

# 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 Campus Community Police for help.

**Think ahead** about how you would respond to various situations if confronted by a suspicious person or if you receive 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 Campus Community Police and advise them of your location.



**Trust your instincts.** If you feel uncomfortable while working alone, don't hesitate to call Campus Community Police 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 Campus Community Police immediately if you receive harassing or threatening telephone 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 Campus Community Police at Emergency **Ext. 911** for immediate assistance.*



**For More Information, please contact Campus Community Police, Community Services Unit**

**(519) 253-3000 ext. 2409**

**[cpolice@uwindsor.ca](mailto:cpolice@uwindsor.ca)**

# WORKALONE PROGRAM



**A Free service for those working late on campus.**

# WorkAlone Safely

## WHAT IS THE WORKING ALONE SERVICE.

The Working Alone Service is initiated and provided by University of Windsor Campus Community Police 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 10:00 p.m. to 7:00 am and 24 hours 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 Campus Community Police at 253-3000 ext. 1234.



## HOW DOES IT WORK?

When you call to register please provide:

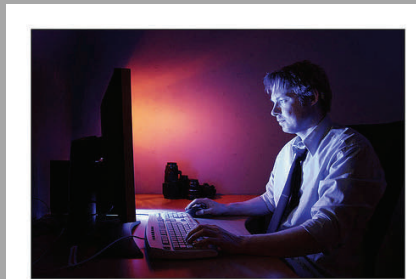
- Your name, exact location and telephone number for your workspace.
- Emergency contact name and telephone number (optional).
- Your estimated time of departure. Please contact Campus Community Police to confirm your departure or if there are any changes.

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

# WorkAlone Easily

## ADDITIONAL DETAILS REQUIRED INCLUDE:

- Your mode of travel, vehicle description (if applicable), including licence plate number and the location where your vehicle is parked.
- Will you require a WalkSafe escort after work?



*Designed for your safety after hours.*

## SERVICES PROVIDED TO REGISTERED PARTICIPANTS.

- Campus Community Police can visit or telephone you during the period you requested.
- In the event of an emergency in your area, Campus Community Police will contact you and will advise you on the appropriate procedures to follow.
- If Campus Community Police have not heard from you at the designated time, then follow up procedures will be initiated, including immediate police investigation of your work site.
- If we have been unable to locate you, then your emergency contact person will be notified.
- If you require an escort to your vehicle, Campus Community Police will make the necessary arrangements for you

# WorkAlone

## 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 seats before you get in.
- Keep possessions out of sight, in the trunk, and the vehicle locked at all times.

## SAFETY AT HOME OR IN RESIDENCE

- Always lock your door when you are not in.
- 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 any suspicious persons to the Campus Community Police immediately.
- Record serial numbers and keep photos of your valuables.