

Rules and Regulations concerning access and use of facilities in the
Department of Archaeology

- 1) Do not pass your key onto anyone or give out password codes.
- 2) If you are the last person in the room please do the following;
 - a) Lock the door behind you
 - b) Turn off lights
 - c) Close windows
 - d) If using a computer please turn off the monitor screen to save power. (NOT the computer itself)
- 3) Make sure you are familiar with the fire exits and where your assembly point is in case of fire. Make a note of where your nearest call point (small red box on walls near exits and stair landings) is so that you can raise the alarm and then leave the building.
- 4) Read the Emergency Information notices on Department notice boards and be familiar with the telephone numbers you may need to call especially if you are working after hours or at weekends.
- 5) Please lock the main doors between 6.00pm and 8.30 am (i.e. outside of normal working hours) AND at weekends. IF you see someone behaving suspiciously please phone Security on 101 immediately. DO NOT tackle them yourselves.
- 6) Be aware of whom the Department first aiders are and how to contact them. (Read Emergency Notices on notice boards)
- 7) The University has a 24 hour Security team. Please ring 101 if you have any serious problems whilst working out of hours and at weekends. They deal with the Emergency Services (Fire, Police, Ambulance), any building emergency (e.g. flooding, lift breakdown, fumes etc) and intruders.
- 8) Any major problems during work hours not related to computing please ring Jessica Rippengal (unless advised by email) on 50198 or email jch14@cam.ac.uk