Virtual (Anonymous) Threat Checklist

Notifications Date/time	Type of Threat:	Threat received by:
☐ **Principal** __/__/__, _____ ☐ **School Leadership** __/__/__, _____ ☐ **Law Enforcement** __/__/__, _____ ☐ **Other** __/__/__, _____ **(Please specify):**	☐ **Social Media** 　　☐ **Site** _____ 　　☐ **User Name** _____ 　　_____ 　　☐ **Additional Recipients?** 　　_____ ☐ **E-mail** _____ ☐ **Text #**_____ ☐ **Written** ☐ **Date/ Time** __/__/__, _____ ☐ **Other (Please specify):**	**Additional Search Efforts included:** ☐ **Reverse image search** _____ ☐ **Specialized Google search** _____ ☐ **Social media search app.** _____ ☐ **IP Address** _____ ☐ **Locators and look-up tools** _____

** Please complete this document as detailed as possible. Do not leave a question blank. (Use N/A or unknown if needed.)

1. **What was the threat?** *(use exact wording if possible.)*

2. **If there was a picture(s)/graphic(s) included in the threat please upload image here and/or include a description of the threat.** (If there is a video, please use your phone to record, upload to google drive and link here.)

3. **Is there information that can be used to identify the person making the threat?**

4. **Indicate the threatener (if known).** *(If that person is a KUSD student, please ensure a full CSTAG threat assessment will be completed.)*

<u>Name:</u> <u>Address:</u> <u>Phone:</u> <u>DOB:</u> <u>Student ID:</u> <u>Parent Names:</u> <u>2nd parent address?:</u>	<u>If not known:</u> 　- Please list suspects, and what makes them a suspect. 　- Accomplices?

5. **Was there a specific target, location and/or time specified in the threat?**

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Target:
Location:
Time:
Other specifics shared:
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6. **What other prior contact has there been between the victim and the threatener?**

7. **If known, does the threatener have motive for violence?** *(Please list evidence of a motive or identifiable grievance?)*

8. **Have we conducted a CSTAG threat assessment on this individual before?**

9. **Does the threatener have a history of concerning behaviors, mental health or a history of violence?**

10. **Does the threatener have access to weapons?** *(Please indicate if/how it is feasible for the threatener to carry out the threat?):*

11. **How much effort was employed to deliver the threat?** *(Was there any effort to follow up or were there additional steps taken to advance the threatening communication? If so, please describe.)*

12. **How much effort or risk did the threatener take when delivering the threat?** *(Did the threat involve physically approaching the private space or the location of the targeted victim?)*

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National Threat Evaluation and Reporting Office
Behavioral Threat Assessment and Management Toolkit

Using this document to make a decision.

- Look at highest priority categories (red font). What factors are we considering?:

- Is the threat specific? (School name, how, when, why? other?)

- Is the suspect at large? (with capability to carry out the threat?)

- If the suspect is unknown, or if the threat isn't specific, what steps can we take to make school safer?

- What follow up steps are needed?

RESPONSE MEASURES[6,7]

Fortunately, many social media threats can be traced, allowing law enforcement to follow up with the individual who posted the threat and conduct an interview to determine credibility. **It is a criminal offense to make a threat against a school system and it is possible that the person in question could be charged with a felony.** Police advise treating every threat seriously.

FIRST STEPS

(1) Implement Your EOP

- **Activate the EOP** determined by the Core Planning Team made up of school staff and stakeholders (local law enforcement, community organizations, families, etc.).
- **Determine the type of threat** (bombing, fire as a weapon, shooting, etc.) and follow the necessary protocols as indicated by the EOP.
- **Alert school authorities, personnel, parents,** etc. of all threats via the proper communications channels and keep them up to date until all threats have been resolved.
- **Follow procedures for appropriate response** (lockdown, evacuation, school closing, etc.).

(2) Treat All Threats Seriously

- **Report to local authorities** as quickly as possible.
- **If there is a possibility of immediate danger, call 9-1-1.**

ADDITIONAL ACTIONS

Threats of Violence on Social Media

- **Immediately notify law enforcement** that a threat was received.
- **Do not delete or share the post and preserve all electronic evidence.** Print, photograph, screenshot or copy the message information (subject line, date, time, sender, etc.).
- **Follow authorities' instructions and be available for interviews.** Law enforcement will assess the situation and provide guidance regarding facility lockdown, search and/or evacuation.

Bomb Threats Received via Social Media

- **Remain calm.**
- **Notify authorities immediately:**
  – Call 9-1-1.
  – Notify facility supervisor, administrator, or follow the facility EOP.
- **Refer to the DHS Bomb Threat Checklist** for guidance.
- **Follow authorities' instructions and be available for interviews.** Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding facility lockdown, search and/or evacuation.

After The Incident

- Take appropriate disciplinary and criminal enforcement steps.
- Document threats and actions taken for internal evaluation.
- Enhance security measures and planning procedures, as appropriate, to ensure the safety of all students, staff and facilities based on evaluation.
- Debrief emergency services and assist in coordinating further actions.
- Site Decision Maker(s) should remain on-scene until the situation is resolved or until relieved by another administrator.