

SAFETY AFTER HOURS

[\(http://www.police.ufl.edu/community-services/crime-prevention-during-after-hours-employment/\)](http://www.police.ufl.edu/community-services/crime-prevention-during-after-hours-employment/)

It frequently becomes necessary for faculty and staff members to work at the University during non-business hours (i.e. evenings, weekends or holidays). When this occurs and particularly when the employee is working alone and/or at an isolated workstation the University of Florida Police Department suggests the following preventative safety practices:

- * Before you leave home, advise someone where you will be working and when you anticipate returning home. Make sure your family and friends know the telephone number of the University of Florida Police Department (392-1111) as well as the number where you can be reached.
- * A cellular telephone is highly recommended. Such phones are consistently proven effective for personal emergency communications and give you instant access to all emergency services anywhere on campus. Carry the telephone with you while in your work area and use the auto-dial feature of the phone to store emergency numbers such as 911 and University of Florida Police Department (392-1111).
- * Do not carry a gun or other deadly weapon. Possession of deadly weapons is prohibited by university policy and is never recommended as a preventative strategy.
- * When you arrive on campus, always park in a well-lit parking lot or in a parking garage.
- * The University of Florida Police Department offers an escort service, the Student Nighttime Auxiliary Patrol (SNAP). This service is available from 6:30 p.m. to 3:30 a.m. nightly during the Fall and Spring semesters and from 8:30 p.m. to 3:30 a.m. during the Summers semester. SNAP is available to students, staff, faculty and visitors at no charge. Request a SNAP escort through the SNAP app (UFL SNAP), online at www.snap.ufl.edu, or via telephone at 392-SNAP (7627).
- * When you leave your car remember to lock the doors. Remotely controlled locks using a key chain transmitter are recommended to better ensure locking and aid in quick entry when you return.
- * When walking to your workstation, travel on well-lit walkways. Avoid the temptation to use shortcuts and informal pathways and try to stay away from areas where visibility is blocked by trees and shrubs. When you turn a blind corner, try to walk on the outermost side of the walk, away from the visibility obstruction while keeping your eye on the path ahead. Taking a wide turn allows a greater field of vision and increases the time available for your reaction in a threatening situation.
- * Make sure you have the necessary keys or card to access your workstation. Carry the keys or access card in your hand as you approach your work area with the correct key or card readily available for use in the door.

* When you arrive at your building or workstation if there is anything that doesn't feel right or causes you to be suspicious, trust your instincts and call the University of Florida Police Department. If you enter a locked building, make certain the door closes and locks behind you.

* If the door to your office or workstation is supposed to be locked and is not, do not enter. Go to a phone elsewhere in the building and call the Department of Public Safety (392-1111) immediately. Most buildings are equipped with house phones that can be used for this purpose.

* Know the University of Florida Police Department's non-emergency telephone number 352.392.1111. Be sure to add that number to your programmable telephone, if available.

* If you leave your office or workstation to use the restroom, remember to lock the office or workstation door behind you. Do not enter a dark restroom.

* When you return to your car after leaving your office or workstation, watch for suspicious persons nearby and look into the front and back seats before you open the door.

RSC After-Hours Access (AHA) Guidelines

After reviewing these slides, [contact us](#) to schedule
a Zoom meeting to discuss After-Hours Access

What are Normal Business Hours (NBH)?

Normal business hours (NBH) are 8 a.m.-5 p.m. Monday through Friday

- ✓ Front door to the NRF is unlocked
- ✓ All users allowed

Outside NBH

- ✓ Front door to the NRF is **LOCKED**
- ✓ Only users **with** After-Hours Access (AHA) are allowed in RSC facilities

When do I need After-Hours Access (AHA)?

Monday-Friday

7:00 a.m.-8:00 a.m.

5:00 p.m. to 10:00 p.m.

Weekends

7:00 a.m. to 10:00 p.m.

UF Holidays

7:00 a.m. to 10:00 p.m.

UF Closures

No Access!

Typical Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.	AHA	AHA	AHA	AHA	AHA	AHA	AHA
8:00 a.m.	NBH	NBH	NBH	NBH	NBH		
5:00 p.m.							
10:00 p.m.	AHA	AHA	AHA	AHA	AHA		

UF Holiday

7:00 a.m.	AHA
8:00 a.m.	
5:00 p.m.	
10:00 p.m.	

