

11/16/39
MEMO. TO MATRONS:

17th July, 1939.

Vacation - Emergency Arrangements

In view of the unsettled international situation, it is necessary to make provisional arrangements to come into force should a national emergency occur.

Should this country become engaged in a European war while the domestic staffs are on holiday and the hostels closed, matrons, assistant matrons and maids should not return to College, but should await instructions. Matrons and Assistant Matrons must keep the College Office closely informed of their movements during the holiday. Matrons should keep with them a list of their maids addresses, in addition to that left at the College Office.

Should war break out while the domestic staffs are in residence, they should remain in residence and await instructions.

These arrangements should be brought to the notice of the members of the domestic staff of each hostel by the Matron.

R. M. RICE.