

ORC: _____
OAC: _____
COA: PA-ASE 7.01
CFSR: _____
Board: _____
Other: _____

Next Review Date: April 2022
Last Reviewed: April 2019
Review Responsibility: Safety Committee

FCCS PROCEDURE

NO.: 4C

SUBJECT: THREATENING PHONE CALLS

Approved by: Executive Council 10/20/08

Effective Date: 3/1/96

Date(s) of Revision: 8/1/00; 7/17/06; 10/20/08; 4/23/09; 8/31/10; 9/27/2012; Feb 23, 2016; Apr 2, 2019

Responsible for Implementation: Safety Committee and Building Managers

FCCS maintains a protocol for responding to threatening telephone calls (e.g., threats of physical harm to staff members, bomb threats).

Scope: All Staff

Procedures:

- 1) The **Safety Committee** is responsible for creating and updating the protocol for responding to threatening telephone calls.
- 2) The Safety Committee is responsible for making the protocol available to staff in a format that can be kept by the telephone and used as a guide **if a threatening phone call is received**. Refer to SharePoint for the protocol or “Telephone Threat Card”