**All bomb threats must be considered real until proven otherwise. If you receive a bomb threat:**

1. Remain calm.
2. Call University Police at 9-1-1 from a campus landline telephone or at 303-724-4444 from a cell phone and provide the dispatcher with information including:
	1. A description of the suspect including his/her voice (male/female, excited, angry, etc).
	2. Exact time the bomb threat was made.
	3. The reported location and description of the bomb, package, or object.
	4. Try to get as much information as possible about the suspect and incident.

**If you discover a suspicious package or object, do not touch or move it. AVOID using a cell phone! Immediately:**

1. Encourage persons in the area to move away.
2. Call University Police at 9-1-1 from a campus landline telephone or at 303-724-4444 from a cell phone and provide the dispatcher with information including:
3. The location and description of the bomb, package, or object.
4. A detailed description of the item(s)
5. Exact time the suspicious package/object was found.