UCSafety App & Working Alone Feature

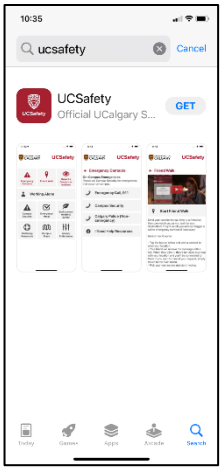
Quick Reference Guide

Purpose: This document walks users through how to download the UCSafety App, as well as how to use the Working Alone feature found in the app.

Audience: This Quick Reference Guide is intended for users of the UCSafety App, including but not limited to, anyone using the Working Alone feature of the app.

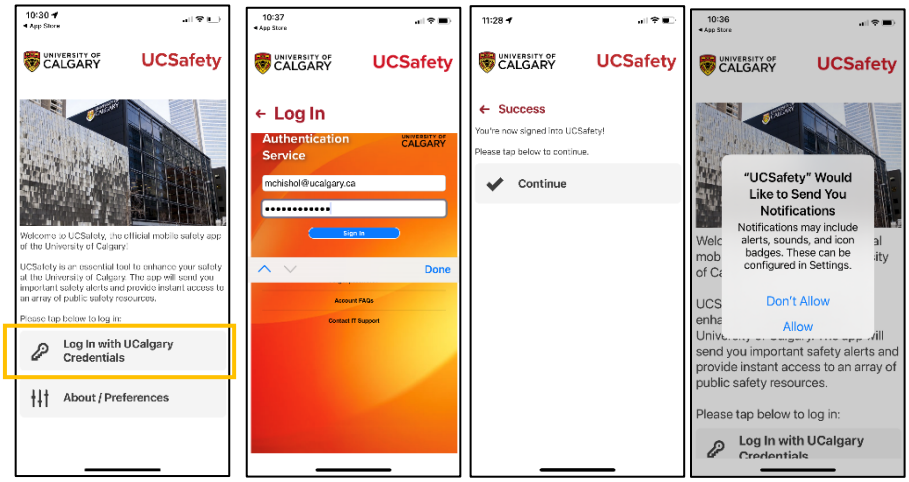
Section 1 - Getting Started

Step A: Download the UCSafety App from the Google Play store or Apple App Store.



Step B: Log in with your Ucalgary credentials

1. Open UCSafety App.
2. Click “Log in with UCalgary Credentials”.
3. Allow the app to send you notifications.



Step C: Check your phone settings

1. **Ensure your cell phone notifications are turned on**, allowed, and enabled
2. Notification volume is turned up

3. Connection to a broadband (3G, 4G, LTE or Wi-Fi network)
4. "Do Not Disturb" feature is turned off

Step D: Add these contacts to your phone contact list:

1. **UCalgary Campus Security**, 403-220-5333
2. **UC Safety App Text Notifications** will be sent from 1-888-519-4933
3. **Intercon Messaging** monitors and responds to missed check-in or emergency alerts, they will call from 1-403-906-3269.
4. **Your Supervisor's /Designated Contact**'s cell phone number(s).

Please ensure your Supervisor/Designated Contact has added these numbers as well as your name and cell phone number to their contact list.

Section 2 – Using the Working Alone feature

***Note**: The Supervisor/Designated Contact and Emergency Contact details you enter during your first WorkAlone session will be remembered between sessions. The Working Alone feature is not intended for use on shared devices.*

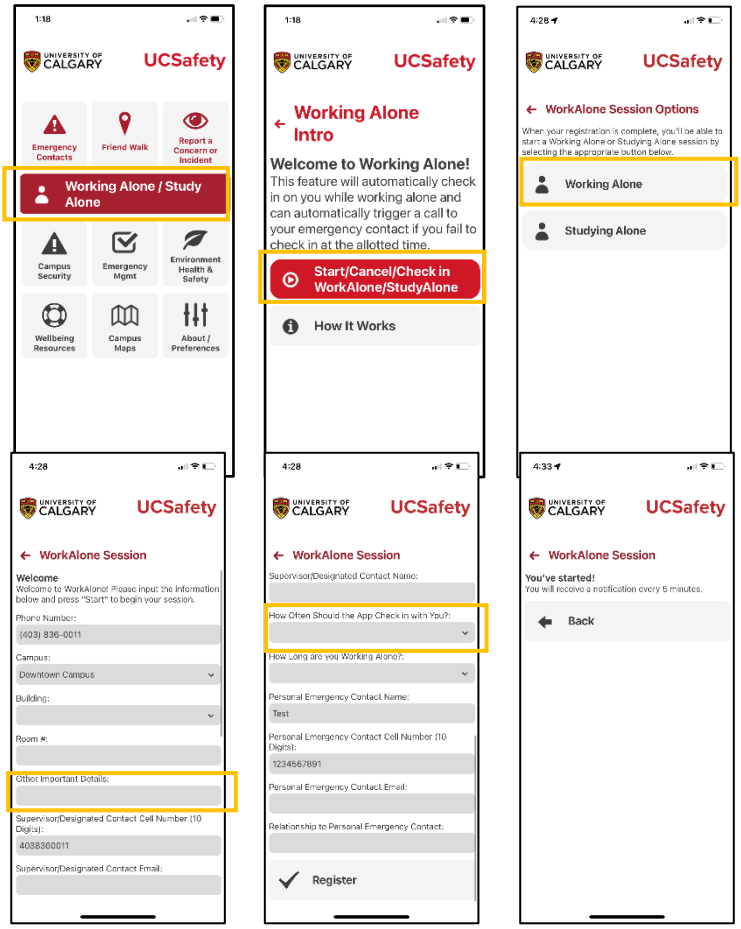
Your phone must always be with/on you during a working alone session

