

**Faculty Board of Oriental Studies
Committee of the Curators of the Oriental Institute and Clarendon Institute Building**

ORIENTAL INSTITUTE, and THE GRIFFITH INSTITUTE

Notes for Room Holders

Introduction

These notes are intended for all members of staff who work in the Oriental Institute, and the Griffith Institute. The document is updated annually, and contains information about health, safety, security, etc. as well as information of a more practical nature about the building.

More detailed information about the remit and membership of the committees of the Faculty of Oriental Studies may be obtained from the Standing Orders, a copy of which is available from the Head of Administration and Finance. Information for academic staff is available from the "Academic Staff Handbook", which is updated annually.

Opening Times

Institute Reception 9.00 a.m. – 5.00 p.m. (7.00 p.m. for events open to the public) Mon. – Fri in Term (4.45 p.m. in vacation)

Faculty Office 10.00 a.m. – 3.00 p.m. Mon. – Fri.

Institute Library 9.00 a.m. – 7.00 p.m. Mon. – Fri. All year round
11.00 a.m. – 5.00 p.m. Saturdays All year round

**Sackler Library
(for Griffith Institute)** 9.00 a.m. – 10.00 p.m. Mon – Fri. All year round
11.00 a.m. – 6.00 p.m. Saturdays. All year round

The Common Room

The Common Room is open to room holders, students and visitors. Morning coffee is served from 10.00 a.m. to 11.30 a.m. from Monday to Friday throughout the year (except when staff shortages during the vacations force us to interrupt the service). Tea is served during term-time from 3.30 – 4.30 p.m. Prices are posted in the Common Room. Drinks, sandwiches, and light snacks are available from 10.00-2.00 from 0th to 9th week.

Coffee or tea for meetings can be provided only by prior arrangement through the Reception staff. A charge may be made on these occasions. Other refreshments are not provided by the Faculty for meetings (e.g. sandwiches) unless approved in advance by the appropriate budget holder.

There is a small kitchen located on the Third Floor which can be used by academic staff members who should provide their own items for use. It should be noted that the kitchen is stocked by individuals and that items kept in the kitchen are not for general use.

Computer Room, printing, and IT Support

There is a Computer Room in the basement. It contains one Mac and five PCs, a printer and a scanner. These are available for the use of academic staff who are room holders, academic visitors, and some graduate students. The facilities of this room are **not** available to undergraduate students, who should be referred to their colleges.

Postgraduate students wishing to use the computer room should contact the IT Support Officer at the Oriental Institute in the first instance. They will require the support of their supervisor. Access to the computing room is subject to overall demand and constraints of space. Access to the computer room is by swipe-card.

If supplies of consumables run out, additional supplies may be obtained from the Faculty Office staff. Students must supply their own paper for large runs. Most academic staff are networked to a shared printer on their floor; any member of staff requiring alternative arrangements should make a written case to the IT/AV Committee. The Committee has agreed a policy which will allow members of staff to have a printer in their room and this is currently being implemented in stages.

The Institute's computers are registered under the Oxford University Computer Maintenance Service. In the event of a problem with a machine please contact Mr Richard Carpenter, the IT Support Officer, providing as much detail as possible about the problem along with the make and model of the machine in question. Mr Carpenter will be able to diagnose the problem and where possible fix it; which may involve organising an outside engineer to do the required work if the machine is under warranty or a maintenance contract.

The IT Support Officer is based in the Oriental Institute, Crow's Nest (4th floor). He can be contacted by telephone (88201), email it-support@orinst.ox.ac.uk or by leaving a written message for him in his pigeon-hole, or by calling in to the Crow's Nest. Contact Mr Carpenter for information on purchasing, renewal, and shared provision, of IT and AV equipment. Mr Carpenter has discretion in prioritising his workload. Please note that the **only** people authorised and insured to provide IT support are Mr Carpenter or his assistant, Dr Zoe Lu.

Mail

Letters on Institute or Faculty business to be posted through the Institute should be left at the Lodge for franking. They will be posted at 4.30 p.m. daily (4.00 p.m. during vacation) and must reach the Lodge staff by 4.00 p.m. (3.30 p.m. during the vacation).

