FIRE DRILL INSTRUCTIONS FOR STAFF, LECTURERS AND STUDENTS

FIRE DRILL alternating high-low signal ('slow whoop') with verbal message

1. Stop what you are doing, switch off electrical equipment if possible.
2. Listen to the instructions given over the PA system.
3. Close windows.
4. Leave the room and take your personal belongings with you.
5. Close the door to your room.
6. Help anyone with a disability to leave the building.
7. Follow the wardens' instructions.
8. Use of the lifts is forbidden. Use the stairs instead!
9. Go to the assembly point (35431 canteen: Smitsborg).

ALL CLEAR
It is safe to enter the building again as soon as the Safety Officer indicates this.

Evacuation of computer/lecture rooms
Lecturers are responsible for helping students evacuate the computer/lecture rooms.

Escape routes and emergency exits
Assembly point

8050 In the event of an accident, fire or other emergency, call the University alarm number
INHOUD

Address details ............................................. 4
Alarm number (8050) ..................................... 5
In-house emergency services
  (BHV) .......................................................... 5
Accessibility .................................................... 5
Security ............................................................. 6
Visitors ............................................................... 6
Calamities .......................................................... 6
Catering .............................................................. 7
Bicycles for staff use ........................................ 7
Admission to the building .............................. 7
Bicycle parking area ............................................... 7
General house rules and
  behaviour code ........................................... 8
CIT ..................................................................... 10
Indoor climate ................................................... 10
Coffee/tea .......................................................... 10
Access for the disabled ........................................ 10
Lecture rooms .................................................... 10
Inappropriate conduct ...................................... 11
Opening hours ................................................... 11
Displaying material .......................................... 11
Working after hours ......................................... 11
Parking ............................................................... 11
Post & goods ..................................................... 12
Printing & copying ............................................. 12
Reproshop ........................................................ 12
University card ................................................. 13
Sanitary facilities .............................................. 13
Cleaning ........................................................... 13
Secretariat ........................................................ 14
Keys .................................................................. 14
Faults .............................................................. 14
Key fob ........................................................... 14
Safety ............................................................... 15
Meeting rooms ................................................. 15
Telephone numbers ........................................... 16
This booklet provides information on how day-to-day business is conducted at the Kapteyn Astronomical Institute. We have tried to answer as many practical questions as possible, but if you have any questions that are not answered here, please contact the secretariat, ext. 34073.

ADDRESS DETAILS
External parties should use the address below if they wish to send items by post or use the Kapteyn Institute’s address for other purposes. This will prevent loss or confusion and ensure that mail and other matters reach the correct address quickly.

Visiting address:
- Faculty of Science and Engineering
- Kapteynborg
- Kapteyn Astronomical Institute, Building 5419
- Landleven 12
- 9747 AD GRONINGEN, the Netherlands

Postal address:
- Faculty of Science and Engineering
- Kapteyn Astronomical Institute
- Attn...
- P.O. Box 800
- 9700 AV GRONINGEN, the Netherlands

Delivery address:
- Kapteyn Astronomical Institute, Building 5419
- Attn...
- Landleven 12
- 9747 AD GRONINGEN, the Netherlands
ALARM NUMBER
The University of Groningen’s internal alarm number is 8050. Please use this number in an emergency so that calamities can be dealt with quickly and adequately.

IN-HOUSE EMERGENCY SERVICES (BHV)
The In-House Emergency Services team of Zernike Campus West is present from 9 a.m. until 5 p.m. and can always be called in the event of a (potential) emergency. The In-House Emergency Services team is led by the Head of BHV. In the event of a calamity, please call 8050 or, please call ext. 34625, the alarm number of the Zernike Campus West reception desk.

ACCESSIBILITY
If you are coming by car, please use car parks P1 or P2. You will need a valid RuG pass to gain access to the car parks. This does not apply to visitors; see ‘Visitors’. It is forbidden to park your vehicle outside the car parks because easy access must be guaranteed for the fire service and other emergency services. With an eye to possible theft, we recommend you lock your car and do not leave any valuables in it. Use of the car parks is entirely at your own risk.
For directions to the Zernike Campus and the car parks, please go to http://www.rug.nl/fse/organization/locaties/.
For more information about the parking policy, see http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/formulieren/parkerenzernike. The building complex is easy to reach with public transport. There are several bus lines with regular services to and from the city centre. Two bus services (lines 1 and 15) run between the central station and the Zernike Campus.
SECURITY
A security company monitors the areas around the University’s buildings on a daily basis. In addition, a security officer from the company makes a final check of the building every evening.

