GENERAL PERSONAL SAFETY PRACTICES

The following general personal safety practices are provided for staff consideration and use as required. Should you have any questions on the application or appropriateness of these to your personal situation, please discuss with your leadership or contact Protective Services.

1. LEAVING HOME TO GO TO WORK
   - Be aware of your surroundings and note anything out of place. Stay inside while you assess the situation or go back inside if it's safe to do so.
   - Plan ahead - Ensure someone knows your plans for the day and your stops to and from work.
   - Trust your instincts - If something is bothering you, don't ignore it and report it.
   - Make sure your cellular telephone is nearby at all times.
   - Have Friends/family, co-worker, and AHS security on speed dial in your cellular telephone.
   - Change up your daily routine and travel routes to work as much as possible, change up your parking stall.
   - Have a buddy system (colleague or family member) to check-in that you have arrived at work safely.
   - Carry a whistle or a personal duress alarm device.

2. WHAT TO DO IN AN EMERGENCY
   - If you feel unsafe, go to the nearest public place (mall, police station, or restaurant) and call the police (911). Wait for the police to arrive to assess the situation and follow their safety recommendations.
   - Report any direct or indirect threats to police and then to Protective Services.
   - Have a duress code established when speaking to someone to let him or her know you are in trouble.
   - Use the panic button on your car keys or other devices to signal you are in trouble.
   - If time permits, enable the location (GPS) on your cell phone or pin your location to a friend.

3. WORKPLACE SAFETY
   - Ensure staff do not give out any personal information to the public.
   - Know your teams working alone plan and follow it at all times.
   - Use best practices when making difficult phone calls.
   - Provide permission for a co-worker to call a trusted person for unexpected absences.
   - Safe entrance and exit to and from the car:
     - Be aware, alert and assertive while walking,
     - Look in and around the vehicle before getting in,
     - If sensing hazardous situation, move quickly to an area with more people,
     - Change parking location,
     - Park in space monitored by camera, if available,
     - Escort to and from vehicle by security if necessary, and
     - Travel by buddy system.
The following is a short version personal safety plan, suggestions are meant to create awareness, not to polarize your day to day activities.

- Be aware of your surroundings at all times, whether walking or driving. Avoid poorly lit areas. Always keep your home and car doors locked. Watch where you are going, keep free from distractions such as texting, or looking at your phone for long periods of time.

- Ask people you trust to walk you to your car. Protective Services is available to provide a safe walk for AHS employees to their vehicles. To make a request, please call 1-888-999-3770 and provide a minimum of 30 minutes lead time as this will assist in scheduling this service. If it’s necessary to go alone, plan the safest route to your vehicle and talk to someone on your cellular telephone to monitor your arrival.

- Screen your phone calls, both at home and at work, as part of your personal safety plan. Let the answering machine or voicemail pick up the call. Your co-workers can also screen calls for you, taking messages without revealing if you are at work or not.

- Of utmost importance is record keeping. In the event a suspicious person makes unwanted contact with you or a family member you need to record everything that happened, including: who, where, what, when, why, and how. Recording of this information can be done by pen, notes on your phone, or audio video recordings on your phone. This will greatly assist Protective Services, Corporate Investigations Unit and the police with an investigation.

- Report suspicious activity (vehicle tampering, threats, being followed, harassing behaviour, etc.) to the police and/or Protective Services.

- Consider the security settings on your social media and if it can be accessed by the public. Postings open to the public on where you work and who you work for may provide opportunity for someone to easily locate you or understand your routine. It is recommended that you don’t engage in a debate or challenge those persons who post negative thoughts towards you or AHS.

- If you believe you are being followed on foot, cross the street, head towards a crowd, or go into a store and call police. If you believe you are being followed while in a vehicle, if safe to do so, take two immediate right hand turns and see if the vehicle follows behind. If so, call police and follow their instructions. Do not confront any individual you believe is following you. Make good mental notes of their description and provide them to the police and/or Protective Services.

- **Note:** These are general guidelines and do not address all situations. AHS has several support programs such as Protective Services, Workplace Health & Safety and our Employee Assistance program that can assist you with your safety concerns and at any time, you can contact the police via 911 if you feel your safety is being threatened.