



WELCOME TO KING GEORGE INTERNATIONAL COLLEGE

"Your Success is KGIC's Success!"

www.kgic.ca

STUDENT HANDBOOK

Helpful information for new students & important things to know about KGIC

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Table of Contents

KGIC ACADEMICS Page 1

KGIC POLICIES Page 6

FACILITIES Page17

GENERAL INFORMATION Page 18

EARTHQUAKE & FIRE PROCEDURES Page 20

KGIC ACADEMICS (Specialized Programs*, and ESL)

Key:

Vancouver Campus information - **R**

Surrey Campus information - **S**

Toronto Campus information - **T**

Victoria Campus information - **V**

(* Specialized programs include EPT, TOEIC, PMM, BEDP, PJP (Journalism), EPC, FCE Cambridge, GBE, EAP, EPIT-K, and TOEFL-iBT)

CLASS LEVEL

The placement test and interview that are given to new KGIC students help KGIC staff evaluate each student's English abilities. Using the test and interview results, students are placed in levels that are appropriate to their current skill level.

Once students begin their KGIC classes, students should keep two things in mind:

- 1) The first few weeks of school are often the most difficult for many new students. It is not uncommon for students to feel overwhelmed by their new surroundings and the work in their classes. If you feel like this, please be patient. Often, once you have settled into your life in Canada, everything will be easier.
- 2) As the first few weeks in school are difficult for many students, teachers try to use this time to make students feel comfortable in the classroom. Teachers do this by planning get-to-know-you activities and by teaching basic material for the level. If you have adjusted to Canadian life more quickly than others, you may feel that your courses are too easy for you. If you feel like this, please be patient. After the first few days, the teacher will begin to teach the more challenging concepts that will be presented in the level and you may find yourself learning a lot.

MOVEMENT

Students have the chance to change their class level at the end of every month. Teachers will discuss movement with each student in their class. However, to be eligible to move up, a student must have completed the following three requirements:

Requirements to Move Up

- 1) A minimum grade is necessary to be ***considered*** for movement. The minimum grades for each class are:

Class	Mark Required to be Considered for Movement
Grammar	80
Reading and Writing	80
Listening	80
Communications and Pronunciation	80

Your teacher calculates these marks based on test results, the completion of home work assignments, quizzes, participation in class, monthly level test and attendance. Each class also has specific learning objectives that a student must demonstrate before they can be considered ready to move up. Please refer to the course syllabi for your level.

- 2) For Grammar and Reading class, a student must achieve at least 80% on the Monthly Level Test.
- 3) KGIC teaches in a three month cycle (2 month cycle for levels 5 and 6) and course material from one level prepares a student to study in the next level. For this reason, it is highly recommended that each student completes AT LEAST TWO MONTHS in his or her current level to allow enough time to learn the material taught in that level. While students may be eligible to move up after one month, students should EXPECT to stay at each level for approximately two to three months.

*Please remember that attending class regularly is an important part of both your mark and your learning process. **If you do not attend class regularly, you cannot expect to move up.***

SIGN UPS

SKILL DEVELOPMENT, SKILL EXTENSIONS & ENGLISH LOUNGE SIGN UP

- Sign up will be announced every month.

TESTING

MONTHLY LEVEL TEST

- KGIC has Monthly Level Testing. These tests will demonstrate your English ability.
- A minimum score of 80 percent on these tests is mandatory for *consideration to advance* to the next level.

BOOKS

- Your tuition fees include the cost of many required course materials.

In addition, we recommend you have a copy of an Oxford Dictionary -You can buy a copy of the dictionary at a local bookstore.

- **The following dictionaries will be used:**

The Oxford Dictionary, The Canadian Oxford Dictionary, The New Oxford American Dictionary, The New Shorter Oxford English Dictionary, The Compact Oxford English Dictionary.

