

Working Alone:

- If you can avoid working alone, do so.
- If you must work alone, obtain your supervisor's permission and follow your departmental policy.
- During normal business hours, if you must work alone in a remote or isolated area, ensure that your supervisor knows where you are. Establish a "check-in schedule": you will check-in and someone will follow-up at regular intervals.
- Outside normal business hours, ALWAYS check in with Security first, and establish a "check-in schedule".
- Outside normal business hours, avoid working alone if you are handling hazardous chemicals or operating hazardous equipment.

Resources

Security Services: Just a phone call away!

<i>Non-emergency assistance, including escort,</i>	8569
<i>Keep In Touch K.I.T. &</i>	8569
<i>Non-emergency Reporting</i>	8569
<i>Emergency Assistance</i>	8-911