

**Contact-Buddy Information and Procedure**

Your contact buddy is: \_\_\_\_\_

You will be in contact by:  in person     by telephone     other method \_\_\_\_\_

Your contact will:  twice during a shift or working session     at end of a shift or working session

The contact times are: \_\_\_\_\_  
\_\_\_\_\_

The worker and contact buddy will make another attempt to contact within five minutes if the first attempt was not successful.

If your contact person cannot reach you at one of these predetermined times, the contact buddy will make another attempt within five minutes. If your contact-buddy still cannot reach you after the second attempt, he or she will do the following:

1. Call the security company to initiate a check in. Security Company number \_\_\_\_\_
2. Call the Supervisor of the building or the supervisor of the workforce. \_\_\_\_\_
3. If necessary, call 9-1-1 and request a response to the location.

In case of an emergency Call 911 and then call the following person:

\_\_\_\_\_ Contact phone number \_\_\_\_\_

\_\_\_\_\_ Contact phone number \_\_\_\_\_