****please note that electronic dictionaries are only permitted during class time in English-to-English mode. Other languages will result in an English-Only Warning!***

SCHOLARSHIPS

Every other month, KGIC holds a Scholarships & Awards Ceremony. This is our opportunity to say thank-you to the students who have worked so hard.

- Are you a good student?
- Are you outgoing?
- Do you participate in all your classes and help out your classmates?

You may be the next candidate for a scholarship!

- Scholarship Months are: February, April, July, and October.

KGIC has many staff members on hand for students to speak to; including Head Teachers (**S, V**), the Student Affairs Officer (**T**), Campus Director (**R**) and Counselors.

MEETING WITH THE HEAD TEACHER (**S, V**)

The Head Teacher has an "Open Door Policy." This means you can stop by anytime to talk.

If the Head Teacher is already meeting with someone, an appointment can be made for later.

MEETING WITH THE STUDENT AFFAIRS OFFICER (**T**) AND ACADEMIC DIRECTOR (**R**)

The Academic Director and Student Affairs Officer (SAO) are people who can answer many of the questions you may have about your classes at KGIC. If you have any concerns about your class level, curriculum or your teachers, you can set up an appointment with the SAO or Campus Director any day at lunch or after communications class. They are also available to help you with any daily living or "Canada life" questions you may have. At the Toronto Campus, the SAO's name is Omar, and at the Robson Campus, the Academic Director is Chriss.

OFFICE HOURS OF THE STUDENT AFFAIRS OFFICER (**T**) AND ACADEMIC DIRECTOR (**R**)

<i>Robson Campus</i>	<i>Toronto Campus</i>
Monday - Thursday	Monday - Thursday
8:30am – 9:00am	8:30am – 9:00am
12:30pm - 1:00pm	12:30pm - 1:00pm
3:00pm - 4:00pm	4:00pm - 4:30pm
Friday	Friday
8:30am – 9:00am	8:30am – 9:00am
12:30pm- 1:00pm	12:30pm- 1:00pm
2:30pm – 3:30pm	2:30pm – 3:30pm

COUNSELORS

KGIC has counselors available to assist students with visa extensions, transfers, homestays and general questions about life in Canada. Although counseling is preferred in English, we do have counselors from a variety of countries who speak a variety of languages. Please check with your friendly Front Desk Administrator to see if your campus has a speaker of your native language. **To further improve your English skills, ESL students in levels 2 or higher or any Specialized Programs student should only use English with the counselors.**

KGIC POLICIES & REGULATIONS

ENGLISH ONLY POLICY

- Students must use English for communicating, including while using on-campus telephones **at all times**. **This policy includes reading, writing, speaking and listening** in languages other than English!
- Between the hours of 9:00 a.m. and 4:00 p.m. **only English may be used on the computers; music or sound from the computer is to be in English only as well.**

1st WARNING

DISMISSED for 1 day - No scholarship that month

2nd WARNING

DISMISSED for 1 week - Will not receive a certificate or diploma

3rd WARNING

EXPELLED from school. Refund according to KGIC guidelines Eg. 0% refund after 30% completion of course

Question: *When and where is the English only rule enforced?*

Answer: **ANYTIME! ALL AROUND THE SCHOOL!**

Whenever a student is either on KGIC property, or within 10 meters of KGIC grounds, they must respect the English Only policy. This includes sidewalks, parking areas, smoking areas, pay telephones, and cell phones.

Between 9:00am - 4:00pm only English may be used on the computers!

ATTENDANCE/ PUNCTUALITY

- Too many absences diminish the quality of the classes. The instructors find it difficult to plan presentations, academic orientations, group and pair work, group projects, as well as testing structures taught in a given period of time.
- The following is a set of rules and conditions regarding attendance and breaks at KGIC.

APPROVAL OF A BREAK MUST BE DISCUSSED WITH THE SAO (**T**), ACADEMIC DIRECTOR (**R**), OR HEAD TEACHER (**S**/**V**) BEFOREHAND

It is the students' responsibility to read these regulations very carefully!

