

SECURITY CHECKLIST

SEE HOW YOUR ORGANIZATION STACKS UP!


No organization is completely immune from mail attacks. International terrorists and homegrown extremists use the mail to disrupt business as usual and gain attention for their causes.

➤ Does your mailroom staff know how to **identify** potential mail threats?

➤ Do your mailroom employees wear Personal Protective Equipment (PPE)?

➤ Does your mailroom scan for explosives, biological, chemical, radioactive and nuclear agents?

➤ What would your organization do if a **powdery substance** showed up in the mailroom?

➤  **If a mail threat were suspected, who would communicate with employees and emergency response teams?**

➤ How often are your emergency procedures reviewed, tested, and updated?



➤ Is your mailroom staff **continuously trained** in mailroom safety?

➤ How long would it take for your organization to assess a potential mail threat? **1 hour? 1 day?**

➤ How long would it take for your employees to return to work after a mail threat shut down your operations?

HOW MUCH WOULD A MAIL ATTACK TRULY COST YOU? CONSIDER THE COST OF:

\$ A hospitalized employee(s) or in the worst case, the death of your employee(s)

\$ Having to close a facility and the time to decontaminate the facility

\$ Recruiting and training new employees

\$ Having your brand associated with an incident

**If you aren't happy with the answers to these questions,
it's time to call SoBran.**

As the leading global provider of mail security and screening services, SoBran understands what it takes to operate a safe mailroom facility and the potential costs of neglecting to do so.

Through our acclaimed SafeMail program, you can benefit from onsite mail screening, offsite mail screening and mail safety assessments and consulting.



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