



## Facility Security

Follow the inspectors' advice for keeping our facilities secure.

- Wear your ID and question strangers who aren't wearing a postal ID.
- Ensure government license plates, such as USPS or General Services Administration plates, are properly affixed to vehicles.
- Perform vehicle inventories daily and document the results.
- Remove keys from vehicles and lock the doors when vehicles aren't in use.
- Immediately report any missing postal assets such as uniforms, IDs, vehicles and keys.
- Keep facility doors closed and make sure locks work.

Everyone is responsible for keeping postal facilities and vehicles safe and secure. For additional information, read Pub 266, *Blueprint for Facility Security*.

And that's smart safety!

For additional information or guidance, contact your safety office.