MAKE SURE YOU UNDERSTAND THESE RULES

1. All students in either ESL or Specialized Programs may be absent TWO times per month from a class without being dismissed.
2. If a student is absent THREE times from an academic class, or 2 for a Specialized Program class (PMM, TOEFL-iBT, EPT, TOEIC BEDP, CJP, GBE, EAP EPIT-K or FCE), the student will not be allowed to join that class for the next 5 school days, and will not be given a certificate/diploma at the end of his/her studies. For Specialized Programs students, any co-op and practicum opportunities are also forfeit.
3. If a student is absent twice from his/her Skill Development Certificate, Skill Extensions or English Lounge class, he/she will not be allowed to join any Skill Development Certificate, Extensions or English Lounge class for that month.
4. Students must attend ALL EIGHT Skill Development Certificate sessions to receive their certificate.
5. Students must speak with the Student Affairs Officer (**R, T**) or Head Teacher (**S, V**) to request a break. All arrangements for breaks must be made well in advance (not after taking a break).
6. Extensions must be discussed with the Student Affairs Officer (**R, T**) or Head Teacher (**S, V**) and written documentation must be provided.

FOR KGIC SPECIALIZED PROGRAMS STUDENTS, THE FOLLOWING ALSO APPLIES

- a) Students must maintain a minimum grade average of 75% for the in-class sessions of their course in order to graduate and receive a diploma/certificate. If the student fails to do so, KGIC reserves the right to withhold the diploma or certificate.
- b) Admission to a program **DOES NOT AUTOMATICALLY GUARANTEE GRADUATION**. A student's grade average may include a professional assessment by the class instructor(s), based on the student's participation and attitude in class. If there is a disagreement with the instructor(s) professional assessment, a student has the right to request a meeting with college management, as per the KGIC dispute resolution policy.

YOU MUST COME TO CLASS ON TIME

Rules: If you are less than 10 minutes late to class, you will be marked 'Late'.

- If you are more than 10 minutes late to class, you will not be allowed to join the class and you will be marked absent.

2 lates = 1 absence

- If you are late 6 times per month from the same class, you will be considered absent 3 times.

6 lates = 3 absences = Dismissed for one week from the same class and you will not receive a certificate or diploma.

CELL PHONES

- Cell phones are not permitted in the classroom. Please turn them off.

MEDICAL INSURANCE

You MUST be insured.

- If you do not have medical insurance, you will not be allowed to attend the school. We can help. *Please ask our friendly front desk staff. They will assist you in obtaining insurance.*

HOLIDAY PLANS

- Do not take a holiday in the middle of your program. It will influence your learning and your improvement will be slower. -If you really need a holiday, you must ask the Student Affairs Officer (**R, T**) or Head Teacher (**S, V**) for permission at least one week prior to when you intend to go on a holiday.

NO EXTENSIONS WILL BE GIVEN WHATSOEVER.

EXTENSIONS

Do you want to study longer at KGIC?

- If you want to stay longer at KGIC, you have to re-register.
- Two weeks before you finish, please speak to your counselor.
- There is no additional fee for re-registration in the regular full time ESL program.

KING GEORGE INTERNATIONAL COLLEGE TUITION REFUND POLICY

King George International College (KGIC) offers the following refund policy:

TUITION REFUND POLICY		
Reason	Time	Refund
Student authorization denied*	on or before first day	100 % less Registration Fee*
Withdrawal	Less than 7 days after contract is made & before start of program	100% less 10% to max. of \$ 100
Withdrawal	30 days or more before start of program	100% less 10% to max. of \$ 500
Withdrawal	Less than 30 days before start of program	100% less 20% to max of \$1000
Withdrawal/Dismissal	Under 10% of program's duration	70%
Withdrawal/Dismissal	After 10% (10% or more) and before 30% of program's duration	50%
Withdrawal/Dismissal	After 30% (30% or more) of program's duration	0%

In this document, 'program' denotes ALL the courses listed on the invoice. Transfer credit is not refundable. Registration, KGIC House and Homestay Placement fees are non-refundable. Bridge Schools apply their own refund policy. The details of the Bridge Schools are available upon request. KGIC tuition fee is non-refundable. The refund policy does not apply to group invoices.

