



Workplace Safety and Personal Safety *Know how to call 911 from your workplace*

There are special considerations you need to remember when calling 911 if your workplace is in a building with other businesses, or if you have a central switchboard for your telephone system. If your phone system requires you to dial a number to access an outside line, remember to do this when you call 911. For example, if you need to dial "9" to get an outside line, you will need to dial 9-911 to get police response. Some companies also have security guards who may be able to respond to your call more quickly than police and handle the same situations. Find out what the procedure for private security personnel are in your workplace.

It is essential that the police know where to respond to your call. If you are in a building with several offices, the main street number may be all that shows up on the screen of the 911 operator who answers your call. Make sure you tell the operator your exact location-what floor, what office number, which elevator to use, etc. If possible, it is a good idea to have a security guard or other employee meet the police at the main entrance of the building to show the police exactly where to go. If your building has several stories and numerous businesses, this information is crucial.

Remember, 911 can be used whenever you need a police, fire, or medical response.