

UFV Security On Campus Check-in Procedure

Purpose:

Ensure that individuals working alone or in isolation on campus outside of regular business hours have access to a system to check on their well-being and provide assistance in an emergency.

Scope:

This procedure applies to employees working alone or in isolation who are not in the scope of the Working Alone or in Isolation Program, usually because of working on campus outside of regular business hours (weekends/evenings).

This procedure applies to students and visitors.

Procedure:

When you arrive on campus, or you recognize that you are working alone or in isolation on campus:

1. Contact the Security Operations Center at 1-855-239-7654.
2. Provide Security with:
 - a. Your name and location of where you will be working.
 - b. Your contact phone number
 - c. General nature of your activity (office work, lab work, etc.)
 - d. Potentially hazardous considerations such as machinery, hazardous chemicals, etc.
 - e. **The time interval when YOU will check in with Security**
 - f. Estimated time of departure from campus.
3. To avoid tripping any alarms, contact Security Operations Center to escort you out of the building.

Security will periodically check on the well-being of the individual who has reported working alone or in isolation. The time interval between checks will depend on the location of work, the potential hazards involved, and the availability of assistance.

Further Information:

Contact the Safety & Security Office at safetysecurity@ufv.ca with questions or for further information regarding this procedure, or regarding the Working Alone or in Isolation Program.