

Bomb Threat Checklist

If you receive a bomb threat over the phone, in the mail or via email, this CSUPD checklist will help police track the threat and determine if it is viable. A comprehensive checklist is at www.police.colostate.edu; please print it and keep a copy in this folder.

THREAT BY PHONE:

- Ask the caller these questions and write down their responses:
- When is the bomb going to explode?
- Where is the bomb right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why?
- What is the address where the bomb will explode?
- What's your name?
- Write down the exact wording of the bomb threat.
- Write down a description of the caller's voice
- Male or female
- Age
- Length of call
- Accent or any information that may be helpful to law enforcement in identifying individual
- Did caller ID capture the telephone number?
- What day and time did the call come in?
- What background noises did you hear?
- Call 911 immediately after the phone call is completed, or have someone else call 911 from a different phone during the threatening call.

THREAT BY MAIL OR EMAIL:

- Don't touch a physical document
- Do not delete, forward or reply to an email unless directed by the police
- Treat the threat seriously and call CSUPD immediately
- Call or text 911 to reach CSUPD from any campus location. Tell the dispatcher first that you are on campus, and then provide your specific campus location. A CSUPD officer will respond as soon as possible.



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