Campus Closure

7:00 a.m.	NO ACCESS!
8:00 a.m.	
5:00 p.m.	
10:00 p.m.	

UF Holidays

Holiday	2023	2024
New Year's Day	Monday, January 2 (obs)	Monday January 1
Birthday of Dr. Martin Luther King Jr.	Monday, January 16 (obs)	Monday January 15
Memorial Day	Monday, May 29	Monday, May 27
Juneteenth	Monday, June 19	Wednesday, June 19
Independence Day	Tuesday, July 4	Thursday, July 4
Labor Day	Monday, September 4	Monday, September 2
Homecoming Friday	Friday, October 6	TBD
Veteran's Day	Friday, November 10 (obs)	Monday, November 11
Thanksgiving Day	Thursday, November 23	Thursday, November 28
Day after Thanksgiving	Friday, November 24	Friday, November 29
Christmas Day	Monday, December 25	Wednesday, December 25

UF Campus Closures

UF is closed from Christmas Day through New Years Day. This is NOT a holiday.

Other campus-wide closures may be declared for projected natural disasters (e.g., hurricanes).

NO ONE* is allowed in the RSC facilities during campus closures. (*other than “essential personnel”- only staff, NO USERS)

Who can have AHA?

Users **may** be granted AHA **IF** they:

- ✓ follow safety protocols (e.g., using proper PPE)
- ✓ have good interactions with staff and other users
- ✓ can competently use equipment without assistance
- ✓ clean up after themselves
- ✓ agree to adhere to AHA guidelines and protocols (includes using the e-buddy system for AHA work)

Failure to comply will result in removal of your after-hours access.

RSC Remote Emergency Contact (E-Buddy) System

What is an e-buddy?

- ✓ Your virtual emergency contact
- ✓ Someone who checks on you regularly
- ✓ Knows what to do if they lose touch with you

Who can be an e-buddy?

- ✓ Anyone!
- ✓ Does not need to be on campus
- ✓ Does not need to be RSC user

What makes a good e-buddy?

- ✓ Diligent person that will check on you
- ✓ Will call appropriate emergency services if they don't hear from you

How do I e-buddy?

- ✓ Contact **your emergency contact (e-buddy)** ahead of time to make sure they are available during the time period needed.
- ✓ Agree on the frequency of contact during your time at RSC. No longer than **60 minutes** between check ins.
- ✓ Provide e-buddy with physical building address, room numbers, and landline phone numbers
- ✓ Include the non-emergency UFPD phone number: 352-392-1111
- ✓ All messages are copied to the e-buddy number or e-mail, depending on which method you are using.

NOTE: Messages are monitored to ensure compliance. Keep this in mind when messaging.

ALL e-buddy sessions must include either:

RSC e-buddy phone number **352- 559-9359**

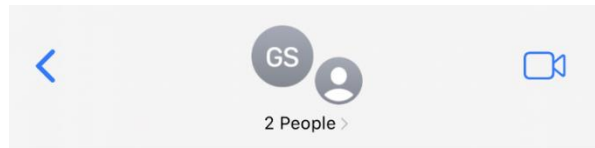
RSC e-buddy e-mail rscebuddy@mail.ufl.edu

Failure to comply will result in removal of your after-hours access.

How do I start e-buddying?

Initiate text or e-mail contact upon arrival to the RSC facility

✓ *E-buddy should acknowledge receiving notification*



Text Message
Today 9:10 AM

Hi Gary! This is Alison. My phone number is [352-222-9124](tel:352-222-9124). I am working in NRF 104 at 1041 Center Drive. The landline number is [352-846-2626](tel:352-846-2626). I will be checking in every 60 minutes. If you don't hear from me every hour, please check that I'm okay. If you can not reach me through cell or landline, please call UFPD [352-392-1111](tel:352-392-1111) to check on me. Thanks!

Gary Scheiffle

GS Okay ✓



Fri 3/17/2023 9:26 AM

RSC LabsEBuddy <rscebuddy@mail.ufl.edu>

RE: working alone

To: Schepker,Kristy

Cc: rscebuddy@gmail.com

Retention Policy | Inbox UF (3 years)

Expires 3/16/2026

[External Email]

Got it! ✓

From: Schepker,Kristy <kschepker@ufl.edu>

Sent: Friday, March 17, 2023 9:25 AM

To: Trachet, Alison Ann <aat425@ufl.edu>

Cc: rscebuddy@gmail.com

Subject: working alone

[External Email]

Hi, Alison! This is Kristy. My phone number is 352-555-1234. I am working in Room 285 in the NRF at 1041 Center Drive. The landline phone number is 352-273-2288. I will be in touch with you every 60 minutes. If you do not hear from me as expected, please check that I am okay. If you cannot reach me through e-mail/text, please call the landline number. If you still cannot reach me, please call UFPD at 352-392-1111 so they can check on me. Thank you for being my e-buddy!