*A copy of the denied student authorization from the Embassy has to be sent to the institution.

* To initiate a refund, written notice must be provided,

(1) **By a student** to the institution when the student withdraws, or

(2) **By the institution** to the student where the institution dismisses a student

* Registration Fees: General programs: \$100 / Co-op Programs (ABMDP and AHMDP): \$200/ Youth Bridge Programs:\$350, Homestay registration:\$190 (effective from Dec 1, 2008 for registrations)/ KGIC House registration:\$120

* This refund policy applies to all KGIBC students who started their study in 2008 and all KGIC students registered for their program on or after on Jun 16, 2008.

The power to suspend or dismiss may be exercised by any Director of the Board. Immigration Canada will be immediately notified of a dismissal of a visa student.

Key:

Vancouver Campus - **R** Surrey Campus - **S**
 Toronto Campus - **T** Victoria Campus - **V**

PD Professional Development Days 2009

- The school is closed to ESL classes on three Fridays throughout 2009 for Professional Development days.
- These days are an opportunity for our teaching staff to come together to review curricula, materials, and pedagogy.

Specialized Program coordinators are given a choice to attend the Professional Development day.

KING GEORGE INTERNATIONAL COLLEGE DISPUTE RESOLUTION POLICY

KGIC is committed to the fair and equitable treatment of all students.

In the event of a dispute:

- The student must express the details of the dispute in writing.
 - The Student Affairs Officer (**R, T**), Head Teacher (**S, V**), or Program Coordinator (Specialized Program classes) will review the student's complaint.
 - The Student Affairs Officer (**R, T**), Head Teacher (**S, V**), or Program Coordinator (Specialized Program classes) will try to resolve the dispute with the student within 10 days of the formal complaint.
 - If a consensus is reached, The Student Affairs Officer (**R, T**), Head Teacher (**S, V**), or Program Coordinator (Specialized Program classes) shall provide a written record of the decision.
 - If a consensus cannot be reached, the matter will be turned over to the Campus Director.
 - If the dispute still cannot be resolved, and the student still wishes to leave the school, the KGIC Refund Policy will apply.
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HUMAN RIGHTS POLICY

KGIC fully respects the rights and freedoms of all people: without regard to gender, personal beliefs, religion or ethnicity in accordance with the B.C. Human Rights Code R.S.B.C. 1996, c.210, the Canadian Charter of Freedoms and Federal Government Policy. Further information can be viewed online at: <http://www.chrc-ccdp.ca/discrimination/default-en.asp>.

Statement of Purpose

- We expect from all our staff and students maximum sensitivity to intercultural differences. Students come from widely differing backgrounds as well as levels of linguistic, professional, and educational competence and experience. It is everyone's responsibility to provide a welcoming and supportive environment that discourages and rejects any form of discrimination or prejudice, be it cultural, racial or otherwise.
- **King George International College promotes an environment where all persons are treated with respect and dignity.** KGIC is committed to ensuring that all staff members, students, representatives, agents and visitors are entitled to a workplace and service environment that is free from *any* form of discrimination or harassment (including sexual harassment) which is prohibited by the *B.C. Human Rights Code*.
- **Students and Staff members shall not engage in discriminatory conduct (including harassment and sexual harassment) prohibited by the B.C. Human Rights Code.**

Discrimination, Harassment, and Sexual Harassment Policy

Definitions

1. **Discrimination**

Discrimination means unfair or differential treatment of an individual or group, intentional or otherwise, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, sexual orientation, or age.

