



Weekly Safety Meeting

Staying Safe When Working Alone or at Night

Criminals often look for easy targets, and employees who work alone, overnight, or in transit face a unique set of security challenges. Whether you are driving a commercial truck, managing a remote facility, or closing up an office after hours, practicing active situational awareness is your first and most effective line of defense. By recognizing potential threats early and adopting strict safety habits, you can significantly reduce your risk of becoming a victim.

Core Awareness Techniques

Eliminate Distractions: Avoid wearing headphones or getting absorbed in your smartphone when walking to your vehicle, checking a load, or unlocking a building. Criminals look for targets who are unaware of their surroundings.

Establish a Check-In Routine: Never start a solitary or overnight shift without a strict communication protocol. Use automated safety apps, wearable GPS trackers, or simple scheduled texts to keep a supervisor or family member updated on your location and status.

Control Building Access: If you work inside a physical facility alone at night, keep exterior doors locked at all times. Never prop doors open to take out trash, and do not let unidentified individuals "tailgate" behind you into a secure area.

Park and Walk in the Light: Always map your routes and park your vehicles in well-lit, open areas. Avoid walking close to unlit alleys, heavy landscaping, or hidden blind spots where someone could wait unseen.

Job-Specific Safety Scenarios

Scenario 1: The Long-Haul or Delivery Truck Driver

The Risk: Freight theft and personal ambushes frequently occur at dark, isolated highway rest stops, truck stops, or unsecured receiver yards.

Prevention in Action: Before stopping for the night, use resources like the Federal Motor Carrier Safety Administration (FMCSA) or trusted parking apps to identify highly visible, secure parking spots. Inspect your surroundings before exiting the cab. If an unmarked vehicle blocks your path or

individuals loiter near your trailer, stay inside your locked cab, sound the horn, and immediately call local law enforcement.

Scenario 2: The Solo Late-Night Facility Worker

The Risk: Retail, warehouse, or office workers closing up alone can be targeted during late-night exits or by unauthorized individuals trying to slip past doors.

Prevention in Action: Conduct a quick risk assessment before your shift ends. Ensure the outdoor path to your vehicle is clear. If a stranger approaches the door claiming they "forgot their keys" or "need help," do not open the door. Direct them to call building security or emergency services from outside while you remain secure.

Your Emergency Action Plan (EAP)

If you ever find yourself facing an active threat or an immediate crime in progress, remember these absolute protocols:

1. Trust Your Instincts: If a situation or location feels unsafe, do not hesitate—leave the area immediately and move toward a public, well-lit space.
2. Do Not Be a Hero: In the event of a robbery or physical confrontation, cooperate fully. Hand over cash, vehicles, or equipment without a fight. Your life is entirely irreplaceable; physical property can always be substituted.
3. Observe and Report: If it is safe to do so, record a video or note key identifiers of the suspect: approximate height relative to a door frame, unique clothing logos, facial hair, tattoos, or vehicle license plates. Write these down immediately and report them to the police.

STAY SAFE: HOPE FOR THE BEST...PLAN FOR WORST!

Safety Meeting Sign-In Sheet

Supervisor:	Subject:
Location:	Date:
Conducted By:	Trainer Signature:

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