Kristy Schepker

Engineer II

Research Service Centers (RSC)

Herbert Wertheim College of Engineering

University of Florida

Phone: 352-273-2252

E-Mail: kschepker@ufl.edu

Example first message

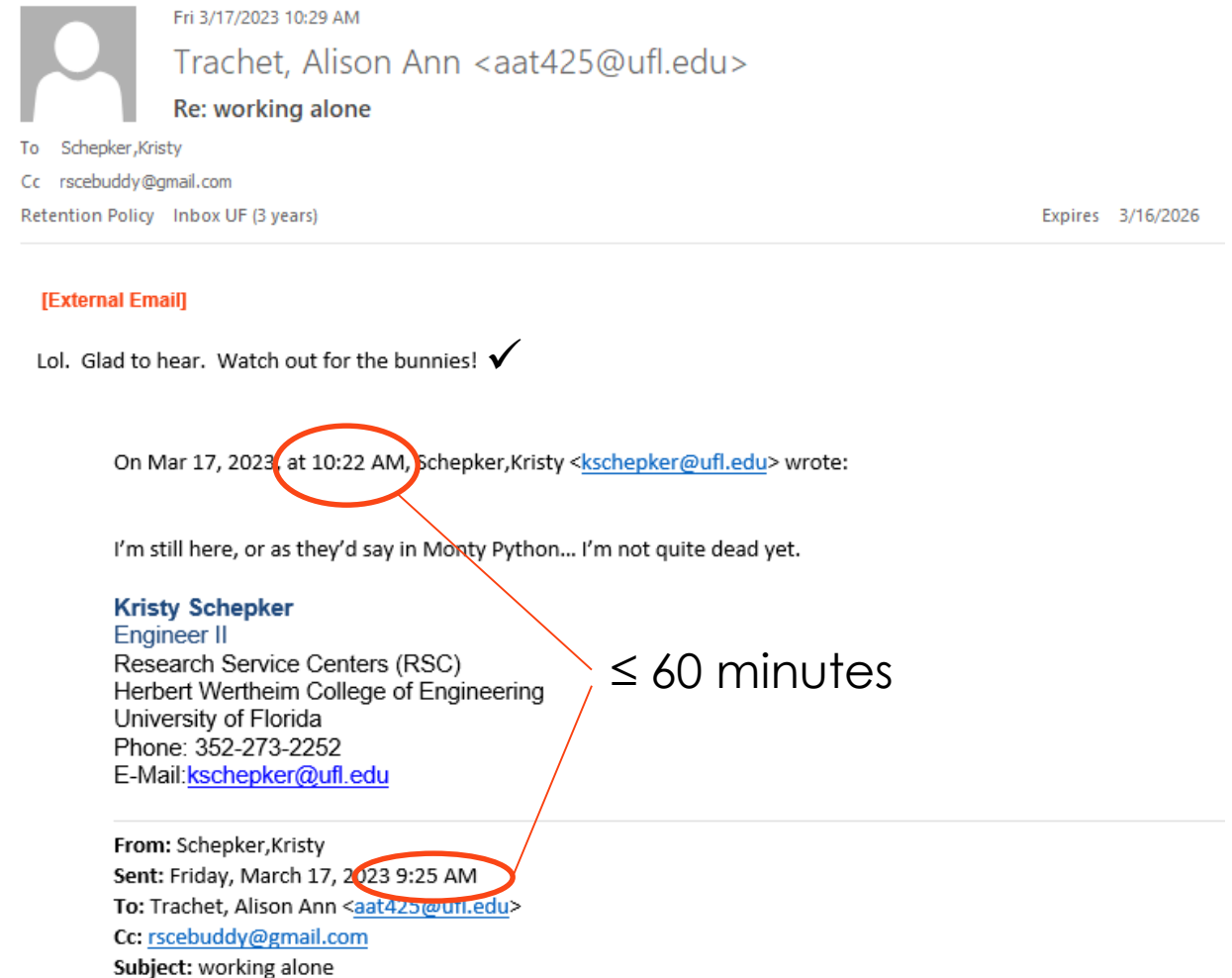
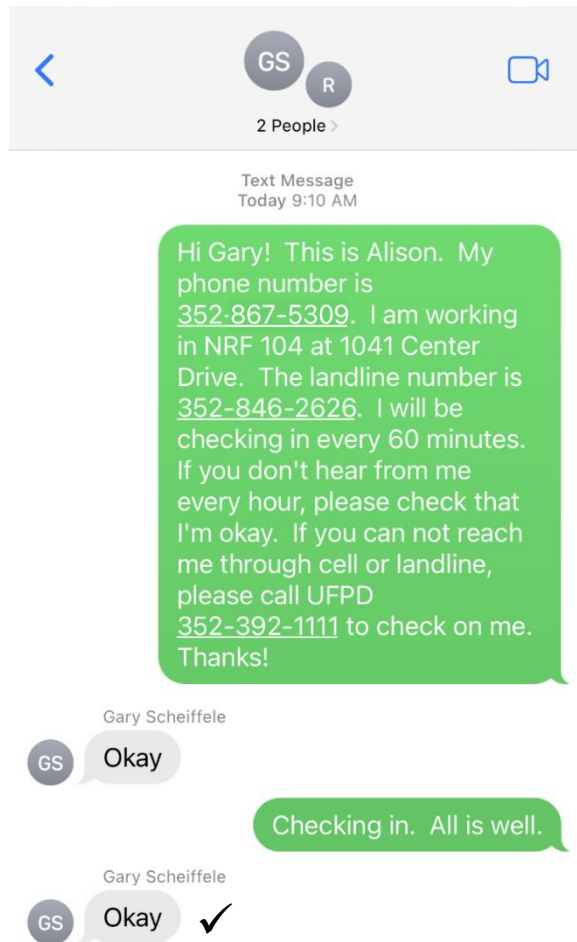
Please consider the following text as the first message of EVERY e-buddy session. Fill in the blanks and delete gray text.