2. **Harassment**

Harassment is defined as any physical, visual or verbal conduct, whether intended or unintended, that is either unsolicited or should reasonably be known to be unwelcome, which denies individual dignity and/or respect based upon any of the prohibited grounds of the *B.C. Human Rights Code*. It may be one incident or a series of incidents depending upon the context.

Examples of harassment include, but are not limited to:

- Threats made or perceived, based on any of the prohibited grounds under the *B.C. Human Rights Code*;
- Derogatory written or verbal communication or gestures (e.g. name-calling, slurs, taunting pictures or posters, graffiti) that relate to any of the prohibited grounds under the *B.C. Human Rights Code*;
- Application of stereotypes or generalizations based on any of the prohibited grounds under the *B.C. Human Rights Code*.
- Harassment does not include acceptable social banter.

3. Sexual Harassment

Sexual harassment is unwelcome conduct that is sexual in nature that may detrimentally affect the school environment, or lead to adverse consequences for the victim of the harassment.

Examples of sexual harassment include but are not limited to:

- Remarks, jokes, innuendoes or other comments regarding someone's body, appearance, physical sexual characteristics or clothing;
- Displaying of sexually offensive or derogatory pictures, cartoons or other material;
- Persistent unwelcome or uninvited invitations or requests;
- Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;
- Conduct or comments intended to or having the effect of creating an intimidating, hostile or offensive environment;
- Leering, ogling or other gestures

Procedure

A student who believes that he or she has a complaint about discrimination and/or harassment should take the following steps:

1. *If reasonable and comfortable*, tell the relevant individual(s) that the behaviour is unwelcome and request that the offensive behaviour stop.
2. If required, inform the SAO or Head Teacher of his or her complaint.
3. Keep a written record of the steps taken to alleviate the problem.

PRIVACY POLICY

Collection

- The primary purpose of collecting information is to provide you with a better learning environment and to ensure your safety and satisfaction during your studies at KGIC. This allows us to measure and assess the delivery of education in order to maintain the desired quality.
- KGIC collects your personal information when you register for the KGIC online newsletter, take the KGIC free online English test, take the online free TOEIC test, fill out an online feedback form, testimonials, register our programs or when you enter a variety of contests we hold on KGIC's website (www.kgic.ca), KGIC may combine information that we have about you with information we obtain from business partners or other companies such as local and overseas student agents.
- KGIC collects your personal information including your name, gender, address, phone number, email address, date of birth, and your interests when you register in one of our programs. KGIC also collects your feedback by means of an Exit Survey and Student Evaluation. KGIC also collects your photos and any testimonials submitted to us.

Use and Disclosure

- KGIC uses information for the following general purposes: to improve your learning environment and overall services, assess the delivery of quality education, contact you, conduct research, and provide anonymous reporting for internal and external clients.
- We use information for marketing purposes, after analysis. We will email or send regular mail to former students to inform them of news, events, and other opportunities in which they can participate. We use your pictures and testimonials for promotional purposes. Our published literature includes brochures, flyers, leaflets, website and an Agent Guidebook.
- We will not sell, rent, temper or share information about you with other people or companies. We respond to subpoenas, court orders, or legal processes to establish and/or exercise our legal rights or defend against legal claims.
- We believe it is necessary to share information in order to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or as otherwise required by law. We will transfer information about you if KGIC is acquired by or merged with another company. In this event, KGIC will notify you before information about you is transferred and becomes subject to a different privacy policy.
- KGIC complies with the Personal Information Protection and Electronic Documents Act (PIPEDA) on its collection, use, and disclosure of information.

Consent

- Subject to applicable legal exceptions, KGIC will make a reasonable effort to ensure that the individual is advised in advance of the purposes for which his or her personal information will be collected, used or disclosed, and that his or her consent to those activities is obtained. As required by applicable law, consent may be express or implied.
- KGIC does not, as a condition of the supply of products or services require an individual to consent to the collection, use or disclosure of personal information beyond that required to fulfill KGIC's explicitly specified and legitimate purposes.
- An individual may withdraw his or her consent to collection, use or disclosure at any time, subject to legal or contractual restrictions and the provision of reasonable notice to KGIC. If an individual withdraws his or her consent to the collection, use or disclosure of personal information, he or she may be unable to access KGIC's products or services.
- From time to time, KGIC may also collect information from external sources, be they business or personal references identified to KGIC for this purpose.

