

## Central Teaching and Administration

### Out of Hours System

**July 2007**

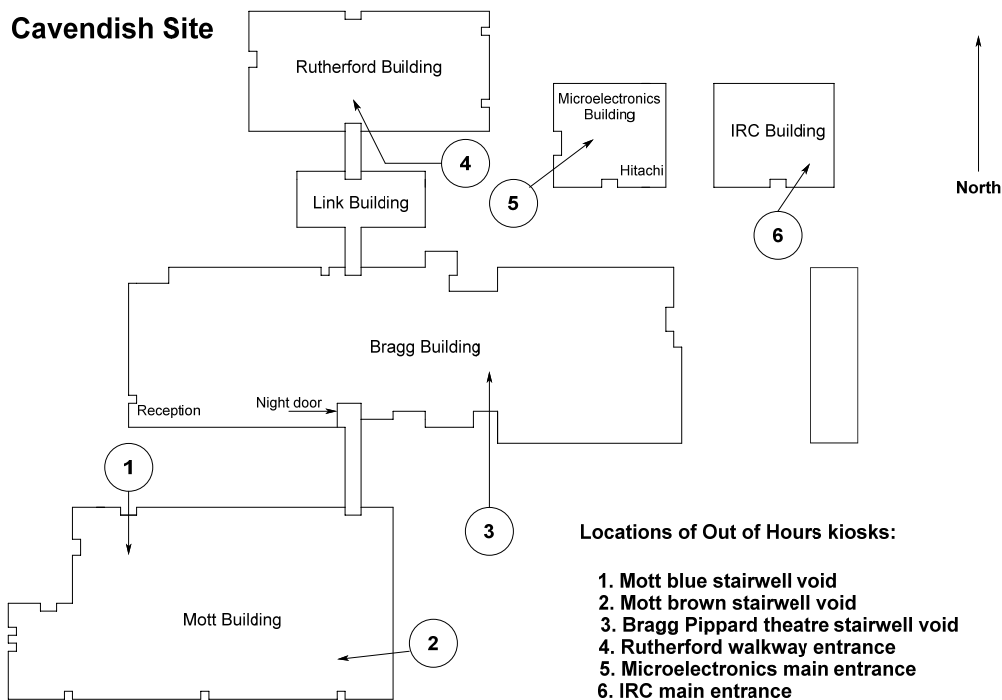
The Out of Hours system is a mechanism for listing who is in the building outside normal working hours (8am - 6pm) and to encourage safe out of hours working practice by providing a list of potential “buddys”, who can be approached for help or assistance. It also provides information on who is in the lab in the event of a fire, or other serious incident and to provide a web page that lists everyone, with contact details, who is in the lab at a particular time, out of hours

**It is compulsory to log into the system for any individual working outside normal hours.**

You can log in or out of the system from one of the dedicated kiosks around the lab, or on your desktop PC from the “Out of Hours” link from the main Department of Physics navigation homepage or by using the following link;

<http://latework.phy.cam.ac.uk>

Out of Hours kiosks are currently located near the following locations;



## **Using the System:**

You need to register on the system and give the building and rooms where you normally work, along with a telephone contact number. Your name then appears on a list of users at the bottom of the page, on the appropriate page for your building. You are free to delete yourself from the system at any time.

To register as working in the lab, click on your name at the bottom of the page, and you will be added to the list.

To leave the building, click the "sign-out" link next to your name.

**You must ensure that you remember to sign-out as you leave the building otherwise the Fire Brigade may risk themselves trying to find you in the event of a fire.**

If you stay in the building after a normal working day, you should sign in to the system at 6pm.

Clicking 'About' on the Out of Hours website will provide further information on the system.

## **In the event of the fire alarm sounding:**

Leave the building by the nearest available exit, as you would normally. If possible log yourself out at the local kiosk, or enter an adjacent building to use an alternative kiosk. If you are unable to log yourself out, wait at Reception to inform the Fire Brigade or Security that you are safe, before leaving the site.

## **In the event that someone needs medical attention:**

If the condition appears life-threatening, shout 'HELP', call 1-999 for an ambulance immediately. Refer to the multi coloured emergency posters to give details of the address. Call 37499 to get Security on site to open the swipe card door(s) for the emergency services. Note that Security do NOT offer first aid services, but should attend to provide other assistance. If your shout for 'help' did not bring enough assistance, check the Out of Hours system for nearby help. You will need people to meet the emergency services to enable them to find the building concerned, open the door for them and guide them to the casualty.

## **Data protection:**

No records are kept of who logs in to the system and the list is cleared automatically each morning. The only data that is held within the system is the list of registered users and the details entered.

The web page is accessible to phy.cam.ac.uk only and will not be used to compile statistics or provide data in any form on out of hours working.