Hi! This is _____ . I am working in **Room XXXX** (room number, not equipment or process description; “Clean Room” is unacceptable) in **NRF (BLDG 0070) at 1041 Center Drive** **OR** **NFMC (west side of NRB/BLDG 0557) at 1917 Stadium Road** (delete the building and address that you are not in). The landline phone number of the room is **352-XXX-XXXX**. I will be in touch with you every **XXXXX** (≤60 minutes). If you do not hear from me as expected, please check that I am okay. If you cannot reach me through e-mail/text, please call the landline number. If you still cannot reach me, please call UFPD at 352-392-1111 so they can check on me. Thank you for being my e-buddy!

How do I check in?

Maintain contact at pre-arranged frequency (tip: set up an alarm on your phone for reminders)

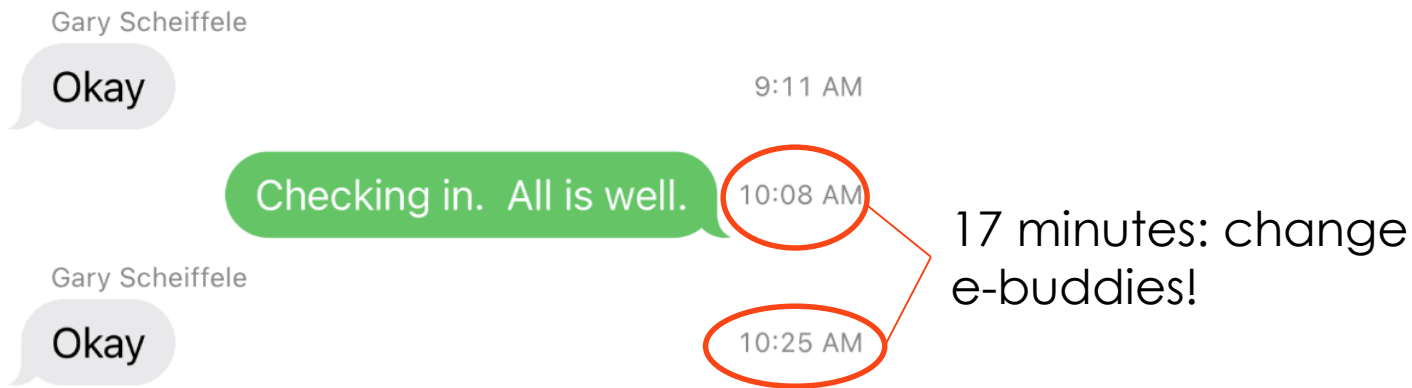
✓ *E-buddy should acknowledge receiving notification*



