

**THE WHITE BOOK
REGULATIONS (GENERAL)**

REGULATION G6

Fire and Security

Fire safety measures

1. Students shall at all times act with due precaution for the prevention of fire hazards or the risk of fire hazard, and shall respect and observe all fire safety measures established in the College; in particular, every student shall:
 - (a) ensure that he or she is aware of the action that needs to be taken in the event of a fire;
 - (b) avoid causing any obstruction to fire escape routes, especially staircases;
 - (c) never wedge open any fire door.Students may consult the Head Porter for advice on fire prevention policy and practice.
2. Students shall at all times observe the safety code for the use of microwave and convection ovens, grills, kettles, toasters and any other kitchen appliances, as posted in every College kitchen. Only equipment provided by the College or approved by the College's electrician shall be used in College kitchens. No cooking appliances shall be used in student bedrooms.
3. The following items, and any of a like nature, shall not be used in any part of student accommodation, whether private or communal:
 - (a) hotplates, gas burners, frying equipment, rice or slow cookers, toasters;
 - (b) naked flames, candles, lanterns, shisha pipes, incense or oil burners;
 - (c) gas or paraffin operated heating equipment, portable gas appliances, fairy lights, or any extension leads.Electric space heaters may only be used with the prior approval of the Domestic Bursar.
4. Students shall familiarise themselves with the College fire safety video and fire evacuation routines and assembly points in the College, and shall follow these instructions immediately upon the sounding of any fire alarm. Every student shall immediately vacate the building and assemble at the designated point upon hearing any fire alert other than the routine weekly test of systems, but including any alert sounded for the purposes of a test evacuation of student accommodation.

Fire safety equipment

5. No student shall tamper or otherwise interfere with fire safety equipment, including fire extinguishers, other than in the proper use of it for fire prevention purposes. In particular, automated alarm and detection systems shall not be disabled or falsely activated.
6. Any student who damages any fire safety equipment, otherwise than in the proper use of it for fire prevention purposes, shall be liable for the cost of its repair or replacement, and shall be liable to disciplinary action for a serious offence, under Ordinance C,XIV and Regulations P9-P11.

Fire and Environmental Monitors

7. Student Fire and Environmental Monitors shall be appointed by the College, for each residential staircase on the main site and for each College hostel. A Fire Monitor shall:
 - (a) comply with College training procedures;
 - (b) inform residents on fire safety measures;
 - (c) help with fire safety inspections;
 - (d) provide assistance to College staff and residents during any fire evacuation procedures or during any general or specific security alert.
8. Environmental Monitors shall be responsible for promoting energy efficiency and recycling procedures in their staircase or hostel.

Security

9. A student's University Card shall be used in College for the following purposes:
 - (a) access into and out of the College, where applicable;
 - (b) access to facilities within the College, where applicable;
 - (c) borrowing books from the Library;
 - (d) obtaining credit at the College Buttery or any other purchase point(s), so that a transaction may be entered directly into a student's College account;
 - (e) any other purposes introduced by the College from time to time and notified to SSCSU.
10. No student shall lend his or her University Card to any other person, for any purpose. No student shall seek to pass off himself or herself as another student or other member of the University by fraudulent use of another person's University Card.

University Cards lost or found shall be reported to the Porters' Lodge as soon as possible.

11. Students shall take care to ensure that the doors of residential staircases and other College buildings are kept closed and locked. Secure entry codes for College buildings and accommodation shall not be given to any person who is not a member or member of staff of the College. Students may challenge any unknown individual on the College premises to produce Visitor ID; any suspicious circumstance may be reported to the Porters' Lodge.
12. Keys to student accommodation shall be signed out from, and returned and signed in to, the Porters' Lodge whenever a student comes into or goes out of residence.
13. Fees may be charged, as non-academic fees under Ordinance D,XIII,5 and Regulation F2,8, for the loss of any key or University Card, or for the issue or late return of any spare key.
14. The College reserves the right, for reasonable security purposes, to interrogate the electronic access systems, and footage from the CCTV cameras, both live and recorded, to establish which cards were used to operate any particular lock at a given time, or to help identify persons on College premises. Such information shall normally be used only for security purposes, but may exceptionally be used in respect of activities which a reasonable employer has a duty to prevent, such as any breach of Health and Safety precautions that puts persons at serious personal risk.