

## Information for volunteers at the Department of Engineering Community Open Day, part of Cambridge Science Festival

Science Festival preparation starts in earnest on **Friday 13<sup>th</sup> March** with the following tasks:

- Distribute posters and signs around the building's interior
- Welcome the Big Red Truck from RS from about 1500 onwards
- Move kite equipment to LR4 from 1530 onwards
- Arrange the furniture in LR4 from 1530
- Use LR4 as a safe store for equipment that will be used in the Foyer on Saturday

If you are about and would like to do something practical and physical as a respite from study, please come and join us. Bring your mates, even if they can't join us on Saturday.

The final parts of event set up will start at 0800 on Saturday 14<sup>th</sup> March. If you don't have swipe card access, please call **0794 133 0607** and I'll let you in to the building.

### **ALL VOLUNTEERS MUST ATTEND AN EVENT BRIEFING and SIGN TO SAY THEY HAVE ATTENDED**

These will take place in the foyer at 0830, 0930 and 1300.

### **Change to Fire Evacuation Procedures**

On Saturday 14<sup>th</sup> March, **normal weekday fire procedures will be in place** because of the numbers of people on site. If the alarm sounds, please evacuate to **Coe Fen** or the **Royal Cambridge Hotel car park**. Do not use the School of Architecture car park, we will have too many people on site for this to be an assembly point.

### **Security**

Please do not allow anyone to tailgate you into restricted areas of the buildings. Our biggest security risk is opportunistic theft, please don't provide an opportunity! If you see any suspicious persons or unattended bags, please report it to Central Security on **(01223 3) 31818**.

### **Personal valuables**

There will be a space behind the Kites kit issue desk for coats and bags but we don't have anywhere safe for valuables. Please keep them on your person or leave them at home.

### **Lunch**

Lunch will be available in the Board Room from 1200. Extra snacks and bottled water will be available behind the Kites kit issue desk.

### **What to wear**

Layers and comfy shoes! You will probably be on your feet for large parts of the day, busy rooms can be hot but moving between buildings will be cold. And it will probably rain. I go for jeans, trainers, a long sleeved shirt under my CSF T-shirt and have a jacket handy to throw on if I need it.

If you need to contact me on the day, phone will work best. Please call or text **0794 133 0607**. I'll be the duty first aider too.

Thank you for your support of this initiative, it puts the Department in a very good light in our local community.

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