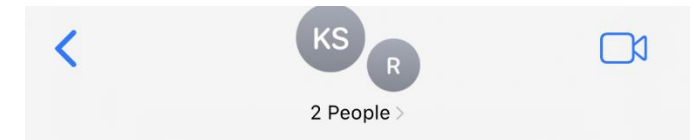
What if my e-buddy ignores me?

If your e-buddy does not acknowledge receiving messages within 10-15 minutes

- ✓ Find a new e-buddy!
- ✓ Or, suspend work at the RSC



New e-buddy session!



Text Message
Today 10:56 AM

Hi Kristy! This is Alison. My phone number is [352-867-5309](tel:352-867-5309). I am working in NRF 104 at 1041 Center Drive. The landline number is [352-846-2626](tel:352-846-2626). I will be checking in every 60 minutes. If you don't hear from me every hour, please check that I'm okay. If you can not reach me through cell or landline, please call UFPD [352-392-1111](tel:352-392-1111) to check on me. Thanks!

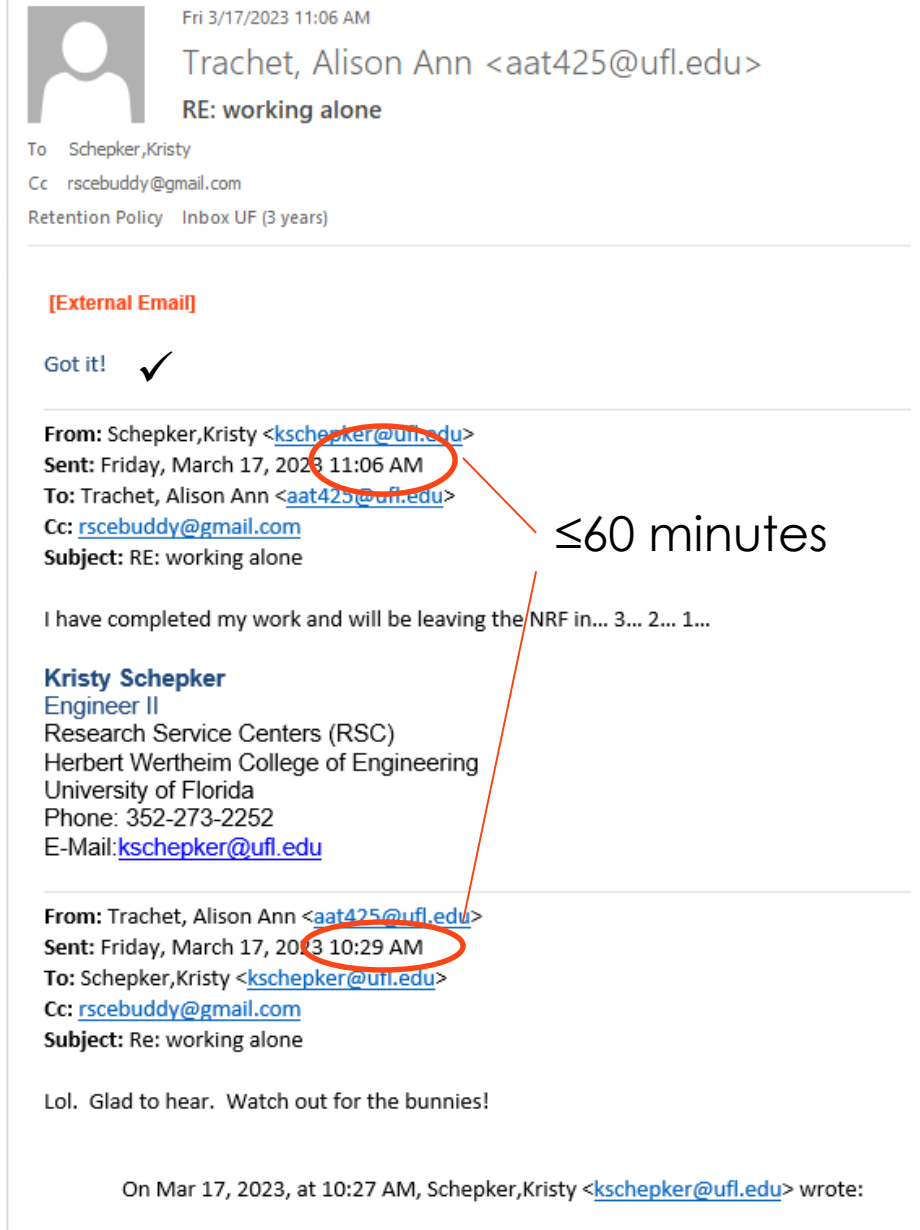
On iPhone, drag left to show time stamps. On Android, click on message to see time stamp.



