**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**