VISITORS
Please inform the Kapteyn Astronomical Institute secretariat by telephone (34073) or email (secr@astro.rug.nl) that you plan to receive visitors. The secretariat can also arrange facilities for your guests if desired. Visitors should use the intercom near the entrance in the courtyard to request access to the building. Your visitors must report to the secretariat on the first floor in room 0172 or 0174. They should use Visitors park P2, behind the Willem-Alexander Sports Centre. Signposts with building numbers are in place to direct visitors to the Kapteynborg. The Kapteynborg is indicated by building number 5419. A map of the car parks and buildings can be found on http://www.rug.nl/fse/organization/locaties/.

CALAMITIES
In the event of fire or an accident, you should always dial the alarm number 8050. In the event of fire, please activate a manual fire alarm to summon the In-House Emergency Service. Please state:
- the building and floor
- hall/room number
- important information
- if there is an injury as a result of an accident, state the nature of the injury.

In the event of an injury, please stay with the victim until a BHV officer has arrived and try to reassure the victim. The building has a fire alarm and sprinkler system. In the event of a fire, leave the building by the stairs and follow the instructions of the BHV team.
CATERING
The Kapteynborg has the following catering facilities:
> Restaurant on the ground floor. Opening hours: 8.45 a.m. – 4.45 p.m.
  Friday: 8.45 a.m. – 3 p.m.;
> Meeting and lunch services (to be booked via the secretariat);
> Restaurant reservations can be made via facilitairbedrijf@rug.nl.
For more information about catering facilities, please visit the website of the University Services Department: www.rug.nl/ufb.

BICYCLES FOR STAFF USE
There is one bicycle available for staff use. It is called the green bike and it can be borrowed via the secretariat, ext. 34073.

ADMISSION TO THE BUILDING
The main entrance to the Kapteynborg is in the building’s courtyard. Staff can access the building with a key fob, which is provided by the secretariat. Visitors and students should report via the intercom.

BICYCLE PARKING AREA
There is a secure bicycle shed in front of the entrance to the Kapteynborg. Access to this bicycle shed is with a key fob (see ‘Key fob’). Staff can use the bicycle shed, students are expected to put their bicycles in the racks close to the Duisenberg Building. Bicycles parked outside must be placed in the racks situated around the building. Bicycles outside these racks will be removed. It is not permitted to take a bicycle with you into the building. Please contact Reception at the Faculty of Economics and Business, Duisenberg Building, ext. 34624, if you want to park your bicycle in a locked, covered bicycle shed.
GENERAL HOUSE RULES AND BEHAVIOUR CODE

Pleasant working environment
Because everyone deserves a pleasant work and study environment, please:
> do not smoke in the buildings
> do not bring your pet(s) to work
> do not reserve a computer and/or leave a computer unattended for more than 15 minutes
> do not eat or drink in teaching or computer rooms.
> be aware of and obey the University of Groningen House Rules and General Code of Conduct and the User Regulations for University Computer Systems.

Safety
With an eye to safety, you must:
> keep public spaces and escape routes free of obstacles, and not use escape routes unnecessarily;
> not move around the building on inline skates, scooters or the like;
> not install any household appliances in the building;
> call the alarm number 050 363 8050 in the event of something amiss, theft, fire or unsafe situations;
> use safe, approved electrical and other equipment, machines or instruments when working or conducting lab work (CE-marked and/or NEN3140 approved) in the designated areas;
> observe and be aware of the relevant lab rules when conducting lab work.

Accessibility
To ensure free access to our buildings, please:
> park your bicycle in the bicycle parking area or the bike racks;
> park your car in the proper parking spaces.
Sustainability
With regard to the environment, we ask you to:
> separate your waste and use the various collection options;
> use power and water sparingly.

