

# Safety Considerations

## PLAN AHEAD

When possible, plan to work with a colleague.

**Plan** your emergency exits; know about safe places to go to in your workspace.

**Know** the locations of emergency telephones and how to call University Safety for help.

**Think ahead** about how you would respond to various situations if confronted by a suspicious person or if you received an unwanted telephone call.

If your work takes you to new or different settings, be alert and make mental notes of your surroundings when you arrive. If you are in a place where you feel uneasy, phone University Safety and advise them of your location.



**Trust your instincts.** If you feel uncomfortable while working alone, don't hesitate to call University Safety and ask them to attend your workplace.

## BE AWARE AND BE SURE.

**You can increase your personal safety by increasing your awareness!**

## WORKPLACE ACTIONS

You can reduce your risk by being suspicious of persons loitering near your workplace. Notify University Safety immediately if you receive harassing or threatening phone calls. Provide a description of the person calling and the nature of the unwanted call. If you feel uncomfortable after a person enters your workplace, look directly at the person and make it clear that you are in charge and cannot be intimidated. If required, call University Safety at Emergency Extension 4444, for immediate assistance.



For more information, please contact University Safety, Community Liaison Officer:

613-520-2600 ext. 1594

[www.carleton.ca/safety](http://www.carleton.ca/safety)

**PLAN  
KNOW  
THINK**



Department of University Safety

## WORKING AFTER HOURS PROGRAM

A Free service for those working late on campus.



 **Carleton**  
UNIVERSITY  
Canada's Capital University

Working towards a safer campus

# Work Alone Safely

## WHAT IS THE WORKING ALONE SERVICE.

The Working Alone Service is initiated and provided by the Department of University Safety and is available to all members of the campus community who work on the campus during the quiet hours of the evening, weekends and statutory holidays. The hours of this service are Monday to Friday 10:00pm to 07:00am and 24hours during weekends and statutory holidays.

## HOW TO ACCESS THE WORKING ALONE SERVICE.

Individuals wishing to utilize this service to enhance their personal safety while working alone may telephone University Safety at 613-520-3612.

## HOW DOES IT WORK?

When you call to register please provide:

1. Your name, exact location and telephone number for your workspace.
2. Emergency contact name and telephone number (optional).
3. Your estimated time of departure. Please contact University Safety to confirm your departure or if there are any changes.

**Separate registration is required each time you wish to use this service.**

# Work Alone Easily

## ADDITIONAL DETAILS REQUIRED INCLUDE:

1. Your mode of travel, vehicle description, including licence plate number and the location where your vehicle is parked.
2. Will you require a Foot Patrol or University Safety escort after work?

## SERVICE PROVIDED TO REGISTERED PARTICIPANTS

1. University Safety can visit or telephone you during the period you requested.
2. In the event of an emergency in your area, University Safety will contact you and advise you on the appropriate procedures to follow.
3. If University Safety have not heard from you at the designated time, then follow-up procedures will be initiated, including an immediate patrol of your worksite.
4. If we have been unable to locate you, then your emergency contact person will be notified.
5. If you require an escort to your vehicle, University Safety will make the necessary arrangements for you.

# Work Alone

## OUT AND ABOUT

There is safety in numbers, so always go places with a friend.

Plan the safest route to your destination, choosing well-lit pathways and streets.

Know your neighbourhood and campus. Find out which buildings are open late or early and where to go to summon help if needed.

**STAY ALERT!** Communicate the message that you are confident and know where you are going.

Trust your instincts. If you feel uncomfortable in any place or situation, leave it.

## SAFETY IN THE CAR

Attempt to park in better lit areas if you plan to be on campus after dark.

Check your back seat before you get in.

Keep possessions out of sight, in the trunk, and lock the car at all times.

## SAFETY AT HOME OR IN RESIDENCE

Always lock your door when you leave.

Keep valuables, jewelry and money out of sight.

Never lend your keys out to anyone.

Get to know your neighbours.

Never let strangers into your building.

Report suspicious persons to University Safety.