Please always use airmail envelopes when sending mail abroad (airmail envelopes are available from the Faculty Office). The savings resulting from using airmail envelopes are considerable, particularly when mail is sent to destinations outside Europe. Please note that all mail to be handled by the Oriental Institute must be signed or clearly initialled by the sender in the top left-hand corner.

All letters will be sent **second class mail** unless first class posting is specifically requested and is essential. If first class mail is required, please mark this in the top right-hand corner (as well as signing in the left-hand corner).

Personal and private correspondence unrelated to Institute business cannot be posted through the Institute.

If it is necessary to post an official letter or parcel out of hours when it is not possible to put the item through the franking machine, the cost will be refunded. In these circumstances, please ask the Post Office for a receipt, which should be given to the Finance Administrator with an Expenses Claim Form.

Please ensure that the contents always fit the package snugly. Items placed in over-large envelopes tend to move around inside the envelope, thereby often causing tearing and in some cases loss. All packages must be signed in the left-hand corner. In the case of very large packages, please give the Receptionist an indication of the contents.

The cost of sending parcels abroad is lower if it contains printed matter of an educational nature, e.g. books, leaflets, texts, etc. Please use this service when posting appropriate items abroad. You may enclose a cover note, but not a letter. **Considerable savings can also be made by using "Tuff" bags which are a padded envelope but which are lighter than "Jiffy" bags. These are available in A3 and A4 sizes from the Faculty Office Secretary.**

The fax machine (no. 01865-278190) is available for urgent official Institute business. It is located in the Faculty Office. For details please contact the Faculty Office Secretary.

The faculty's general email address is orient@orinst.ox.ac.uk. This is checked daily by the Faculty Office Secretary but room holders should in principle use their personal email addresses.

Messenger service

During term and vacation letters and communications to colleges and university departments in the prescribed area (which includes most colleges and departments) are delivered by the University messenger, who collects from the Institute daily at approximately 9.10 a.m. and 2.10 p.m. These arrangements vary during vacations. Large packages, parcels and videotapes cannot be sent by the messenger service. Unusually large circulations to be sent via the messenger service should be notified to the Receptionist in advance so that special collection arrangements can be made.

Telephones

Calls, other than local calls, must be paid for, unless they are on Institute or University business. A fully itemised print-out of calls is obtainable, and the Head of Administration and Finance can provide advice about this. Lines can be opened up for international dialling on request to the Secretary to the Curators' Committee.

Call charges are checked monthly and anyone with charges over £20 will be sent a letter asking them to clarify that all charges made were on Faculty or University business and to reimburse any charges that were related to personal business. Breakdowns of individual telephone accounts are requested to assist with identifying calls made.

Oriental Institute non-academic staff

Head of Administration and Finance: Thomas Hall (tel. 78210; email. thomas.hall@orinst.ox.ac.uk) is the Secretary for the Board of the Faculty of Oriental Studies, and also deals with matters relating to academic personnel and research grants. His room number is 311.

Academic Administrator: to be appointed (tel. 88365, email.) is located in the Faculty Office in Room 316. With responsibility for all examination matters and student administration including undergraduate tuition, study tours and study abroad, JCC, student training and some admissions work. She also provides administrative support for the REF. As Examinations Administrator, the Academic Administrator provides clerical and secretarial support to the Chairman of the Examinations Committee; and to Chairmen of the Examiners. She is available between the hours of 9.00 a.m. and 5.00 p.m. Monday to Thursday.

Assistant Administrators:

1. Sarah Ballstadt, Finance Officer: (tel. 78225; email sarah.ballstadt@orinst.ox.ac.uk) is based in the Faculty Office in Room 315 and has responsibility for day to day financial matters connected with both the Oriental Institute and all other Faculty premises and is primarily responsible for processing and overseeing all financial transactions. She also deals with a number of trust funds and in that respect works closely with the Head of Administration and Finance.

