

# KING EDWARD TIMES

July 21, 1983

## EARLY PAYROLL CUT-OFF

The payroll cut-off date for next week is Wednesday, July 27th. Please have your time sheets in to the Payroll Clerk by noon.

S.G.

## HOLIDAYS

I will be on vacation from July 25th until September 2nd. This is a combination of P.D. and holiday time. In my absence any questions arising should be referred to Dean Brown.

R.N.Gauthier

## GRIM NEWS

A letter was received in the mail room this week addressed as follows:

STUDENT HEALTH SERVICES  
V.C.C. - Grimwood Campus  
1155 East Broadway  
Vancouver, B.C. V5T 4N3



ENGLISH PLACEMENT TEST ADMINISTRATION  
FOR PERSONS ENROLLING IN V.C.C. LANGARA

DATE : Monday, August 29th, 1983

COST : \$20.00 to be paid at time of application. Cheques should be made payable to ERIBC.

MAIL REGISTRATIONS CLOSE : August 15, 1983

Application forms and payments can be mailed or delivered to ERIBC, Room 305, 601 West Broadway, Vancouver, V5Z 4C2 until August 15.

(FORMS AVAILABLE FROM THE COUNSELLING RESOURCE CENTRE, KEC)

TIME & PLACE OF SITTING :

Test administrations will run continuously from 2 p.m. to 6 p.m. on Monday, August 29th. The test is 2 1/2 hours long and you may start at any time between 2 and 6 p.m. Room numbers for the test will be posted at the main entry of the college, Langara Campus, 100 West 49th Ave., Vancouver.

NOTE : Only students in the process of enrolling for the September intake at V.C.C. will be permitted to sit this test administration. The results will be given to the college in time to process your registration. You will receive copies of your scores within three weeks of writing.

Bring pencil and pen

TICKET FOR TEST :

On receipt of your application form and payment, ERIBC will mail you a TICKET which must be presented at the time of the test.

Ensure that your address and postcode (on page 2) are correct and that the bubbles are filled in with dark pencil. DO NOT USE PEN. If we do not have your address we cannot mail the ticket to you and without this ticket you may not be permitted to write the test.

QUESTIONS :

Contact ERIBC, EPT Registration Desk at 873 3801 if you have any questions.

EPT 7-R

R.F.C.



### INTERIM EMERGENCY PROCEDURES

Captain Fleeton, Public Education Officer with the Vancouver Fire Department visited King Edward Campus this week. He examined our Fire Safety Plan and suggested we proceed with the identification of Floor Wardens and their deputies. You may be called upon to serve in such a capacity from time to time. Pending the assignment of specific responsibilities and final implementation of our Fire Safety Plan, the following interim procedures will obtain:

If you discover a fire:

- i) Immediately sound the fire alarm by activating an alarm switch (take note now of where the nearest one is).
- ii) The Switchboard Operator (main console) will dial 911 (Vancouver Fire Department). The person responsible for activating the alarm station must make every effort to notify the Operator of the fire location.
- iii) Attempt to extinguish the fire or keep it under control with available fire equipment.
- iv) If you cannot control the fire, isolate it by closing doors - then get out by the nearest exit (take note now of where the fire exits are).

At the sound of the alarm:

- i) Do not use the elevator.
- ii) Walk.....do not run to the nearest exit. Shut all doors behind you and proceed along corridors and down stairways in a quiet orderly manner. When you leave the building, move well away from the doorway to allow others behind you to emerge from the exit.
- iii) Instructors shall shut down all machinery and equipment and lead their classes out of the building to a point well clear of the entrances.
- iv) Once the building is cleared, the Fire Department is in charge. The senior Fire officer on site will decide when the all clear signal can be sounded.
- v) The on-duty technician from K & D Engineering shall return to the central alarm station on level one (Security office Rm. 1533) and await authorization to sound the all-clear signal.

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- vi) The all-clear signal consists of three (3) short rings of the alarm bells.
- vii) Staff, faculty and students may re-enter the building after the all-clear signal has been sounded.

The Fire Safety Plan is a comprehensive document which details emergency procedures, evacuation routes and the responsibilities of both Floor Wardens and their deputies. Once the Plan is fully implemented, a series of fire drills will occur. At least one of these drills will be announced; the others will be sounded at random.

In the interim, please endeavour to become familiar with the simplified procedures as outlined.

R.N.G.

#### ON VACATION

B.A. Bowers, Division Chairman - Communication Arts Division

July 20 - August 19

E.C. Casey, Division Chairman - Training & Development Division

July 11 - July 29

V.McK.

#### POSITION OPENINGS

V.C.C. Langara Campus requires a Library Assistant I. Closing date for applications is July 27th.

V.C.C. Continuing Education Division requires Instructor/work Experience Counsellors for Women's Employment Skills Training program - apply by July 23rd. Also part-time Instructors in their Micro-Computer Training program - apply by July 30th.

V.C.C./V.V.I. requires Geriatric Nursing Instructors. Closing date for applications is July 25th.

V.C.C. King Edward Campus requires a Division Chairman for Communication Arts Division. Closing date for applications is Sept. 15th.

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V.C.C. King Edward Campus requires a Department Head for the Basic Education Department. Closing date for applications is Sept. 15th.

V.C.C. King Edward Campus requires Department Heads for the following - School Canadiana, College Preparatory English, Neighbourhood English, Night School and Vocational Departments. Closing date for applications is Sept. 15th.

For details on the above positions, please see bulletin boards.

H.E.P.



