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EMPLOYEES WORKING LATE AND ON WEEKENDS

All employees who work late should make sure to contact a friend, relative, or significant other to inform them that they will be working late. This selected individual should be informed of the following by the late-working employee:

- Location of employee (address and what office area/floor employee is on).
- Phone numbers (direct number to workstation of employee, and phone number of security guard service).
- Duration of stay (how long employee plans to work).
- Time of departure (call/text exact time employee plans to leave).
- Departing call/text (employee call/text contact person as they are leaving, and informs them of their next destination -home - restaurant -movie -friend's house, etc.)
- Employee final call/text (employee calls/texts contact person to inform them of their safe arrival from work).

When on-site security is employed, all employees should take full advantage of their presence.

- Do not avoid contact with on-site security.
- Utilize main building entrance door
- Sign-in at security desk
- Inform guard of your exact location in building (floor, office/suite number, and section of office where working)
- Inform guard of duration of stay on property.
- Guard should be given the employee's direct number to their desk or workstation.
- When leaving the employee should sign-out
- Exit via main building entrance door.
- On weekends, the above is especially important, if employee is working alone.

SAFE offers presentations and trainings on personal and child/elder safety, vehicle and pedestrian safety, as well as workplace violence prevention, residential security, and other crime prevention techniques. SAFE customizes presentations to each group's needs. For more information visit www.sfsafe.org or call (415) 553-1984

*A Community
Crime Prevention
Organization
sponsored in cooperation
with the San Francisco
Police Department*

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