2. Facilities Administrator: Trudi Pinkerton (tel. 88202, email trudi.pinkerton@admin.ox.ac.uk) is located in the Faculty Office in Room 315. She has responsibility for a number of Faculty Committees and the Committee for the Curators of the Oriental Institute and Clarendon Institute Building. Trudi services the Curators', Language Teachers', and IT/AV Committees, and the Japanese & Korean and Inner and South Asian Studies Subject Groups, and is responsible for administrative liaison between the Chinese Studies at the China Centre, the Oxford Centre for Hebrew & Jewish Studies at the Clarendon Institute, and the Faculty Office staff. She acts as the Head of Administration and Finance's deputy in curatorial matters connected with the Oriental Institute, including Health and Safety matters.

3. Graduate Studies/Admissions Administrator (GSA): Gemma Forster (tel. 88203; email graduate.admissions@orinst.ox.ac.uk) is located in Room 316. Currently services the Graduate Studies Committee. The Administrator is available from 9.00 a.m. to 5.00 p.m. Monday to Friday to deal with graduate studies matters.

4. Academic Administrator (Undergraduate Studies): Aimée Crane (tel. 78312; email aimee.crane@orinst.ox.ac.uk), located in Room 316. She has specific responsibility for undergraduate admissions and related activities, such as open days, and may act as the Head of Administration and Finance's deputy in academic matters. She is available between the hours of 9.00 a.m. and 5.00 p.m. Monday to Friday.

5. PA to the Faculty Board Chair and Head of Administration and Finance: Mary-Louise Aitken (tel. 78311; email mary-louise.aitken@orinst.ox.ac.uk). Responsible for managing diaries, arranging meetings, assisting with correspondence, filing, communications etc. for both the Faculty Board Chair and the Head of Administration and Finance. Also responsible for some personnel administration, in particular, staff leave, right-to-work, and recruitment, as well as development and Trust Funds.

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Faculty Office Secretary: Elizabeth Cull (tel. 88200; email elizabeth.cull@orinst.ox.ac.uk) provides general clerical support including the ordering of stationery supplies. She carries out a range of other secretarial and clerical duties connected with examinations and supports various committees under the aegis of the Oriental Studies Faculty Board. She also assists with official correspondence for members of the faculty and prepares teaching materials. Time permitting, she can type articles (this is usually only possible in vacation) but not books. **It would be appreciated if students who wish to purchase set texts could come to the Faculty Office between the hours of 10.00 a.m. and 3.00 p.m. Monday to Friday, avoiding the lunch hour between 1.00 p.m. and 2.00 p.m.**

Receptionist: Liliane Morton (tel. 78200, email: liliane.morton@orinst.ox.ac.uk) supervises Reception in the Oriental Institute and assists the Assistant Administrator with all curatorial matters connected with the Oriental Institute building, including room bookings.

Facilities Assistant: Allen Miles is responsible for carrying out minor repairs to the building and for general maintenance jobs and also works part time in the Clarendon Institute Building.

All requests for help must be written in the blue book that is kept in the Faculty Office or given to Trudi Pinkerton.

Common Room Assistant: Claudia Crucoli serves tea, coffee and light refreshments between 10.00 and 2.00 from weeks 0-9 each term. Between 3.30 and 4.30 there is a student Common Room Assistant.

Oxford Centre for Hebrew and Jewish Studies Studies (OCHJS): the Administrators for the Oxford Centre for Hebrew and Jewish Studies are Martine Smith-Huvers and Sue Forteath, Room 101 (tel. 10421 and 10422, email martine.smith-huvers@orinst.ox.ac.uk and sue.forteath@ochjs.ac.uk). Martine's hours are 9.00 a.m. to 5.00 p.m., Monday to Friday, and Sue's hours are 9.30 a.m. to 4.30 p.m., Monday to Thursday. The Bursar, Sheila Phillips, Room 111, can also be contacted on tel. 10436, email sheila.phillips@ochjs.ac.uk.

Photocopying

Post holders under the Oriental Studies Board have unlimited access to photocopying for teaching and research purposes.

