



SIDNEY SUSSEX COLLEGE

CAMBRIDGE, CB2 3HU

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Head Porter

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Dear Freshers,

Hello and welcome to the College from the Porters' Lodge at Sidney Sussex. I'd like to take this opportunity to give you an overview of the Lodge's responsibilities and provide some important information about your time here.

Sanctuary

Firstly, and most importantly, the Porters' Lodge is a safe haven for all. If you have any problems, please come to us straight away. We should also be the first people to contact in an emergency. We are able to deal with many different situations, are first aid trained, and if we are not able to help directly, will be able to offer advice and guidance.

The Porters' Lodge is manned 24 hours a day. It is locked between midnight and 06:00hrs but there is always a Duty Porter on call.

The telephone numbers for the Porters' Lodge are:

Main line: 01223 338800 **Mobile:** 07774 017631.

Security

The Porters are responsible for the security of the site. We hold the keys to all doors in College and monitor the CCTV and card access systems.

Room Key

Your room key also provides access to the College's main gate and black wooden gate on Sidney Street (next to the 'Oliver Bonas' shop). The main gate gets closed at dusk and locked daily at 22:00hrs, so it is essential that you always keep your key with you, even when you go off site. Never lend your key to anyone, especially a non-Sidney Sussex member – it will compromise security of your room and the College.

Please report any loss or misplacement of keys immediately to the Porters' Lodge. A spare room key can be signed out but the following charges will apply:

Spare key issue: £1.00 cash donation for the 'Rag' charity

You will be given a total of 72 hours / 3 days grace to find and return your key, with an email reminder after the first 24 hours.

Late return of spare key: £25.00**

Lost room key: £25.00 **

***Charged to College bill by Head of Student Finance*

It is essential from a fire safety perspective that you return your key at the end of each term if leaving Cambridge. The Porters will then sign you out of residence so they know that you aren't in your room in the case of emergency.

University Card

Your University card will give you access to the various areas of College that you are permitted to enter, including the gates on King's Street and Jesus Lane, the College Library and Middle Combination Room (MCR).

A replacement University Card is £10.00 and will be charged to your College bill.

Fire Safety

Fire safety is incredibly important at the College. There is a Fire Safety video that can be found on the College website <https://www.sid.cam.ac.uk/student-hub/postgraduates/arriving-sidney> that you must watch, and you must also fill in its accompanying form to confirm that you have watched and understood it.

There are 'Fire Action Notices' posted in every staircase and all rooms. Please read these carefully as they will tell you the actions to take and where you need to assemble in case of an emergency.

Never tamper with the fire detectors or extinguishers – this would be deemed a serious offence. Fire extinguishers have been placed in specific areas and should not be moved – especially not to prop doors open. Smoking is only permitted in two areas of College – the terraced area outside Blundell Court and a smoking area in the Fellows' Garden near the Gardeners' shed.

Fire Alarm Testing and Drills

The fire alarm system will be tested each Monday between 09:00-11.00hrs. Each alarm will sound for a short period. If the alarm continues, you are to react as though it is a real fire and evacuate the building.

Full fire drills will take place at the start of each term. Students are requested to cooperate by immediately evacuating the building and assembling at the designated assembly point (as indicated on the 'Fire Action Notices').

Bicycles

If you have a bicycle, you must register it. Registration forms can be collected from the Porters' Lodge and the completed form should be brought to the Porters' Lodge during Freshers Week. Hours of registration are between 10.00am and 12:00hrs, Monday to Friday.

Post

All mail gets delivered to the Porters' Lodge, including parcels. Small items will be put in your pigeonhole and you will receive an email when we are holding the larger items. Please remember to put your name on any orders that you make.

On a final note, I hope your time with us is enjoyable and I look forward to meeting you all. Please feel free to pop into the Porters' Lodge and talk to me and the team – we have a wealth of experience and will always be happy to help.

Yours sincerely

Ian Whitwham
Head Porter