



# MUN Safe Work Alone Feature

New feature within the MUN Safe App allows students and workers who are working alone on campus to do so safely.

The Work Alone feature can be used in any situation where a worker or student is required to work alone and where a working alone plan is required. Select the Work Alone button in the app. Here is how it works:

1. Fill out all fields with the personal and emergency contact information, the length of the work alone session and the check in frequency.
2. "Register" the Work Alone session. The app will send a push notification at the frequency selected.
3. When the app sends a push notification, select "check in".
4. If the worker ignores or doesn't reply to the check in within a **5-minute period**, the app will make an outbound call to contact the worker's emergency contact. The contact can then call the worker or Campus Enforcement and Patrol for emergency response.
5. If all notifications are acknowledged, the worker simply continues to work alone and their Work Alone ends as scheduled.
6. You can also end your work alone session by entering the Work Alone session and selecting "Cancel Work Alone Session".

**Please Note: Always ensure that the emergency contact is aware that you have initiated a work alone session. This will ensure they are available to answer a call.**