emergency Contacts

For Offices at Capitol Square

If you encounter a suspicious letter or package, evacuate the area immediately and then utilize the following contacts:

## 1. Agency Emergency Notification:

\_\_\_\_\_

\_\_\_\_\_

After Hours: \_\_\_\_\_

Follow the emergency notification plan for your work area. This may include setting off the nearest fire alarm or alerting the appropriate supervisor or safety personnel. There should be multiple contacts listed, which may include the agency safety officer or the floor warden.

## 2. Emergency Responder:

\_\_\_\_\_

\_\_\_\_\_

Dial 911 or contact your local HAZMAT team/fire department, as appropriate. For offices located at Capitol Square contact the Virginia Capitol Police. Prior to an incident occurring make sure you communicate with your local emergency responders to identify your appropriate contact.

## 3. USPS Postal Inspectors:

After Hours: \_\_\_\_\_

After a credible threat has been established contact the US Postal Inspectors (*only when USPS mail is involved*). Prior to an incident ever occurring make sure you communicate with your local US Post Office to identify your appropriate contact.

## 4. State Mail Services: (804) 236-3592 or StateMail@dgs.virginia.gov

After the incident is resolved the agency mail supervisor should report it to SMS. SMS is also available to assist with additional mail security questions.

### Information about this Facility

Address: \_\_\_\_\_

\_\_\_\_\_

Maintenance Contact: \_\_\_\_\_

After Hours Maintenance: \_\_\_\_\_

Other Important  
Information:

For additional mail security resources visit:  
<http://sms.dgs.virginia.gov>