Step A: Log in to Start a WorkAlone session

1. From the UCSafety app landing page, click "Working Alone".
2. Click "Start/Cancel/Check in WorkAlone".
3. Click "Working Alone".
4. **Complete all WorkAlone Session detail fields and select "Register".**

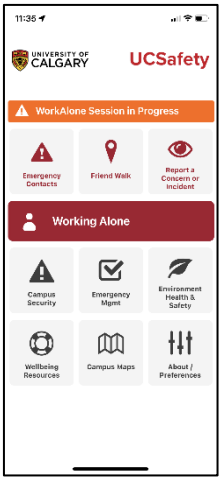
   *If your location will change during your Working Alone session, enter your starting location. Under "**Other Important Details**", list all other areas/buildings you will be and provide a rough estimate where you will be during at the beginning, middle and end of your WorkAlone Session*

5. You will see a confirmation screen confirming your session has started.



Your supervisor/designated contact will receive a notification that you have started a WorkAlone session. This notification will include the planned duration of your session, your name, phone number and location details.

6. On the main app landing page, you will notice an orange bar across the top of the screen that says, “WorkAlone Session in Progress”.



Note: *Intercon Messaging monitors all active WorkAlone sessions 24 hours a day/ 7 days a week. If you fail to check-in, escalation procedures will be initiated.*

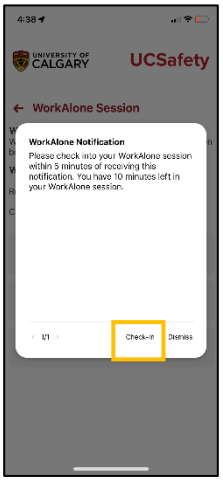
Step B: Check-In during your WorkAlone session

1. Once you have started a WorkAlone session, you will need to check-in at the interval you selected in Step A, Point 4 (above).

2. You will receive a screen notification to check in – click “**Check In**”.

3. You will receive confirmation that your check-in has been confirmed.

4. Repeat 1-3 above at each Check-In Interval.





Note*: If you fail to check in within 5 minutes of notification, escalation procedures will be initiated, and Intercon Messaging will try to contact you. If still no response, your supervisor/designated contact will be notified by Intercon Messaging to contact you for a wellness check.*

At any time, you may call for emergency assistance by clicking the Emergency button and escalation will be initiated.

Do NOT call or text the WorkAlone notification number. It is not a monitored number.

If you click” dismiss”, it will end your current WorkAlone session.

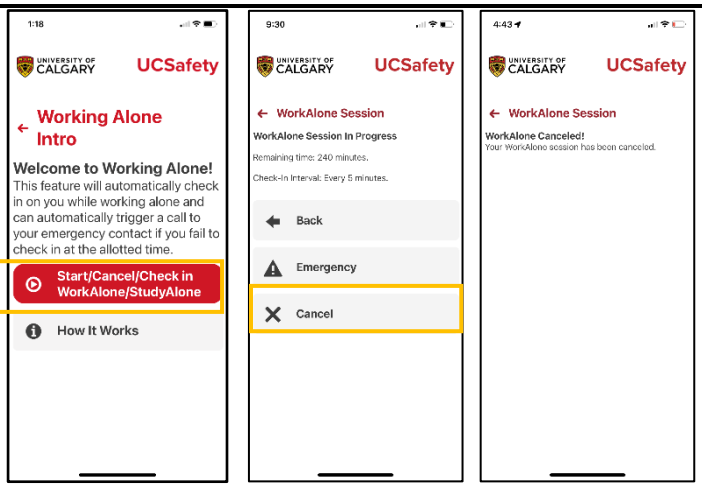
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Step C: Cancelling/Finishing your WorkAlone Session

1. Click “Start/Cancel/Check in WorkAlone”
2. Click “Cancel”.
3. You will see confirmation your session has been cancelled.

Note *Your supervisor/designated contact will receive a message indicating that you have cancelled your WorkAlone session and monitoring will stop at this point.*



If you miss your last check-in notification, the escalation process is initiated, however, no further check-in notifications will be sent to you by the WorkAlone app*. You must Check-in to officially end the session, prior to starting a new WorkAlone Session.*
If you wish to continue working alone past the duration set in step A, point 4, you will need complete your final check in and begin a new WorkAlone session.