

## Mail Security Center Emergency Contacts for Capitol Square

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

1. **Dial the Virginia Capitol Police:** Virginia Capitol Police (804) 786-HELP

2. **Contact Local Hazmat Services:** \_\_\_\_\_

After calling the Virginia Capitol Police, contact your local Hazmat Services. Before an incident ever occurs, first communicate with your localities to identify the right contact.

3. **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.

4. **State Mail Services:** call (804) 236-3592 or email statemail@dgs.virginia.gov

After the incident is resolved, report it to SMS.

5. **USPS Postal Inspectors:** (804) 418-6100

**After Hours:** 1-(888) 876-5322

If a credible threat has been established, contact US Postal Inspectors (only if USPS mail is involved). Before an incident ever occurs, communicate with your local Post Office to identify the right contact.

### Information about this Facility

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

**Maintenance Contact:** DGS Service Desk (804) 786-3578

**After Hours Maintenance:** DGS Service Desk (804) 786-3578

**Other Important Information:** \_\_\_\_\_

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