

KING EDWARD TIMES

August 5, 1983

REPEAT (July 21, 1983 Edition)

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.

Continued

- 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.
- 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.

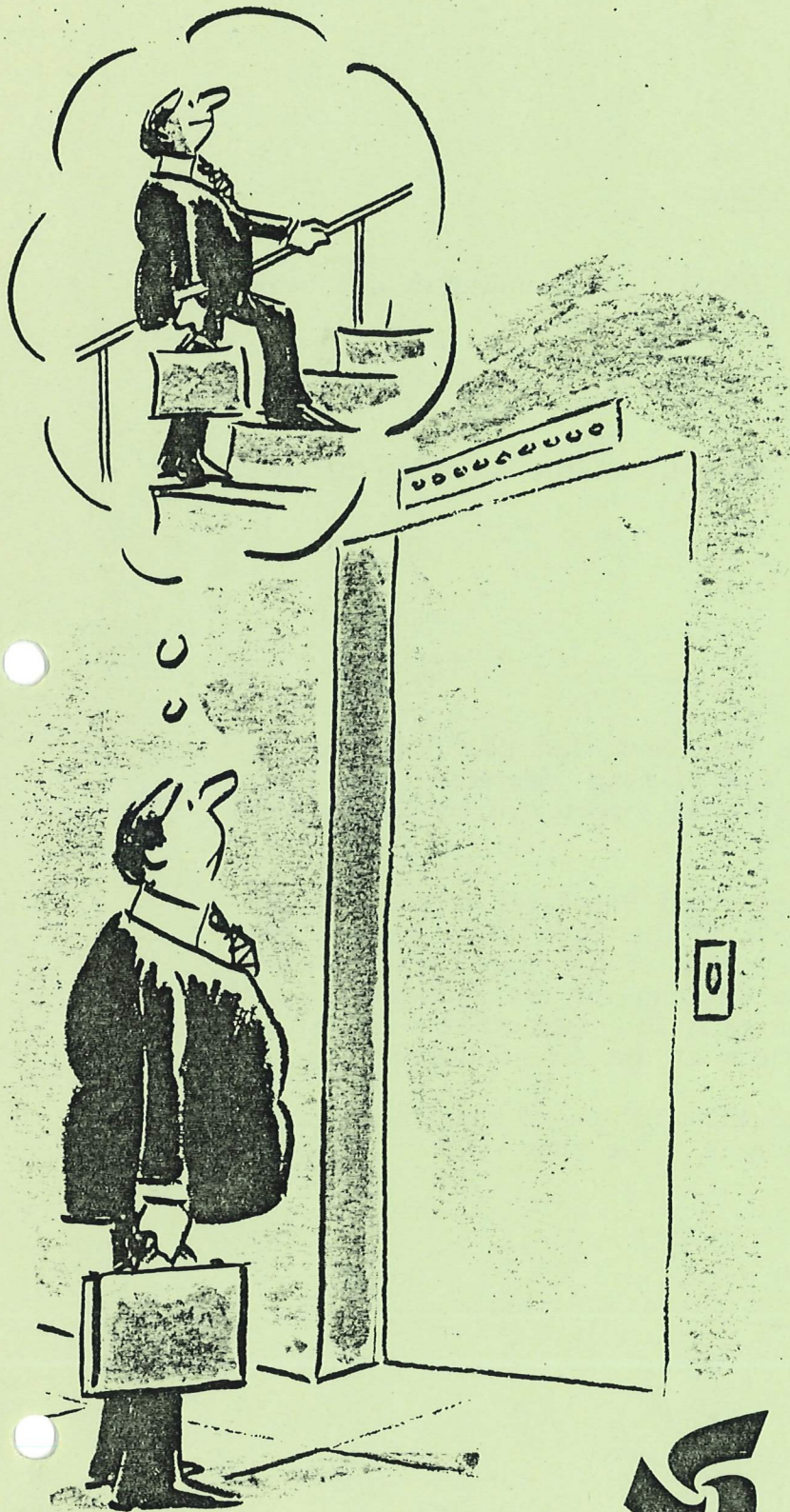
R.N.G.

IMPORTANT INFORMATION

1. When an alarm rings, evacuate the building IMMEDIATELY. Do not phone the switchboard. You will flood the board and prevent the operator from calling the Fire Department.
2. Do not re-enter the building until the all-clear signal has been sounded.
INSTRUCTORS: Please emphasize this latter point with your students.
3. In evacuating the building, everyone should move out of the building, - NOT into the inner courtyards or onto walkways - but away from the outside perimeter of the building.

J.D.B.

DON'T JUST THINK ABOUT IT
DO IT!



Co-ed - Fitness

August 8th to September 16, 1983

12:05 to 12:45

Monday, Wednesday and Friday
in the Auditorium

\$30.00 for 6 weeks

Instructor: Rita Shelley

Drop-in fee: \$2.00

For further information phone:

Continuing Education:

875-8200 - local 756



PARTICIPACTION

HITCHINGS

A N N O U N C E M E N T

1983 July 29

To: VCC Community
From: The President
Re: VCC Educational Foundation

I am pleased to advise that VCC Educational Foundation has been incorporated as a society in British Columbia.

The VCC Educational Foundation's objective will be to raise funds for Vancouver Community College.

The initial group of directors is made up of the following persons:

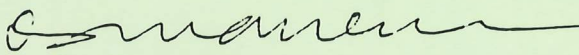
John Pearkes
Art Lee
Elizabeth Jarvis
Peter Hebb
Max Fleming
Tony Manera

John Pearkes has been elected as President, Art Lee, Vice-President, Elizabeth Jarvis, Treasurer and Max Fleming, Secretary. It is expected that announcements of additional directors from the external community will soon be made.

Mr. Howard Naphtali has been appointed Executive Director of the Foundation. He brings to the work of the Foundation an excellent background in fund raising as a result of his many years of service with the United Way. He will be working for the Foundation on a part-time basis, beginning 1983 August 22. His office will be located in the Central Administration Offices at the King Edward Campus.

The assistance and cooperation of all members of the College community will be essential if the Foundation is to be successful. I urge your support.

Thank you.


A. S. Manera
President

ASM/jee

WELCOME

Welcome to Yvonne Kovacs, our new Cashier. Yvonne comes to us from V.V.I. and we hope you enjoy your stay at K.E.C.

D.M.

ON VACATION

D. Greenall, Department Head, Counselling Services: August 1 - September 2, 1983. (F. Fornelli will be acting Department Head in Dave's absence.)

D.G.

PARKING FOR THE HANDICAPPED

Parking for the handicapped is located in two areas. There are four parking stalls in the north-east corner of the heavy trades parking area. Also, in the receiving area parking (enter off Glen Drive) there are two stalls marked "Visitors". These two stalls may be used by handicapped people while registering. In September, if additional spaces are required for handicapped parking they will be reserved.

J.D.B.

I.M.S. SUMMER HOURS

For the remainder of August the Instructional Media Services office will be open from 8:00 a.m. - 8:00 p.m. Monday - Thursday and 8:00 a.m. - 5:00 p.m. Fridays.

If you will be requiring services or equipment after these times try to make arrangements with us beforehand (local 427). We will resume our normal hours of operation, 8:00 a.m. - 10:00 p.m. Monday - Thursday and 8:00 a.m. - 5:00 p.m. Fridays on September 1, 1983.

C.G.

POSITION OPENINGS

V.V.I. College Resources requires a Department Head for the Library Closing date for applications is August 11.

H.E.P.