The photocopier requires the use of PIN numbers. The PIN number for the staff photocopier may be obtained from the Faculty Office Secretary. **Please note** that in the event of a failure of the photocopier or a paper jam, a member of the faculty office staff should be notified immediately. Please do not leave the photocopier in an unstable condition which could result in a fire hazard.

For Oriental Studies staff members only, who are entitled to use the 2nd Floor photocopier, Bodleian books may be taken out of the Library for photocopying purposes provided they are returned immediately to the Library.

Faculty members who are not Oriental Studies members of staff, and who wish to use the Library photocopier, will need to set up an online account at <https://bodleian.pcounterwebpay.com> and pay for any copies (6p per page). Further details and assistance can be obtained from the Library Reception staff.

Stationery

Stationery is available from the Faculty Office for official Institute business. The Faculty Office Secretary is the person responsible for re-stocking and ordering consumables. Normally staff will not be reimbursed for stationery they have purchased themselves.

Business Cards and Personalised Letter Templates

Business cards may be ordered from the University through the Faculty Office from the Faculty Office Secretary, Liz Cull. Approval should be sought in advance from the Head of Administration and Finance, and reimbursement is only possible for permanent members of staff in the Faculty of Oriental Studies. Fixed-term post holders and Faculty members may also order business cards through Ms Cull, but at their own expense.

Correspondence on University business should be sent using the University's standard letter template. A personalised version of this is available on request from Thomas Hall. Further information about branding is available on the University website here: <http://www.ox.ac.uk/branding/toolkit>.

Recycling and Confidential Shredding

There are dry waste and paper recycling boxes in the Library and on each landing. Paper recycling boxes are also located in the Faculty Office and the Faculty Room on the 3rd Floor. There are also locked recycling units for confidential waste for shredding beside the photocopiers on the 2nd Floor and in the Faculty and Academic Administration offices on the 3rd Floor. A monthly collection of confidential waste which is shredded on-site takes place and is notified in advance to all room holders. Sealable paper sacks are available from outside the basement stores which can be kept in your office and put out for collection when notified. It is essential that we shred unwanted confidential papers. Questions with regard to recycling and the shredding of confidential waste should be directed to Trudi Pinkerton or Liz Cull in the Faculty Office.

Purchasing and ordering

No member of staff should purchase or order any item (e.g. stationery, IT equipment, travel) for which they expect reimbursement from or payment by the Faculty without obtaining (a) the advance approval of the appropriate budget holder and (b) an Oracle Purchase Order Number. Information about budget holders in the Faculty is available from the Finance Administrator in the Faculty Office (tel. 78225), or from the Facilities Administrator (tel. 88202).

Lecture rooms and seminar rooms

The Receptionist is responsible for all room bookings. Room booking forms are available on the Oriental Studies website at the following link: <http://www.orinst.ox.ac.uk/general/forms.html>. The combined room booking and lecture list form is No.29 on the page. If *ad hoc* bookings are required, the Receptionist must be consulted. It is essential for security reasons that all room bookings be recorded and that bookings are only made by members of academic staff. Please note that the Faculty Room is **not** available for teaching in the afternoon. Lecture Room 1 and Lecture Room 2 have digital projection, DVD and video facilities, and PowerPoint. All seminar rooms have digital projectors.

Infra-Red Sound System

The Institute is equipped with an infra-red induction loop hearing system. There is a counter system at the Reception desk in the entrance lobby where instructions for user's are clearly displayed. Please ask the Receptionist for assistance. There is also a portable induction loop system in the Library and the receiver unit and instructions are available at the Library Reception desk. Lecture Room 1 also has an infra-red hearing assistance system installed. A headset is available on request. Instructions for use are displayed in the lecture room. Please contact Reception if you would like to use this equipment.

Card-swipe system

Entry to the Institute is by means of a contactless card system managed centrally via the University database. In addition to monitoring access to the library, it protects the inner front door to the Institute, the Computer Room, the Language Laboratory and the cycle shed. University cards must therefore be carried at all times. New room holders will need to validate their University card by presenting it to the card reader outside the inner front door. A green light indicates that the card chip has been activated and access allowed. Room holders are no longer given a key to the outer front door to gain access to the building outside office hours, since 24-hour access is available through the basement (cycle shed). If you lose your University Card, please contact Trudi Pinkerton in the Faculty Office who can arrange a replacement. Please note that a replacement charge of £10 will be made for lost cards.

