



Welcome to Emmanuel College – we hope that the following information will be useful during your stay.

Checking In

- Rooms are available to check in from 12noon on the day of arrival. However, rooms may be available for early arrival by prior arrangement.
- Please check in and collect your key from the Porters' Lodge at the main entrance.
- Please note that, despite their title, College Porters do not carry guest bags.

Checking Out

- On the day of departure visitors are required to vacate their bedrooms, lock the door and return keys to the Porters' Lodge by 9.30am unless a prior arrangement has been made.
- Please ensure that you return your key before leaving. A charge may be made if any room key is not returned before departure.
- No luggage may be left in bedrooms after 10am on the day of departure. If you need to store your luggage temporarily, please ask at the Porters' Lodge.

Accommodation

- Bedrooms are supplied with soap and towels. Standard rooms share WCs, showers and bathrooms between visitors. En suite rooms have their own private facilities.
- Rooms are serviced daily, but for environmental reasons towels are changed less frequently.
- Visitors are asked not to interfere with the fittings or fixtures in the room.
- Internet access is available in all bedrooms: in some areas wireless access is possible, in others a cable will be provided for you. The wireless password will be supplied by the Porters with your room key.
- There are a limited number of rooms with facilities for wheelchair users – please alert us in advance of any special needs or any special dietary/allergy needs.
- There are always some members of the College, senior and junior, on site whose rooms may be near to those occupied by visitors. We would therefore ask you to avoid disturbing other residents and behave in a quiet and orderly manner.
- Breakfast is served in the College Hall; please show your room key/fob/card at the servery till.
- You are strongly recommended to ensure that the door is locked and windows are closed whenever your room is unoccupied.
- Personal Property/Luggage: the College does not accept any responsibility or liability in respect of loss or damage to any property brought on to the premises by or on behalf of any persons.

Gardens

- You are welcome to stroll or sit in the Paddock and Chapman's Garden. The Fellows Garden is, however, strictly private.
- The famous Emmanuel ducks are usually in the Paddock next to the pond but may also wander around the College. Please do not feed or touch them – it is particularly important that the baby ducklings are not handled as the mother may abandon them – if you see a duck in distress or a duckling abandoned please alert the duty Porter.
- Visitors may not walk on the grass in Front Court.

Porters Lodge

- The Porters' Lodge is open between 7am and midnight – the gate is locked at midnight but is manned 24 hours a day. Guests will have access via other gates outside these hours via the Salto system.
- Enquiries outside of these hours should be restricted to emergency issues only.
- In the event of an emergency, please contact the Porters' Lodge on 01223 334200. Emergency only – 074920 79396
- First-aid facilities are also available in the Porters' Lodge.

Gate Times

- The main gate at the Porters' Lodge is closed at 6pm with access to the College via the Porters Lodge until midnight. The main gate is usually open at 7am; please inform the Duty Porter if you will be leaving before this time.

Taxis

- The Porters' Lodge can arrange taxis on request.

Communications

- Mail should be addressed to "Name, c/o Emmanuel College, St Andrews Street, Cambridge CB2 3AP".
- In an emergency telephone messages can be left with the Duty Porter but it is your responsibility to check whether any message has been received for you.
- If you are going to be absent for any part of your stay, you should advise the Duty Porter so that they can let any callers know that you are unavailable.

Badges

- It would be helpful to College staff if conference/summer school delegates could wear their badges at all times.

Fire Precautions

- It is vital that you familiarise yourself with the Fire Instructions displayed throughout the College. In particular, you should acquaint yourself with the fire exits out of your building and your Assembly Point.
- Under no circumstances should fire alarms or fire extinguishers be tampered with and you should bring any unserviceable equipment to the attention of the Duty Porter as soon as possible.
- Every building in Emmanuel College (with the exception of the gardeners work sheds) is fitted with a fire alarm which is linked directly to the Porters Lodge, and all the buildings are fitted with suitable fire extinguishers.
- If you find a fire you should:
 - Sound the fire alarm by breaking a break glass
 - Immediately leave the building by the quickest possible route.
 - Go to the emergency assembly point and stay there.
- If you are in a building and the fire alarm is activated you should:
 - Immediately leave the building by the quickest possible route
 - Go to the emergency assembly point and stay there.
- The location of the fire assembly point for each building is indicated on the 'fire action sign' situated near the main entrance of each building. (Most of the assembly points are on the grass immediately outside the building).
- No one should re-enter the building under any circumstances unless either the duty porter or the fire brigade say you may do so. Fire extinguishers should only be used when a fire is preventing your escape from the building.

Medical Assistance

- Visitors requiring medical assistance should contact the Porters Lodge. There are evacuation chairs situated on the ground floor of the Queen's Building & outside the Upper Hall.
- A defibrillator is held in the Porters Lodge. Trained first aiders are on site – please contact the **Porters Lodge in case of emergency – 01223 334200 or 074920 79396.**

Smoking Policy

- It is the policy of the College that smoking is not permitted in any College buildings (including bedrooms) or within 2 metres of a door, window or enclosed area such as cloisters, archways or covered walkways. Smoking is allowed in the following areas where smoking bins are provided – please do not leave cigarette butts on the floor as the ducks can choke on them:
 - North Court
 - The Paddock
 - Chapman's Garden
 - New Court

Directions and Transport

- For maps and information on transport please visit the College website:
<http://www.emma.cam.ac.uk/>.