

Preamble

Our faculty and staff work regular campus hours. Though staff are not required to work alone after hours, some may choose to do so. Our staff and students are accommodated in buildings and offices that are secure in accordance with University standards. Many offices and labs are equipped with phones that have a direct line to Campus Security. Staff members who choose to work after hours must take responsibility for ensuring someone knows (i.e. a Supervisor and Campus Security) that they are working alone in a known location and that they know what to do in an emergency situation. Staff members accessing the office outside of regular business hours are asked to work with a colleague, when possible, or carry a cellphone.

Contact

Department/Faculty	Room and Building Location	Supervisor/Principal Investigator	Phone number
Faculty of Science – Dean's Office	CCIS 6-179 to 6-214		

In a fire/life emergency situation call 911, then advise UAPS by calling 780-492-5050. Identify yourself, what the emergency is, and the location.

Work Alone Procedures

1. Supervisor/Manager must be notified and authorize staff working alone.
2. Supervisor/Manager must provide and/or agree on effective means of communication, e.g.:
 - a. Landline
 - b. Cellphone
 - c. Some other effective means of electronic communication.

Means of Communication Provided/Agreed to: _____

3. Regular communication system must be established, which can be achieved by:
 - a. Using the University Protective Services Lone Worker Service by calling 780-492-5050 each time when working alone:
 - i. If this method is used, staff must call the service at the start of working alone and provide name, exact location, and telephone number for workplace. Emergency contact name and telephone number (optional). Estimated time of departure.
 - b. Establishing phone contact with supervisor or coworker, i.e. designated person:
 - i. When working alone staff must be in contact with their designated person.
 - ii. If this the method is used, staff must call designated person at the start of working alone, at an agreed upon frequency, and when departing.
 - iii. If this option is used, the designated person must be willing to participate and must know exactly what to do if staff does not check in at the prescribed frequency, such as call University Protective Services or local police non-emergency numbers and request a wellness check.

Travelling Alone Procedures:

1. Supervisor/Manager must be notified and authorize staff travel outside University Campus.
2. Supervisor/Manager must ensure there is an agreed check-in procedure to confirm staff arrival and departure from their destination and periodical check-ins for outside the city travels.
3. Staff travelling alone, to any location, for University business, must carry cellphone at all times.

Emergency Procedures

Emergency Condition	Procedures
Medical	<ul style="list-style-type: none"> • If not serious and non-life threatening injury, use the First Aid Kit located in the Printer Room, right side corner drawer • If life threatening injury/emergency contact 911: <ul style="list-style-type: none"> • Follow the direction from 911 dispatchers. • Give first aid assistance that you are trained to provide before trained responders arrive. • Order someone to meet Emergency Medical Services (EMS) at the main door of the building. • Do NOT move an injured person unless they are in immediate danger. • Comfort the person with reassurances and try to limit others from entering the area. • Protect yourself from blood and bodily fluids that may be present. • Remain to provide information to the emergency medical responders and provide assistance if required. • Notify your supervisor at the earliest safe opportunity.
Fire	<ul style="list-style-type: none"> • In event of fire: <ul style="list-style-type: none"> • Extinguish the fire if it is safe to do so. • Leave the space. • Close the room door when leaving. • Activate building alarms. • Leave the building through the nearest fire exit. • Do NOT use pedways. • Call 911 to report the smoke or fire. • Follow direction from 911 dispatchers. Give information about the fire to wardens or report to the main building fire panel. • Notify your supervisor at the earliest safe opportunity.
Unauthorized Access / Suspicious Persons	<ul style="list-style-type: none"> • If unauthorized person enters your workplace: <ul style="list-style-type: none"> • Look up directly at the person and ask them “May I help you?” • Stay calm and observe what the person looks like (clothing, height, hair color etc.). • Avoid confrontation with the intruder except to maintain personal safety. • Notify University Protective Services immediately by calling 780-492-5050 if you require assistance, are in doubt or concerned.
Violence	<ul style="list-style-type: none"> • Where an immediate threat of violence exists: <ul style="list-style-type: none"> • Get Out - Hide - Fight • Escape if possible. • Lock out a violent individual if possible, and turn out the lights and silence phones. • Hide under a desk or other pieces of furniture or equipment. • Keep still, stay silent and listen. • If possible call 911 and report the emergency. • Follow direction from 911. • Stay in your hiding place and listen for instructions from emergency response team or other rescuers from emergency responders. • Take deliberate action if you are unable to get out or hide.

Emergency Phone Numbers

Number	Contact	For
911	911 Operator	Fire/Life Emergency
780-492-5555	University Control Centre (24 hr)	Building emergency (e.g. flood, power outage, noxious odors, pests etc.)
780-492-5050	Campus Security (24 hr)	Suspicious persons, fire/life situations
780-492-5563 780-4WALKME	Campus Safewalk-time varies within year	Coed escorts on and off campus (after hours call dispatch at 780-492-5050)
780-492-4833	Facilities Management Maintenance Desk	Maintenance issues (lights, plumbing etc.)
780-423-4567	Edmonton Police Service	Non-Emergency

Resources

Location	Item
Next to the stairs in in staff kitchen area and behind elevators	Fire alarm pull stations
Three locations in hallway: 1. Next to the secondary entrance on the other side of front office 2. Next to the printer room 3. Next to the entrance to the staff kitchen	Fire extinguishers
Printer Room, right side corner drawer	First aid kit
AED	Between elevators
Telephone	The front office desk

Hazard Assessment Examples

Hazards	Actions to Minimize
Unauthorized personnel accessing work areas	<ul style="list-style-type: none"> • Doors are closed and locked after regular hours. • Office and personal belongings locked up if left unattended, even for short periods of time. • Don't prop open doors to locked offices. If you find door propped open, remove the obstruction. • If a person is acting suspiciously-Campus Security is called at 780-492-5050. • Any persons accessing work areas without prior approval of the supervisor will not be allowed entry. • Carry a cellphone at all times when working alone
Leaving building after hours/after dark (accessing parkade, transportation, walking across campus)	<ul style="list-style-type: none"> • Call Campus Safewalk at 780-492-5563 (Hours vary depending on the time of year). • Call Campus Security for an officer escort at 780-492-5050.
Other hazards, including fire and medical emergencies	<ul style="list-style-type: none"> • These hazards can occur during regular work hours – note that other people aren't as readily available to assist. • Implementation of working alone procedures as outlined above. • Carry a cellphone at all times when working alone.

All individuals who have the potential to work alone must be made aware of this protocol.

Supervisor: _____

Signature: _____

Staff: _____

Signature: _____

Date: _____