

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 _____