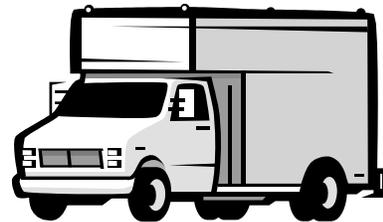
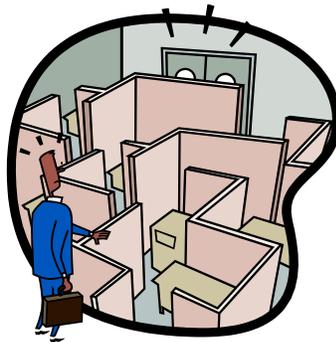
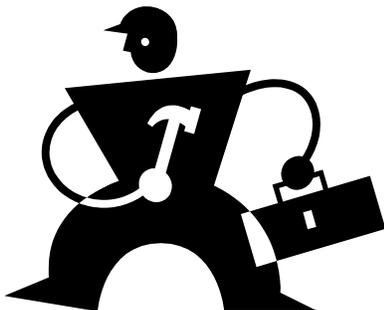


Safety for the Lone Worker



Office

On the Road

Home Visits

Office

Entering and Exiting the Workplace

Consider the following:

Is the area well lit?

Do you have to pass through an area with bushes or anything that can obstruct or hide someone?

Can you walk in or out with a buddy? Call security to escort you to or from your car?

Is there anyone in the area or close to your car that you don't recognize?

Parking Lots

- Park near the building in a visible, lighted area, preferably in an area with other people present.
- Use the building's main entrance rather than a side or secluded exit.
- Keep any valuables left in your car out of sight, and always lock your doors.
- Try to get someone to walk with you, a co-worker, a friend, or a security officer, if available.
- As you walk, stay alert and be aware of what's going on around you. If something seems dangerous, keep walking and get to a safe place where you can get help.
- As you approach your car, have keys ready. Consider carrying a whistle with you in case you need to draw attention to yourself. Take a look around, underneath and inside your car before getting in.

What about cell phones? Is it safer to be on the phone with someone while walking to your car?

People intending harm may be looking for victims that are distracted. Talking on your cell phone is a distraction. Stay alert and look around you!

All by Myself

In the office by yourself? Consider the following:

Can you keep your office door shut or locked?

Do you know the evacuation routes?

Do you know where the emergency alarms are?

Do you know how to get help?

Can you call 9-1-1 directly from your office phone?

Check in with friends/family. Let them know when you plan to leave and call them before you leave.

Consider what weapons you might have in your office.

What items are in your office that can be used as weapons?

Remember, in the event of an attack, these are weapons that you can use—but they can also be used against you!

Never hang or keep weapons in your office.

Office Visits with Clients

Who else is in the office with you?

Keep an awareness of where your client is in your office or in a conference room.

Consider the history of your client. Does the client have a history of violent behavior? Have they yelled at you or treated you abusively in the past? Do you need to meet in a more visible location or have someone with you?

Doors should be open when you're working with a client.

Is your desk in a safe location in your office? Make sure the location of your desk doesn't block you from leaving. Try and face the door if possible.

Keep your office walkways clear so you won't get trapped or cornered.

Pictures of your family should be for you to enjoy and not your clients. Make sure personal information, such as mail with your home address, is not visible to your clients or co-workers.

Know where emergency alarms are and how to activate them.

Have special codes to let others know you need help.

Remember the potential weapons we identified that are already in your office? If you have any concern about the client becoming violent, move any potential weapons away from the client.

On the Road

Short or Long Hauls...

- Know your travel route and make sure your vehicle is in good condition.
- Keep doors locked while driving, and lock up when you leave your vehicle.
- Tell someone where you are going and when you expect to be back.

For the longer trips, you may be traveling by plane and taking local transportation such as subways.

- Don't take or wear expensive jewelry, valuables or anything that could make you stand out from the crowd.
- Be careful about displaying money in public.
- Keep your wallet out of sight and never put your wallet in your rear pocket.

Checking In

No matter if you're traveling or on a home visit, let someone at work and home know of your plans; where you are staying, when you are getting there, your flight numbers, when you are leaving, etc.

You can use the Buddy System:

Let a Buddy know:

- ◆ Address of where you are going:
- ◆ Phone number of where you are going:
- ◆ Approximate time of stay:

- ◆ Time of departure
- ◆ Time returned to office:
- ◆ Time you will check in:
- ◆ Vehicle license plate #:
- ◆ Pager Number:
- ◆ Cell Number:

You can use the Check in system:

Designate a person in the office that you can notify of where you are or where you are going.

You can utilize a check out board:

Client Manager	Address	Times out/in	Contact #	Car Lic.
		/		
		/		
		/		
		/		

Back at work:

Do you have a checkout, check-in system?

If so, what is it?

Do you have emergency #s on file?

Do you have emergency codes in the office?

What types of communications do you currently have?

What types of communications would you recommend?

Hotel Safety

- Keep the door locked and the security chain fastened when you are in your room.
- Use the viewer in the door to verify the identity of anyone who knocks on the door. If it's someone from the hotel, call the front desk to verify that they have sent someone to your room.
- Check the hall before you leave your room and be careful when entering elevators.

Road Hazards and Weather

Always check road conditions before a longer trip or during a storm. Information on road conditions in Colorado can be found at www.cotrip.org or by calling 1-877-315-7623. You can also dial 5-1-1 to receive road reports for Colorado.

Gear

When driving, make sure you have an emergency kit that includes a shovel, windshield scraper and brush, a flashlight, water, snack food, first aid kit, blankets, extra hats, socks and mittens, and any necessary medications.

Anything else you might need?

Home Visits

Think in terms of *prevention* and not *defense*.

Assess the Home

What kind of neighborhoods do you need to visit?

- Know the area that you are visiting.
- Is this a safe location?

How should I survey the area for safety?

- Drive around the home before entering.
- How many exits/entrances are in the home?

Know the history of your client and family.

- Is there any history of violent behavior?
- Is there anyone living in the house with a history of violent behavior?

What kind of backup is available?

If the home is unsafe, can I meet in a public area?

What is the relationship between Agency and Law enforcement?

Is Law Enforcement available to help?

Can I utilize them?

Do you have a plan if the visit becomes violent or unsafe?

While in the Home...

Take a moment and survey the house. Look for the exits. Are there weapons in the area? Again, consider what can become a weapon. Choose not to sit in the kitchen if the table is set with cutlery.

Sit in an area where you can get out the quickest. Make sure you have easy access to an exit and that the exit is not blocked.

Know where everyone in the house is...

Animals

If there are animals....ask owner to chain any animals outside while you are in the home.

Cell Phones