Accuracy

- KGIC aims to keep personal information as accurate, complete and up-to-date as is necessary for the purpose for which it is intended. However, KGIC does not routinely update personal information, unless such updating is necessary to fulfill the purpose for which the information was collected.
- KGIC generally relies upon individual students to provide up-dated information, such as changes to addresses and other contact information, and any other relevant information.
- If an individual successfully demonstrates to KGIC that personal information is inaccurate, incomplete, out of date or irrelevant, KGIC will revise the personal information. If necessary, KGIC will disclose the revised information to third parties which were provided with the wrong information to permit them to revise their records as well.

Safeguards

- KGIC has implemented appropriate security safeguards to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. The nature of the safeguards varies depending on the sensitivity of the personal information that has been collected, the amount, distribution and format of the information, and the method of storage. The more sensitive personal information is safeguarded at a higher level of protection.

Awareness and Individual Access

- KGIC strives to be open about its policies and procedures with respect to the management of personal information, and makes this information available in an understandable form. Copies of this Personal Information Protection Policy may be obtained by contacting the Privacy Officer.
- Upon an individual's request in writing, KGIC will inform that individual of the existence, use and disclosure of his or her personal information and the individual will be given access to that information, except where the law requires or permits KGIC to deny access. KGIC may require the individual to provide sufficient information to permit KGIC to provide an account of the existence, use and disclosure of personal information.
- KGIC will respond diligently to a proper request and in any case not later than 30 days after receipt of the request, unless that time is extended according to applicable law. As permitted by applicable law, certain charges may be applicable in respect of certain requests.

Student Information

- KGIC collects and handles information provided by students who study one of our offered courses at one of our physical campuses located in the cities of Vancouver, Surrey, Toronto and Victoria.
- Student information is categorized into two different sections: *Academic Information and Personal Information*. Personal Information is collected through registration at the school, surveys and evaluations.

Academic Information

- Academic information includes students' performance on tests, exams, participation, quizzes and other measurements that are approved by the school. Academic information is stored only in paper or electronic format. Information may require subjective evaluation by an individual instructor employed by the school.
- Academic Information in both paper and electronic format must be stored permanently. Information shall clearly state the subject of the information, the date it is recorded, and the administrator of the evaluation. If any one of these conditions is not met, the information is regarded as void and shall become non-storable information.
- KGIC will not sell, rent, share, or disclose Academic Information to third party(ies) unless it is authorized to do so by the subject of the information. KGIC, with a written request to the subject of the information, shall only distribute a copy of Academic Information.

Personal Information

- Personal Information includes students' feedback, address, phone number, email address, name, gender and date of birth. It also includes pictures and testimonials submitted to us.
 - Personal Information shall be stored until the 8th year from the date it is collected. Personal Information shall clearly state the date it is recorded, the administrator who collected it and the subject of the information. If any one of these conditions is not met, the information is regarded as void and shall become non-storable information.
 - KGIC will not sell, rent, share or disclose Personal Information to third party(ies) unless it is authorized to do so by the subject of the information.
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FACILITIES

COMPUTER LAB

- Between the hours of 9:00 a.m. and 4:00 p.m. only English may be used on the computers; music or sound from the computer is to be in English only.
- No food or drink in the computer lab or near the computers.

KEEP THE KITCHEN AREAS CLEAN AT ALL TIMES

- Please do not leave your dishes in the fridge or anywhere else. The school is cleaned daily and any dishes that are found will be thrown out.

General Information

BANK ACCOUNT

You will require the following three items to open a student account.

