

After hours safety guidelines

If you must work alone:

- ✓ Familiarize yourself with the phone number for Safety & Security (893-4190 or red button on payphones).
- ✓ Carry your keys, cell phone and ID with you at all times, & lock doors behind you.
- ✓ Contact Safety & Security if you need to stay past midnight and let them know your expected departure time.
- ✓ Let someone (friend, family, roommate) know that you are working and your expected time home, and others that routinely work in the building the same hours you do. Let them know that you are around so you can help each other if problems arise.
- ✓ Plan your off-hours activities to minimize risk. Do not try new procedures or use equipment/techniques that are potentially dangerous when alone.
- ✓ Politely ask unexpected visitors to identify themselves if you are not familiar with them. If you feel threatened or witness suspicious behavior, call Safety & Security (893-4190).