



Fire Safety

Please make yourself aware of all fire exits, fire escape routes, call points, assembly points and fire extinguisher locations.

In case of a fire

- Raise the alarm by pressing the fire alarm point.
- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Please make contact with the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

On hearing the fire alarm:

- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Please make contact with the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

Fire drills/Evacuations

The Head Porter is responsible for arranging fire drills throughout College accommodation and offices. All records of drills/evacuations are the responsibility of the Head Porter. Drills will be arranged for the Michaelmas and Lent Terms. Any re-testing will take place as and when required.

Non-residents/guests

Personal guests may stay overnight (up to two nights) in College accommodation, as long as the student is present. All guests must sign in at the Porters' Lodge. For fire safety reasons, it is essential that the College is aware of who is resident at any time so guests must be booked in and sign the registration form provided. Guests staying more than two nights must be booked into one of the Student Guest Rooms.

Fire Prevention

It is the responsibility of all College Fellows, students, staff, guests and visitors to prevent fire. Please be aware of fire action signs and what action to take in case of a fire or alarm activation. Smoking, cooking, and lighting candles or incense in student rooms is strictly forbidden. Worn electrical leads and other hazards should be reported and replaced.

Detection and Alarm

All Magdalene College accommodation is equipped with automated fire detection and alarm equipment.

Please alert the Porters' Lodge on 01223 332100 or in person of any alarm activation.

Do not tamper with the fire detection, alarm systems or fire extinguishers.

Signage/Fire doors

Each fire escape route is clearly signed. It is important that escape routes are kept clear of all obstructions. Fire doors are clearly marked. All fire doors are to be kept closed and are never to be wedged open.

Smoking

Smoking (including the use of e-cigarettes) is neither permitted in any residential College room, nor in any other College building. Smoking is permitted only in certain areas of the College grounds – in the grass area behind Benson E, in Benson Hall courtyard, in the area between Bright's Building and the Gardeners' Cottage, and in the patio area behind 1 Chesterton Road. The smoking of e-cigarettes is only permitted in the recycling area at the back of Benson K, in the Fellows' Garden, and in the Edwards Court courtyard.

When the College Bar is open in the evenings, smoking is also permitted in one corner of First Court, in the area between C Staircase and the Main Gate. Removable bins will be placed in that area when the bar is open.