Keys and Access

If you wish to use your room when the Institute is closed please contact the Head of Administration and Finance.

If it is agreed that you can have a University Card that gives access via the bicycle shed, or for your current card to be updated to access the building via this entrance, you will be asked to sign a receipt, and to observe strict rules for the security of the building. Authorised changes to card access can be carried out by Mr Richard Carpenter, IT Officer, and by the Library office staff who have system access.

On receipt of your University card, sign it immediately on the back. Keys to individual rooms may be obtained from the Facilities Administrator.

All keys are issued at the discretion of the Curators. They may not be transferred to anyone else, and may not be copied. They must be surrendered to the Curators on request. If a key is lost, the Curatorial Administrator must be told **immediately**.

Key holders may be liable for the cost of replacement locks. Keys must not be left in the lock on the outside of the door. If they are removed, the Institute's insurance cover will be invalidated.

During term the front door will remain open until 7 p.m. Mon-Fri, and to 5 p.m. on Saturdays. Room holders entering or leaving after these times, or coming into the Institute during the weekend, should use the door at the bottom of the ramp at the Ashmolean end of the building to enter and exit.

For safety reasons, staff should be aware that the lights in the corridors are switched off by the Cleaners at around 8.00 p.m. each working day. Computers in the Language Lab are timed to shut down automatically at 9.00 p.m.

If leaving the building after hours, room holders are particularly asked to make sure that there are no machines or lights left on in the rooms, corridors, or on staircases, and that the windows in individual rooms are closed. If lights are left on or windows open the University Security Services will call out a key holder.

There is a time switch governing the lights in the outside porch which operates during the hours of darkness and automatically switches off at approximately 11.00 p.m.

Accessible Entrance

The main entrance to the Oriental Institute is on Pusey Lane, where there are steps leading up to the front door. There is a doorbell at street level for visitors who have difficulty accessing the building for any reason. You may also telephone: 01865 278200/288200.

To the right hand side of the building is a ramp that leads down to the basement-level entrance to the building, which is fully wheelchair accessible. From the basement a lift provides full access to all parts of the building including the library. In the event of an emergency, there is an Ibex Transeat on the 2nd Floor, and an Evacuation Chair at the top of the rear staircase on the 3rd Floor. and staff members are trained in their use.

The disabled toilet is located on the 1st Floor of the Oriental Institute, near Seminar Room 116.

The lecture rooms are on the 2nd Floor, although tutorials and small class teaching is often done in academic's offices, which are mainly located on floors 1-3 of the building.

Doors and walls

The inside doors are made of fairly fragile wood, which stains easily. The French polish is damaged readily by the use of glue, blue tack, or Sellotape, and by wet outer garments being hung on the back of the doors.

The Curators' therefore ask that room holders refrain from fixing any notices to the doors themselves. Small notices may, if absolutely necessary, be fixed to the metal name tag holders.

Pictures or other notices should not be hung on the walls of offices without first consulting the Facilities Administrator, who will arrange for the necessary holes to be drilled or supply hooks for picture-rails where these exist. The plaster responds badly to DIY arrangements. The Facilities Assistant may be able to assist, but room holders are asked to channel all requests for help through the Facilities Administrator, Trudi Pinkerton.

Any damage or repairs required to the building, furniture or electrical fittings should also be reported to the Facilities Administrator.

Requests to hang pictures in public areas of the Oriental Institute should be made in writing to the Curators Committee.

Lavatories

There are lavatories for students and staff in the basement. There is a single lavatory for all disabled users on the first floor, which is also available to all female members of staff (but not to male staff or students).

There is a lavatory for male members of staff only situated on the second floor. It is a matter of courtesy as well as hygiene that they are left as clean as you would wish to find them.

