**Working Alone Policy for Rm.\_\_\_ \_\_\_\_\_\_\_\_\_\_Building**

Work involving hazardous material(s) or open source radioisotopes shall be done during regular work hours.

Requirements if you are working alone outside of regular  
work hours:  
  
1) Make sure someone else knows that you are here and  
the type of work you are performing (Supervisor,  
friend, relative, spouse).  
  
2) Let your contact know how long you expect to be here  
and call them when you are leaving. If you are   
working alone for a long period of time ask your  
contact to call you if they have not heard from you by  
a specified time.  
  
3) Make sure your contact knows the phone number for  
Security services (474-9341) plus the phone number in  
the lab (474-6093) or your cell phone number.

The Safewalk Program is available at 474-9341. A  
security services officer will provide a safe walk to your  
car or other building.

**Emergency Phone Number** on Campus is **555**

If using your **cell phone** it is **#555**