How do I end my e-buddy session?

Last message should be sent when leaving the RSC facility.
This ends your e-buddy session.

✓ *E-buddy should acknowledge receiving notification*



What if I know I can't check in at the pre-arranged time?

Check in early!

If during work it is realized that next check in with e-buddy will fall at time in which is not feasible to use your phone (e.g., working in a hood, running complex process, etc.), do an **early** check in.

A late check-in, beyond the pre-agreed frequency, **is not acceptable.**

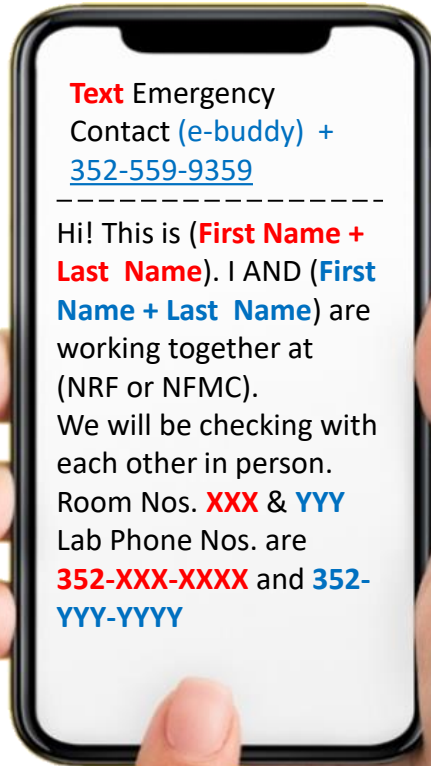
What if I don't contact my e-buddy at the pre-arranged time?

- ✓ E-buddy should call cell phone of user
- ✓ E-buddy should call the RSC land line of the area where RSC user planned work
- ✓ E-buddy should call UPD and request a check

E-buddy can skip previous steps and call UPD IMMEDIATELY if they feel it's necessary.

University Police Department: 352-392-1111

What if two of us are working together after hours?



BOTH in-person users should have AHA.

IF one buddy does not have AHA, pre-approval from rscinfo@mail.ufl.edu (in writing) is required for that person to be in the RSC. **There is NO cleanroom access in this case.**

BOTH send initial texts stating that they are in person and where they will be working. No regular check ins are required as long as both buddies remain in sight of one another.

BOTH send emails or text checking out.

If one of the two leaves early, an e-buddy should replace the in-person buddy. Any user without AHA may not stay alone.

RSC Addresses and Phone Numbers

Nanoscale Research
Facility (NRF)
1041 Center Drive
Gainesville, FL 32611-6621

First Floor

122	352-273-2220
128	352-273-2224
125	352-273-2222
131	352-273-2225
132	352-273-2226
134	352-273-2227
136	352-273-2208
137	352-273-2229

Clean Room

161	352-273-2233
162	352-273-2234
164	352-273-2236
165	352-273-2237
166	352-273-2239

Second Floor

222	352-273-2250
224	352-273-2251
228	352-392-1104
233	352-273-2252
235	352-273-2253
239	352-273-2254
248	352-392-7979
283	352-273-0016
285	352-273-2288

Nuclear and Fuel Materials
Characterization Facility (NFMC)
1917 Stadium Rd.
Gainesville, FL 32611

008B	352-294-0408
008E	352-273-2228

ALL e-buddy sessions must include:

RSC e-buddy phone number 352- 559-9359

or

RSC e-buddy e-mail rscebuddy@mail.ufl.edu

&

University Police Department: 352-392-1111

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