



**To: State Employees**  
**From: BSD Safety and Security Team**

**What are some procedures to follow to help keep me safe if I am working late?**

- Always let a friend, family member or Security Co. know you are working late and when you expect to leave.
- Use the "buddy system". Arrange to work late on the same night as a friend or colleague.
- Plan ahead and think about which areas are safe where you can retreat to and/or call for help.
- Before it is dark outside, move your car to a well-lit area that is close to your building.
- Before your co-workers leave, check that all the doors and windows are locked and make sure nobody is in the washrooms and storage rooms.
- If you enter a room and suspect that someone might be inside, **do not** call out. Back out quietly and go to a safe area with a lockable door. Call for help.
- If you encounter someone you don't know, indicate that you are not alone. Say "my supervisor will be right here and will be able to help you".
- If you suspect someone is lurking outside, call the police or Security Co.
- Remember that Chief Security provides escorting service to parking areas after hours.
- Refer to your EMERGENCY CONTACT LIST for emergency numbers.