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.