

# Suspicious Mail

**Always be alert to mail and packages coming to the area. The following list of questions will assist in determining if a package is suspicious. If the answer to any of these is “yes,” contact BYU Police at 911 or 801-422-0911 from a campus phone.**

- Does the package have leaks, stains, or a strange odor?
- Are there any protruding wires, strings, tape, or other items?
- Is the package unexpected?
- Is there excessive postage on the package?
- Is it unusual for the addressee to receive mail or packages at the address where the package was delivered?
- Are names and titles incorrect and/or spelled improperly?
- Is a legitimate return address missing from the package?
- Have there been any inquiries by unknown persons concerning the package or letter?
- Is there any foreign writing, addresses, or postage on the unexpected package?
- Did the package arrive in a non-traditional manner or did it just “show up”?
- Are there any handwritten notes directing how or when the package should be opened?
- Does the package make you feel uneasy for some unknown reason?

## Bomb Threat

### Bomb Detonation

1. Call the police at 911 or 801-422-0911 from any campus phone.
2. Evacuate to a safe area.
3. Calm evacuated persons.

### Bomb Evacuation Procedures

1. Do not use cell phones, radios, or transmitting devices.
2. Follow established campus and building evacuation procedures.
3. Do not re-enter the building until declared safe by emergency personnel.

### Bomb Threat

1. Complete a Bomb Threat Questionnaire. This questionnaire may be found in the front of any BYU Telephone Directory.
2. Record Caller ID number.
3. Immediately cease the use of all two-way radios and cell phones.
4. Call the police at 911 or 801-422-0911 from any campus phone.
5. Make visual checks for suspicious or foreign objects in the area. Report suspicious objects to administration/police.

### Suspicious Device Found

1. Do not touch or move the device,
2. Secure the area by leaving and not allowing others to enter.

