



October 18, 2010

**TO: All Hawkeye District Employees**

**FACILITY SECURITY**

**It is once again time to remind ourselves of Facility Security**

We all know if there are security problems in our own building. All of us know how to get in and how to get out. All employees know how to compromise security, and may even know a few people who do. This is exactly why it is imperative for us all to be vigilant and to maintain a safe and secure facility for ourselves, and the employees of the U.S. Postal Service.

On occasion it may be easier to keep a door open because it's closer to the swing room or parking lot. However, we must not sacrifice security for convenience. The workplace security calls for all doors to be closed and locked we must all comply to maintain the safety and security of ourselves, the mail, and facility. One open door compromises the security of the entire building.

The sad truth is we have people who are just waiting for such a hole to open in order to enter our facilities.

- When doors can be closed and locked they must be.
- We must make sure the facility is secure and we must also make sure the "closed door" policy doesn't compromise safety in other ways. Egress from the building must remain free and clear.
- We must always challenge strangers or people not wearing proper Postal ID.
- We must change combinations and retrieve keys when former employees separate from the Postal Service.
- We must join together in an effort to achieve a safe and secure workplace.

A safe and secure workplace is not only a benefit to our employees but for our families, our customers, and the mail.

It is our right to a safe, secure, and healthful workplace. It is our responsibility to make it so.

**Remember SAFETY is All of our Responsibility**