

Key numbers (we suggest you make a note of these or store in your mobile)

Security Services emergency number – (01865) (2)89999

Security Services contact number – (01865) (2)72944 for non-urgent incidents.

## Humanities Graduate Study Space Safety Guidance

Access to the graduate study room is provided on the basis that all users follow this safety guidance.

### Access

The **front door is open from 6am-8pm, Monday-Friday and 9am-5pm on Saturday**. The back door should be used outside of these hours.

**Access is only for University of Oxford Humanities Graduate students**. You should not grant access to friends or visitors under any circumstances. Security Services will patrol the area and you will be asked to produce a valid University card.

Out of hours access is granted to allow you to study at a time convenient to you. **Out of hours, you will have access to the Ground Floor Common Room, kitchen and toilets** as usual, and vending machines are available in the foyer. All large meeting rooms are locked overnight and all day at weekends (unless they have been booked for an event). Please note out of hours access does not grant you access to the library.

**The back door should not be propped open or blocked**. The door has an alarm monitored by Security Services, which will alert them if the door is left open for longer than 30 seconds. There is a deadlock on the back door in case of power failure. Please do not use this lock!

**There is no car parking on site**. The turning circle around the fountain must be kept clear for the emergency services. One of the courtyard gates will be closed between 9pm and 6am, 7 days per week to prevent vehicular access.

### Fire safety

- ✘ No smoking in the building and by front and back doors. There is a post next to the bike racks in front of St Luke's Chapel.
- ✘ No candles or similar are permitted on the premises and will be removed by UAS Facilities.
- ✘ No personal heaters or electrical devices are permitted.

Please refer to the printed fire floor plans and familiarise yourself with the exit routes.

If the fire alarm sounds, Security Services will receive the alert. **The fire service only automatically attend 5pm-8am Monday-Friday and all day at weekends and Bank Holidays**. If you know for sure that there is a fire, e.g. you discover it, please hit the red break glass and call 999. If you see evidence after the alarm has sounded, call 999. It is better for the fire service to receive multiple alerts than none at all. Do not stop to close windows or doors or collect belongings. Please do not stop to persuade others to vacate. It is their responsibility to exit immediately. If someone is injured or distressed and unable to exit safely by themselves, please escort them to a refuge area and stay with them. There is a special button at each refuge area which connects to the fire panel in the foyer. When the fire service look at the panel, they will press the corresponding light to let you know that they are aware you are there and need help.

There are **disabled refuge areas** within fire exit stairwells at either end of 1st, 2nd and 3rd Floors. The Ground Floor area is by the Common Room. Evacuation chairs are located on 1st and 2nd Floors only; they should only be used by trained personnel.

**The main fire exit** is the staircase and out of the front door. Do not use the lift, not even as a refuge. If the main stairs are compromised at any level, you can exit via either side ward, using the side stairwells. On exit, follow the path to the front of the building. If the front door is inaccessible or locked, you can use the back door. Turn left at the bottom of the main stairs and left again so you have the lockers and kitchen on your right. You will see the door in front of you.

**Evacuation meeting point** is either side of the black iron gates on Woodstock Road. You should remain there until the fire service or Security Services say the building is safe to re-enter.

**Personal evacuation plans**: if you have a disability and anticipate any problems with access, please contact Julia Marshall in the first instance.

### First aid

**If you require first aid during building opening hours, please go to reception.**

**Out of hours, for all head injuries, call 999. For anything else, call Security Services** who are all trained first aiders. Unless you are a qualified first aider, do not give medical assistance. Please submit a report of the incident to Julia Marshall as soon as possible after the event.

### Security

**If you have security concerns during building opening hours, please contact reception in the first instance.**

**If, out of hours, you feel threatened** or, on trying to enter or leave the building, you are prevented by a nuisance/undesirable pedestrian, please call Security Services.

**If your University card stops working and you are locked out of the room out of hours, please call Security Services**, e.g. you left personal belongings on your hot-desk or in a locker and you can't get back in to retrieve them.

**In the event that you come across suspicious packages or witness suspicious behaviour**, do not intervene or investigate. Call Security Services on 89999. Evacuate per their advice.

### Other

**No sleeping on the premises is permitted.**

**No storage of items, such as bicycles, in the room is permitted, aside from study related materials as described in the room terms of use.**

**If you discover a serious maintenance issue out of hours**, e.g. there is a burst pipe, broken window, or serious leak, please call Security Services – (01865) (2)72944 and they will contact University Estates out of hours rota as required.

If you would prefer to receive this document electronically, please email [julia.marshall@admin.ox.ac.uk](mailto:julia.marshall@admin.ox.ac.uk).