Lectures
> Telephones, laptops and tablets may only be used during lectures for matters related to that lecture;
> Be on time - there is no ‘academic quarter hour’, lectures begin at the scheduled time;
> Keep quiet - talking disturbs the lecturer and fellow students.

Buildings and the surrounding area
> Only eat and drink in the designated areas - never in lecture halls, computer rooms, libraries or laboratories. Reclosable water bottles are permitted, except in laboratories;
> Only make phone calls where this is permitted, and not in or near lecture halls, study areas or libraries;
> Throw litter in the litter bins;
> Do not bring animals with you – only guide dogs and assistance dogs are permitted;
> Only smoke in the designated areas;
> Park your bicycle in the sheds or bicycle racks;
> Keep emergency exits accessible; call 050 363 8050 in an emergency.
CIT
Problems concerning University Workstations can be reported to the CIT Service Desk, ext. 33232 or e-mail citservicedesk@rug.nl. The Kapteyn Astronomical Institute has its own computer group, which provides services within the specific IT environment of the Institute. More information can be found on the Kapteyn Institute intranet: http://www.rug.nl/research/kapteyn/ict/. If you have an IT-related problem, please send an e-mail to helpdesk@astro.rug.nl.

INDOOR CLIMATE
Several rooms on the first floor of the Kapteyn Astronomical Institute, i.e. the lecture hall (161) and the computer cluster (142), are air conditioned.

COFFEE/TEA
There is a hot drinks machine in the coffee corner on the first floor. Staff can use their University Card to operate the vending machine (see 'University Card'). This machine is managed by the Hospitality Services of the University Services Department. If you need to report a problem, please contact the Duisenberg Building Reception on ext. 34624. State machine number VEN100151.

ACCESS FOR THE DISABLED
The main entrance also provides access for the disabled. Although this entrance has a threshold, you can simply tell the secretariat via the intercom that you wish to use the ramp. Lifts provide access to all floors of the building. There is a special toilet for the disabled on the first floor in tower B.

LECTURE ROOMS
There are a limited number of lecture rooms in the Kapteynborg. Bookings for these rooms are organized by the Timetable Office. The rooms are locked outside timetabled hours. If you wish to book a lecture room for an incidental meeting, this can be done via the Secretariat, ext. 34073.
INAPPROPRIATE CONDUCT
University of Groningen staff can consult the Confidential Advisor if they encounter undesirable behaviour or are subjected to unfair treatment in a workplace situation. Staff can also contact the Confidential Advisor if they are experiencing conflicts at work. The Confidential Advisor is an independent counsellor who has access to all the necessary information. The Confidential Advisor can be contacted on ext. 35435. For more information: www.rug.nl/bureau/expertisecentra/vertrouwenspersoon/index.

OPENING HOURS
The Kapteynborg is accessible to all staff and students who have a key fob. See also ‘Admission to the building’. If you enter the building outside office hours, please notify the Main Control Room of your presence via ext. 35520.

DISPLAYING MATERIAL
Please contact Facility Services if you want to put up posters, whiteboards, noticeboards, etc. Special material is available for affixing such items. Please do not use pins, tape, etc. to affix materials to walls, windows and doors. If you have any requests regarding putting up any items, please notify the secretariat.

WORKING AFTER HOURS
Staff and students at the Faculty of Science and Engineering are required to register when present outside standard working hours. Please submit details of the times you will be in a Faculty building and your location by logging in via https://fse.webhosting.rug.nl/prod/presence/ or app (FSE-presence) for Android and iOS smartphones. This measure is meant to ensure your safety during hours when few people are around. The registration is also an aid to evacuating buildings more effectively in the event of an emergency.

PARKING
See ‘Accessibility’
POST & GOODS
There is one mail round a day. An In-House Services staff member will deliver the post around 12 noon to the secretariat and take outgoing mail away with him/her. Please place your outgoing mail items in the boxes on the table in the corridor in front of office 178, opposite the pigeonholes. Courier items, which have to be sent on the same day, must be delivered to the secretariat before 12 noon. Goods and parcels are received daily from Nijenborgh 4 (Logistics Centre). Please contact the secretariat if you wish to send goods to addresses in the Netherlands or abroad. Mail that has to be sent after 2.30 p.m. can be delivered to the Duisenberg Building Reception. For more information please contact the Reception desk, ext. 34624, or the University Mailroom, ext. 35296.

