

## Working Alone Onsite – Orillia

- If you can avoid working alone onsite, 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 - Orillia

Outside Emergency Numbers	Lakehead University Internal Numbers
Orillia OPP (Non-Emergency) 705.326.3536	Security (Non-Emergency) 705.330.4010 ext 2009*
Police (Emergency) 911	Security (Emergency) 705.330.4010 ext 3-911*
Orillia Fire (Non-Emergency) 705.325.5215	Fire (Emergency) 705.330.4010 ext 3-911*
Orillia Fire (Emergency) 911	Ambulance (Emergency) 705.330.4010 ext 3-911*
St. John Ambulance (Non-Emergency) 1.800.269.0968	Ambulance (Emergency) 911
Orillia Soldiers Memorial Hospital 705.325.2201 or 705.327.9121	Safe Walk 705.330.4028 (OA) or 705.330.4027 (HP/TC)
<b>* = WHEN USING A CAMPUS PHONE</b>	<b>Residential &amp; cell phones are NOT connected to the University</b>

## Safe Walk Program

This service is available for all students, staff and faculty members. If you feel uncomfortable or unsafe walking alone, you can be accompanied to your vehicle or bus stop by a member of the Lakehead Orillia security staff.

Safe Walk 705.330.4028 (OA) or 705.330.4027