Cleaning

The building is cleaned by a firm of contractors, Absolutely Cleaning Services. Any problems should be brought to the attention of the Facilities Administrator, Trudi Pinkerton, rather than to individual cleaners.

Lift

The lift should not be used outside normal office hours and is for the use of members of Faculty staff only. In case of difficulty instructions are given inside the lift. Staff should not encourage students to use the lift.

Insurance

Room holders are reminded that the contents of the Institute are covered by the University in respect of fire, lightning and explosion risks only.

Contents include for this purpose books owned by staff and used for teaching provided that the value is declared to the University Chest (via the Secretary of the Institute) and personal effects up to a value of £250. There is **no cover** for theft, accidental or malicious damage and room holders should make their own arrangements for such cover if considered appropriate.

The University also operates a University-wide travel insurance scheme for members of the Faculty travelling on University business. An application form is available on the Faculty website or can be obtained from an Administrator in the Faculty Office.

All applications for travel insurance using the University scheme must be accompanied by a risk assessment. Details of how to carry out a risk assessment and a risk assessment template are also available on the website or from the Faculty Office.

Emergency numbers

The following numbers may be used twenty-four hours a day:

University Police **FIRE/Security emergencies only 89999**

Routine Security 72944

University Estates Services 75716/78750

Security Services have a list of key holders.

Safety procedures and evacuation in case of fire

Escape routes are indicated by arrows and are via the front door, the back door, or through the exit next to room 108. **Please note that the fire escape next to room 212 is no longer available.** The assembly point is at the North end of Pusey Lane.

It is not permitted to smoke anywhere in the Oriental Institute. If you must smoke near the building, please do so at the Ashmolean end where cigarette disposal bins are provided at the top and bottom of the ramp. Please try to avoid smoking under any open windows and do not drop cigarette butts on the ground.

First Aid

In the Oriental Institute the Receptionist, Liliane Morton, is a qualified First Aider. In an emergency, please contact her (tel.78200). Allen Miles is appointed to be contacted if the receptionist is not immediately available.

There are three First Aid boxes in the Oriental Institute building, one on the wall to the left in the kitchen, one in the cupboard in the Lodge, and one behind the door in the Faculty Office. If items are required from a First Aid box outside normal hours, the box in the Lodge will be available. Please let the Receptionist know immediately if any supplies are used from any of the boxes, so that the incident book can be completed and the supplies replenished. Please do not add any items to any of the First Aid boxes. There is also a Lifepak CR Plus fully automatic defibrillator on the wall to the right of the Lodge door in the entrance Lobby. Members of staff have undergone training in its use, but the defibrillator is designed to be used by anyone in an emergency.

At the Clarendon Institute building, Martine Smith-Huvers and Zsofia Buda are qualified First Aiders (tel. (2)377946) Mrs Smith-Huvers and Dr Buda may also be contacted in the absence of Mrs Morton. The Faculty is also a member of the Wellington Square User's Group First Aid Buddy System.

Contact details for qualified colleagues who are in the immediate vicinity of the Faculty buildings and who may be called upon for assistance can be found in each teaching room in the Oriental Institute

There are three First Aid boxes at the Clarendon Institute, one mounted on the wall in the rear lobby, one in the Library, and one in the kitchen. There is also wall-mounted defibrillator located on the ground floor next to the First Aid box.

Please let Mrs Smith-Huvers know immediately if any supplies are used from any of the boxes, so that the incident book can be completed and the supplies replenished. Please do not add any items to any of the First Aid boxes.

For the Griffith Institute, qualified First Aiders can be found in the Porters Lodge (Tel. 88190) or at the ground floor issue desk (tel. 78092) of the Sackler Library. First Aid boxes can also be found in the Porters Lodge, the ground floor issue desk and in the Griffith Administrator's office (tel. 78097).

More detailed information about health and safety (e.g. Risk Assessments, statements of Organisation of Health and Safety in the University, etc.) may be obtained from the Facilities Administrator (tel. 88202), who is the deputy Departmental Safety Officer.

Bicycle Shed

There is a small area for the storage of bicycles inside the side door to the Institute. It is strictly for use by members of Faculty staff. Access is via the ramp by the side of the building. Space is extremely limited.

