Princeton University
Department of Public Safety

CONTRACTOR ESCORT TRAINING
Origin of the Escort Program

• Below are a few reasons which led to the establishment of the Escort Program in 2013.

• Princeton Universities obligation to provide a secure space for the community.

• Contractors leaving work spaces unsecured allowing for easy entry into residential spaces.

• Discovery of thefts in residential areas that were committed by contractors.
General Principles

- We provide escorts to all outside contractors to assure the safety and security of our residential community.

- The escort **CANNOT** be a part of the working project. Their main function is to ensure that occupants are safe while work is being done.

- An escort will be assigned to all contractors working in residential areas.

- Safety risks are higher in the summer months when the dormitory residents are as young as 8 years old.
General Principles Continued

- DPS Escorts need to be scheduled 7 days in advance.

- In emergent conditions, exceptions will be reviewed and a decision will be made if accommodations can be made.

- In cases where DPS cannot fill a request: other trained University staff members, who have successfully completed the required on-line escort training, can be assigned to work the detail.

- If an escort is not available, work will be rescheduled.
Equipment and Procedures

• All escorts should carry a mobile radio (distributed by DPS Communication Center) or a cellular phone at all times.

• To call DPS using a mobile radio make sure you are on the PS-Safe channel before stating “Escort - your name - to “61”.

• Princeton base will acknowledge stating, “”61” to - escort name - go ahead”. You can then convey your message.

• For Cellular phones use, you can dial 9-1-1 for emergencies and 609-258-1000 for routine calls.

• If you call the emergency line a dispatcher will answer and state “911 where is your emergency”? Give the exact location of the emergency. The dispatcher will keep you on the line until help arrives.
Escort Employment Guidelines

- DPS encourages advanced planning for projects in occupied residential spaces. This achieves cost effectiveness as the cost of escorts is part of billing.

- Working to completion in one place before moving to the next area vs. multiple areas will be more cost effective.

- Departments wishing to employ their own escorts, should have the employee complete the on-line training. All escort(s) must be University employee(s), and a background check must have been completed by HR.
Residential Work Common Areas

- In general, one escort per floor is responsible for monitoring contractors. The escort should be mobile and always have easy eyesight of the contractors performing the work. There may be a need for additional escorts depending on the size of the space.

- Escorts should not leave the floor where the work is being conducted.

- Breaks for escorts should coincide with breaks for contractors.

- When work is being completed in a “common” area(s) the contractors should not be interacting with the residential community.

- If students/campers are present the contractor and escort should NOT use the same bathroom facilities as the resident.
Residential Occupied Rooms

• The escorts primary function is to monitor the room contents while they are in the residential space to ensure valuables and belongings of occupants are safe, and nothing is taken.

• The highest risk is when contractors are working in rooms that are currently housing students or campers. **Specifically when the residents are present.**

• Rooms that contain property must be monitored closely to protect the residents belongings.

• When work is completed, the escort must make sure the room is left secure. For first floor work locations, this also means assuring the windows are secure.

• If you are to be relieved by another escort, you should remain on location until your relief arrives. **Do not leave contractors unsupervised.**
Report Incidents/Concerns

• Report any/all incident to DPS immediately. Radio communication is the fastest form of communication. Incidents that need to be reported include, but are not limited to:

  - Injuries
  - Contractors wandering from work area
  - Contractors interacting with students/residents
  - Confrontational behavior, foul/inappropriate language or behavior in front of students/residents
  - Any attempt by someone to enter an area who is not part of the contractors work force

• For emergencies dial 9-1-1 from any cellular device.

• For non-emergencies dial 609-258-1000.
FINAL MESSAGE

ESCORTS ARE MOBILE!
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• Move around and keep an eye on all workers.

• Do not sit on a chair at the end of the hall. This is not proper monitoring.
Questions?

Please call or email:

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609-915-3272