

# Visitors

Visitors to the Division of Social Anthropology are requested to make note of, and comply with, the Emergency and Evacuation Procedures, which are posted at various points around the Division.

# Divisional Staff

All members of the Division of Social Anthropology must be aware of what to do should an emergency evacuation situation occur.

Please ensure that you find out and commit to memory:

1. The position of your nearest Fire Call Points.
2. The quickest routes out of the building from your floor.  
Don't forget there may be routes through neighbouring departments eg through Sociology on second floor.
3. The assembly area in Free School Lane.
4. The emergency services telephone number. From the network telephones dial 1999.
5. The security emergency contact telephone number, network 101.  
For non emergencies security can be contacted on network 31818.
6. Who the Fire Monitors for your floor are.  
In an emergency **DO NOT** wait for them to tell you to evacuate, leave immediately.

The Divisional Safety Officer is [Eva Rybicki](#). Please contact her on network 30908, or in the ground floor Administrative Office in Free School Lane, New Museums Site if you need further information.

## Remember in an evacuation

1. Never put yourself or others in danger.  
Your first priority is personal safety.
2. If there's smoke or fire don't go past it, turn around, find another exit and get out.
3. Do not enter a building if the alarms are going off.
4. If you hear a fire alarm and are unsure if it's for real or just a test? Treat it as real.  
Most tests are advertised and the alarms will only ring for a few seconds. If the alarms keep ringing, get out.

New members of staff that have not been contacted regarding fire safety within a week of Division, should notify the [Divisional Safety Officer](#).

Fire evacuation information must be kept up to date.

Further information on Fire Safety, Prevention and Action can be found under **F for Fires** in the University of Cambridge, [The Little Green Safety Book](#). A printed version of this booklet is available from the Safety Office.

*Last reviewed:* September 2015