

USING THE DUTY PHONE



This Phone is called the "Duty Phone" this phone can only call ONE number - it will always call a Pathways staff member to help you

WHO DOES THIS CALL?

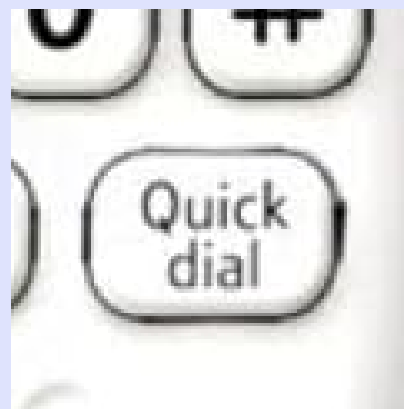
Usually the Team Leader for your Project but sometimes other Pathways staff on duty. It cannot call any other number

WHEN TO USE THIS PHONE

Use this phone in EMERGENCY situations or if you need help
You can use this if you feel unsafe or unsure

HOW DO I USE THIS?

1. Pick up the phone
2. Press button "Quick Redial"
3. Then Press Number 1
4. This will call a Pathways member of staff to help you
5. When you are finished - put the phone back on the wall



What is Duty?

Duty is time outside of usual working hours, this is at Night and weekends

PLEASE DO NOT

DO NOT: Disconnect, move, play with or damage this phone