

Mandatory Stand-Up Talk

May 28, 2013

Employee safety paramount following suspicious letter report

The Postal Service has been made aware of two suspicious letters postmarked in Shreveport, Louisiana, on May 20th to addresses in New York, NY and Washington, DC.

One letter contained material that indicated the presence of ricin in preliminary testing.

Further analysis is now being conducted in a specially-equipped laboratory. In addition, law enforcement officials are in the process of searching to determine if there may be additional letters.

We have no reason to believe that any employees are at risk from handling the suspect letter as it passed through the mailstream.

The substance involved was not in a form that could be inhaled or otherwise readily ingested. Public health experts do not believe that the material in these letters presented a health risk to anyone who came in contact with them.

If anyone were to inhale a quantity of ricin large enough to produce symptoms, they most likely would include fever, cough, and difficulty breathing and would appear within 24 hours. If you have not experienced such symptoms, you should not be concerned. If you have, we urge you to let your supervisor know and see your doctor promptly for an evaluation.

Doctors treat the symptoms similar to how they treat the flu — bed rest, management of the fever and other assistance if needed. Like other medical issues, the sooner treatment begins, the better the results.

Additional information about ricin is available on the Centers for Disease Control and Prevention (CDC) website (www.cdc.gov).

In light of these events, we urge everyone to stay vigilant and remember our PACKAGE, PEOPLE, PLAN suspicious mail message:

- **PACKAGE: Don't handle suspicious mail. Isolate it.**
- **PEOPLE: Clear people from the area. Immediately notify your supervisor.**
- **PLAN: Contact the Inspection Service. Follow our facility emergency plan.**

More details are available on the Suspicious Mail poster, which are on our bulletin boards (insert your facility's location of board displaying Poster 286).

We know this is a challenging time. If you wish to speak to an Employee Assistance Program (EAP) counselor, you can call 800-EAP-4-YOU, or TTY for the hearing impaired, 877-492-7341.

Our top concern at this moment is your safety and the safety of all our employees, as well as the safety of the public and the U.S. Mail.

Thank you for your attention.