Anyone wishing to use the bicycle storage area will need to be granted card access by the Head of Administration and Finance. Anyone wishing to make use of the bike store should register their bike with the University identification scheme. Packs can be obtained from Reception.

Bicycles must not be kept in rooms, brought in through the front door, or left in the hall. Bicycles should only be attached by a lock to the metal brackets and on no account hinder access into or out of the building, as this is a fire escape route and the sole means of access for wheelchair users.

Parking

An application form for University peak-time and off-peak car-parking permits is available for download from the University website and completed forms should be submitted to the Curatorial Secretary. There are currently seven peak-time permits available jointly to members of staff in the Oriental Institute and the Clarendon Institute Building, for use in any University car park.

One parking space is allocated to the Faculty of Oriental Studies and is located immediately adjacent to the Clarendon Institute Building, marked CK. This space may only be used by visitors to the faculty buildings; University parking regulations forbid the use of departmental spaces by regular permit holders, who are liable to be clamped if they use this space. One-day visitor permits are issued by the Reception office on the ground floor in the Clarendon Institute. Any member of staff may request the use of this space for occasional and exceptional use.

The Hebrew and Jewish Studies Unit rent two garage spaces in Pusey Lane. During term time these are for the sole use of members of the Unit and bookings are made through Martine Smith-Huvers or Sue Forteath at the Clarendon Institute. Requests for a garage space can also be made through Liliane Morton, Receptionist at the Oriental Institute, who can check availability with her colleagues at the Clarendon Institute.

During vacations it may be possible for the garages to be booked by other members of the Faculty and enquiries should be made either in the Faculty Office or in the Lodge. Garage availability and general booking information can be found on: <http://intranet.orient.ox.ac.uk/booking/garage20/24.php>.

08 October 2015

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Updated:

ACTION IN CASE OF FIRE

IF YOU DISCOVER A FIRE:

- a) **EITHER**, if it is a minor fire which is immediately extinguishable, put it out using extinguishers available. **DO NOT USE WATER EXTINGUISHERS FOR FIRES WHICH ARE ELECTRICAL IN ORIGIN**. Report the incident to Trudi Pinkerton (extension 88202);
- b) **OR**, if it is not immediately extinguishable, ring 9-999 and report fire at 'The Oriental Institute, Pusey Lane, Oxford 278200'. Set off the automatic alarm by breaking the glass of the alarm boxes. Then follow the procedure below.

DO NOT TAKE UNDUE PERSONAL RISKS.

ON HEARING THE ALARM BELLS, PLEASE ACT AS FOLLOWS:

- a) Leave the building by the shortest route available closing all fire doors behind you.

There are directions near the door of each room. If you are in charge of a lecture or seminar you should try to ensure the safe evacuation of all those in the lecture or seminar room by advising them that the alarm sounding is a fire alarm and ushering them to the safest exit. Similarly, the person on duty in the library is responsible for its safe evacuation. If you are in the library you must obey the instructions of library staff as they evacuate the library.

DO NOT USE THE LIFT
DO NOT DELAY TO COLLECT PERSONAL BELONGINGS
DO NOT RE-ENTER THE BUILDING until advised that it is safe to do so

If there is smoke in the corridors, keep your head low and crawl if necessary.

- b) **REPORT** to the assembly point (North end of Pusey Lane outside the back entrance to St. Cross College).
- c) **REMAIN** there until further instructions are issued.

GROUP LEADERS

- a) Group leaders (or their alternatives) should ensure that their groups evacuate the building as quickly as possible, ensure that no one re-enters the building, and ensure that all members of the group are accounted for. On hearing the alarm, they should proceed to evacuate the building without delay, checking all rooms on their floor as they go and entering all unlocked rooms to ascertain occupancy. Report any missing persons to the Head of Administration and Finance or his deputy.
- b) Group leaders should keep their group together at the assembly point until further instructions are issued by the Head of Administration and Finance or his deputy.

A list of group leaders is attached to the printed version of the Room Holders' notes but is not displayed on the website.

