



## **Working in Isolation Policy**

### **Staff**

If you are required to work on the premises in an isolated area, you will be provided with a cell phone/radio so that you can stay in contact with another staff member. Inform the staff member that you will be working in isolation and establish regular check in times. Keep your lines of communication open and exercise extreme caution. In the event you encounter a trespasser on the property, call the contact staff member and have them call the police. Do not confront the person yourself. Remember that any trespasser could be armed and potentially dangerous.

### **Office Staff**

When a female staff member is working after dark and is nervous about going to their car after dark, ask a male staff member to escort you to your car. The male staff member will bring along a flashlight and a cell phone/radio. Carefully examine the parking lot area for signs of a trespasser. If you encounter a trespasser, do not confront them! Go back inside the building and call the police. Do not leave the building again until the police determine that it is safe to do so. If there is no sign of a trespasser, escort the female staff member to her car. Shine the light into the back seat of the employee's car to ensure that nobody is in the car before unlocking the door. When a male staff member is the last one to leave the building, take a flashlight and a cell phone/radio with you. Carefully examine the parking lot for signs of a trespasser before going to your car. Again, shine the light into the car to make sure that nobody is in the vehicle before unlocking the door.

In any instance that you feel your safety is in jeopardy when working alone; call the police and a senior staff member. Do not leave the building until you feel it is safe to do so. If you are closing the building and you suspect that a trespasser is in the parking lot, call the police.

There will be a list of Emergency Call numbers posted by each phone.