

A Common Sense Approach to Effective Mailroom Threat Awareness

The threat of a serious incident in a company's mailroom is ever present and the motivations of organisations or individuals who send letter bombs or suspicious mail are many and varied. If an unusual letter or package received at your establishment is identified as being suspicious, it is essential that your staff know how to react. They must understand the potential dangers of hidden devices, the different types of devices they may come across and how to handle a threat situation correctly, if one arises.



MTA Mailroom Threat Awareness

A common sense approach to effective training

MTA is an interactive online, multimedia training programme that fulfils your mailroom security training needs. Using a combination of photographic images, video, audio and text to increase the postal security awareness of personnel in the workplace, MTA promotes understanding of the threat posed by postal devices and provides essential procedures so that your staff can cope efficiently with threats.

Modules include: Historical and recent events, Device types and the consequences of not correctly identifying them, Basic mail sorting and General Health and Safety procedures in the mailroom.

Following this training, actions undertaken by your staff could potentially save lives and any costly damage to property.

Partnering with the experts

Long and expensive training periods can result in frustration when it's found that the prospective employee just isn't right for the job at hand, especially when that the job is life critical.

Developed Quadratica UK, and employing the very latest thinking in Computer Based Training (CBT) technology, MTA ensures that your security officers, mailroom supervisors and staff, facility managers, office and building service managers, receptionists, secretaries and all personnel who normally handle postal mail, are able to detect suspicious or dangerous items and effectively deal with a dangerous situation to prevent undue panic and injury.



Reducing costs

Our Mailroom Threat Awareness course covers essential information for employees likely to encounter a suspicious package in a company's mailroom.

The MTA course is an interactive online, multimedia training programme. By using a combination of photographic images, video and audio, it outlines the threat posed by postal devices and essential procedures for staff to cope with any threats.

By applying common sense and working calmly and methodically through course modules, personnel are able to detect suspicious or dangerous items and effectively deal with any dangerous situation to prevent undue panic and injury. Modules include:

- Recent Incidents in Mailroom Threat Devices
- Types of Devices / Consequences of Misidentification
- Basic Mail Sorting
- General Health and Safety procedures in the mail room

Upon completion of a formal assessment, each student will receive a certificate denoting completion of the Mailroom course to an acceptable standard. This will be available to them personally and to the account administrator.

MTA course overview

- **Lesson 1** : Aims & Objectives
- **Lesson 2** : Introduction to the Threat
- **Lesson 3** : Types of Devices
- **Lesson 4** : Correct Handling
- **Lesson 5** : Step by Step Procedures
- **Lesson 6** : Course Review



Quadratica

At Quadratica UK we are continually looking for ways to provide our customers with the best functionality, in the most economic format. Training can be expensive, and the quality of instruction can vary from trainer to trainer. Our online training courses deliver high quality training, every time.

Scheduling training for a large work force no longer requires the cost of training rooms, or taking staff off the floor. Our courses are available 24 hours a day, 7 days a week, so training can be scheduled around staff availability and convenience.

To keep our clients' training overheads down, we have priced our courses by the unit – if only 2 people require training, our clients only pay for 2 units, whereas a certified instructor will often charge the same amount whether they are training 2 or 20 people.

We provide training managers with the best possible tools to educate their security staff by continually developing ground breaking technologies. Our products are designed with a strong focus on our customers' ever evolving needs and the shifting landscapes of the security industry.