PRINTING & COPYING
The corridor outside ZG 178 has a print and multifunctional copy corner, which you can use for printing or making copies and scans. Large copying jobs should be performed by the Reproshop with an eye to the availability of the copier.

REPROSHOP
The Zernike Reproshop is in ZG 0014 and is open 8.30 a.m. - 5 p.m. from Monday to Friday. It can be contacted via ext. 34626 or via reprozernike@rug.nl.
UNIVERSITY CARD
The University Card (or RUGpas) can be used for a variety of purposes, including the hot drinks machines, printing/photocopying, as a Library card, at the Sports Centre and, for those who qualify, as a parking pass. Students pay for hot drinks and printing/photocopying with the virtual wallet linked to their S-number. The University Card is also an identity card.


There is a vending machine for visitor’s cards in the Energy Academy. Upon PIN payment of EUR 10 this machine issues an card worth 20 hot drinks from a Douwe Egberts machine. This card can only be used for the hot drinks machines.

SANITARY FACILITIES
There are toilets at several locations in the building.

CLEANING
A cleaning company cleans the building every day. Offices have a paper bin and waste bin. The waste bins are emptied twice a week by the cleaning company. When your paper bin is full, you can empty it into the container near the printer in room 0178 or near room 0189. In order to enable the cleaning staff to do their work properly, please leave your workstation as clean and empty as possible at the end of the day.
SECRETARIAT
The secretariat is in ZG 0172 and 0174 on the first floor; to the right when you step out the lift, or left if you use the stairs. The secretariat deals with questions, applications, complaints and fault reports. It can be contacted on ext. 34073 and via secr@astro.rug.nl

KEYS
Each office has a unique lock and key. Keys can be requested from the secretariat, as well as key fobs and keys for guests and visitors.

FAULTS
See ‘Secretariat’.

KEY FOB
All staff members are provided with a key fob. Also students working on their research assignment (BSc 3rd year and MSc 2nd year) are entitled to a key fob as well as a flex desk in student offices 193 and 134. A key fob allows them to enter the building outside the standard opening hours and use the lifts, staircases and bicycle shed. Everyone with a key fob can enter the building between 7 a.m. and 10 p.m. on weekdays. A key fob can be requested from the Secretariat. You must hand in the key fob when your appointment ends or (for students) when you graduate.

FLEX DESKS
BSc and MSc students of Astronomy, are allowed to use a flex desk in a student office on the first floor, room 134 (21 desks) or room 193 (7 desks). They can use a desk only for the time they are working on their research project (BSc 3rd year, MSc 2nd year). After they have decided on a research project with a supervisor, the student consults with the secretariat on the use of a flex desk and a key fob. In case of specific computer requirements, there is contact with the computer group.

A flex desk is subject to a clear desk policy. This means that students are not allowed to claim a desk for themselves for a longer period of time. At the end of the day, they need to clear the desk from personal belongings, in the end to make the desk accessible for someone else to use. The only exception to this rule is a student with specific computer requirements. This has been agreed upon with the student, supervisor, computer group and secretariat.
The Kapteyn Astronomical Institute has a flex office with 6 desks available for Kapteyn visitors, room 149. In consultation with the secretariat, this office can be used otherwise.

SAFETY
Information about safety can be found at: http://myuniversity.rug.nl/infonet/medewerkers/faciliteiten-voorzieningen/pdc/per-categorie/arbo-milieu-veiligheid/arbo_-milieu-en-veiligheid

MEETING ROOMS
Meeting rooms 177, 257 and 278 can be booked via the Room & Facility Booker on the intranet. Room 257 (12 seats) can be extended to 26 seats in consultation with SRON.
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<tr>
<th><strong>TELEPHONE NUMBERS</strong></th>
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<tr>
<td><strong>Central emergency number</strong></td>
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<tr>
<td>Main Control Room</td>
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<td>Zernike Reproshop</td>
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<td>Secretariat</td>
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