

Mail Security Center Emergency Contacts

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

1. **Dial 911 for Police or Emergency Responders:** Dial 911 first. For offices located at Capitol Square, contact the Virginia Capitol Police 804-786-HELP (4357)

2. **Contact Local Hazmat Services:** _____

After calling 911, 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:** _____

After Hours: _____

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: _____

After Hours Maintenance: _____

Other Important Information: _____

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