

Next Review Date: 1/25

Last Reviewed: 1/22

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4F

SUBJECT: VIOLENT DISTURBANCES

Approved by: Executive Council 10/20/08

Effective Date: 3/1/96

Date(s) of Revision: 10/1/98, 8/1/00, 7/17/06, 10/20/08, 5/20/10; Dec 9, 2013; Nov 22, 2016; Jan 11, 2022

Responsible for Implementation: Building Managers and All Staff

FCCS maintains procedures for responding to violent disturbances.

A violent disturbance is any occurrence either directed at FCCS or near FCCS property where the building or its inhabitants are at risk of damage or injury.

Procedures:

1) In case of a violent disturbance, take the following action:

a) For a violent disturbance outside the building:

i) Lock all exterior doors – Each facility is equipped with an emergency lock-down button that locks the main entrances. All other doors are always locked. The Deputy or front desk staff have access and will make the decision in an emergency situation. In a non-emergent situation, the Building Manager will be consulted and will decide.

ii) Call 911

b) For a violent disturbance within a building:

i) If located in the building, advise the law enforcement officer or security personnel of the situation.

ii) If there is no law enforcement officer on site, call 911.

iii) The Building Manager will determine the need to evacuate staff.

1. 4071 – Director of Intake – 614-229-7221

2. West – Director of West Region – 614-278-5812

3. 855 – Building Maintenance Superintendent – 614-275-2548

c) Notify one of the following individuals:

<u>Individual</u>	<u>Work No.</u>	<u>Cell</u>
Building Maintenance Superintendent	614-275-2548	614-257-7403
Building Maintenance Supervisor	614-275-2506	614-359-4535
CFO	614-275-2554	614-512-5599

The individuals must be called in the order on the list until one of them is reached directly. If the individual does not answer, leave a message and call the next person on the list.

d) For a major disturbance, staff should listen for instructions or evacuation routes broadcast by government officials.

Refer to 4L Emergency Notification/RAVE Alert policy.