

# Mandatory Stand-Up Talk

Jan. 15, 2021



## Employee safety during public demonstrations

The security of our employees, facilities, vehicles and the U.S. Mail is of the utmost importance to the U.S. Postal Service and the U.S. Postal Inspection Service. Postal employees are always reminded to be aware of their surroundings to protect themselves and each other. Vigilance is especially important during times like these, where large numbers of people may be in the streets, in front of buildings, and along your routes. You can do your part by following these important security guidelines:

### KEEP YOURSELF SAFE

- Be aware of your surroundings and think about situations where you may be at risk.
- If you see suspicious activity around a postal facility or postal vehicle, leave the area and find someplace safe. Call 9-1-1 when it's safe to do so. Then call your supervisor, who will call Postal Inspectors.
- Jot down any details you can remember, such as a description of the suspect and direction of travel.

### KEEP YOUR FACILITY SECURE

Even when you are not on the street, you should take certain precautions to keep you, your fellow employees, and your postal facility safe.

- Report any suspicious activities to a supervisor, who will contact the Inspection Service.
- ALL employees must display their USPS photo ID.
- Always challenge strangers and un-badged visitors.
- Secure entry points and dock doors when not in use.
- Ensure alarms and camera systems are operational.
- Secure security gates each night with a case-hardened padlock.
- Secure unattended vehicles at all times. Immediately report stolen or vandalized vehicles to a supervisor, who will contact the Inspection Service.
- Ensure both front and rear GSA- or P-tags are accounted for daily.
- Empty trailers should be locked at all times.
- Maintain a current master key inventory of all accountable keys.
- Ensure all keys are accounted for and secured at the end of every day.
- Secure all accountable mail in a locked security container (safe).
- Secure Postal Money Orders and cash drawers at the end of the day.
- Follow proper closing procedures for retail counter line.

Taking these steps will reduce the likelihood of harm to yourself and others. Thank you.