

Working Alone Safety Procedures

Category: Operational

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Related Documents: Working Alone Policy

PROCEDURES AND GUIDELINES

WORKING ALONE SAFETY PROCEDURES FOR PAL (55+) KEY HOLDERS

Within the context of this document, the organization will be referred to as (PAL 55+) or simply PAL.

The following relates specifically to the Grace Christian Church facility.

- When arriving at the premises, if anything seems unusual or suspicious in the vicinity of the main entrance, remain in your vehicle with the doors locked and the engine running (so that you may remove yourself from the parking lot quickly) until you have satisfied yourself that it is safe to park and enter. Should you see any individual you do not recognize, proceed cautiously or drive out of the parking lot and watch from a distance until the situation appears safe.
- If upon arriving at the front door you notice evidence of what appears to be a forced entry, return to your vehicle immediately, leave the parking lot and call police from a secure location.
- Observe whether or not there are unknown vehicles in the parking lot. If so, record license plate number, make and colour of vehicle. (Ideally take photos with a smartphone) and email immediately to the Executive Director.
- Before entering the workplace, ensure that the door is locked before opening.
- If PAL members are not present at the point in time of unlocking and entering the Church – then enter and lock the door behind you.
- If the door is found to be open and if you are not aware that anyone else should be in the building - get back in your vehicle, lock the doors and call the Executive Director who will determine whether a Church member or other PAL member may be present at the facility.

ARRIVAL SAFETY PROTOCOL

The following procedures are directed at all PAL key holders and are not intended to replace the job description of the Administrative Assistant, whose job it is to open the facility in the morning.

- Shut off the alarm system
- Turn on the lights

SAFETY PROTOCOL DURING THE DAY

- When programs are running in the building, the front door may be kept unlocked.
- When the programs have ended and the participants have departed the building, then the door should be locked and secured.
- Members wishing to enter the building must use the buzzer on the outside of the Church to announce their presence and request entry.
- Entry will only be allowed upon identification through recognition of the member by previous contact, or by presentation of a membership card.

DEPARTURE SAFETY PROTOCOL

- In the interest of personal safety, make a sweep of the facility and check that washrooms and unused rooms are empty, while other members (or instructors) are still present within the building.
- When programming concludes, secure the building by ensuring that all doors and windows are locked. Also, make sure that lights and electrical appliances are turned off and any running water shut off.
- Reset the alarm system and verify that the outside door is locked before leaving the premises.