- Passport
- Letter of enrollment from KGIC
- Homestay letter or apartment letter

Please ask the front desk to prepare this document for you.

- Fill out a form at KGIC with your name and Canadian address (Please have your address ready).
- If you require assistance, please speak to your Counselor.

BUS PASS *(R, S)*

You can purchase your bus pass at any Safeway, 7/11 store or any store that says "FareDealer" You'll need to know where you live to decide whether you need fare 1, 2, or 3.

- If you require assistance, please speak to your Counselor. Bus passes are only available at the end and beginning of the month (usually to the 5th). You need to buy "Fare Saver" tickets if you cannot buy a bus pass.

BUS PASS *(V)*

- You can purchase your bus pass at the front desk.

BUS PASS *(T)*

- The Toronto Transit Commission (www.ttc.ca) covers the whole city.
You can buy several different types of passes that allow you to use any bus/streetcar/subway in the system.
- All of these are available at all subway stations for cash. Certain subway stations (Davisville, Yonge/Bloor) will take credit cards or debit cards.
- Monthly passes are now available from automated kiosks using credit card.

SMOKING

- Smoking is not permitted anywhere in the school.
- Smoking is only permitted outside the building. **(S,T,V)** Please look for the designated smoking area signs. In Vancouver Campus **(R)**, the designated smoking area is outside on the top floor

ISIC CARD

- Travel Cuts will issue you an ISIC international card.
- You will need:
 - 1) A letter of enrollment (ask for one at the front desk)
 - 2) A picture of yourself
 - 3) Approximately \$16

Please ask your Activity Coordinator for the location of the nearest Travel Cuts office.

EARTHQUAKE PROCEDURES

DURING AND IMMEDIATELY AFTER THE EARTHQUAKE

During the shaking, **DROP - COVER - HOLD**. Protect yourself by **dropping** to the floor and taking cover under a desk, sturdy table or other piece of furniture. **Hold** onto whatever you are under. If taking cover under a sturdy piece of furniture is not possible, crouch against an interior wall, away (and facing away) from windows. **Do not stand in a doorway.**

Stay away from anything that can shatter or fall on you. Count out loud (one-one thousand, two-one thousand, three-one thousand, etc...) to give yourself a time reference and to assure others around you that you are okay. Encourage others to count with you so you know who is still safe and to give them something to focus on.

Do not leave cover for at least 10 seconds after the shaking has stopped. Make sure it is not dangerous for you to come out from under cover. Check for dangling light fixtures, broken glass, live electrical circuits, etc....

Cautiously leave your protection. Try to make your way out so that you are no more than a few steps away from another safe point. This is especially important in case of an aftershock.

GETTING OUT OF THE BUILDING

Do not leave the building until instructed to do so.

It is better to remain in a safe place than to go outside into the street. Experts are predicting that most of the damage during an earthquake will be due to glass falling out of buildings. Thus, if you are in the streets, you will likely be hit by falling glass.

FIRE SAFETY

GETTING OUT OF THE BUILDING

When instructed by your Teacher, proceed with caution to the nearest exit. Before opening the door, check to ensure that it is not hot. Use the back of your hand and wipe down towards the handle. Don't use the palm of your hand, as the door could be very hot.

After exiting the building, make sure that you stay with your class and close to your teacher.

Important Note: Always close the doors after you leave a room – this includes classroom doors as well as the stairwell doors.

FIRE EMERGENCIES

In thick smoke, you may be unable to see any light from the overhead lights as the smoke rises. Your main priority is to stay as close to the floor as possible. Drop to the floor as life saving air may only be in the first 2 inches from the ground.

The average speed fire can travel through smoke is 800 feet per second, so get out of the fire's way quickly and safely.

If you are trapped inside, lock yourself in a room. Pack the cracks with wet clothes and paper. Never break the window (unless you are able to get out safely), as this will create a wind tunnel, drawing the fire toward you. Call 911 and advise the police of your situation. If possible, set up a signal so the emergency personal know where you are.