




TO: All Residents
FROM: Stan Solmonson, Executive Director 
DATE: August 19, 2021
RE: Campus Evacuation Guidelines for Fire
INCLUDED: Exhibit 1: Evacuation Protocol
Exhibit 2: Communication Protocol from RVM Administration
Exhibit 3: Resident Preparedness Group (RPG) Summary
Exhibit 4: RPG Coordinators and Areas of Responsibility
Exhibit 5: RVM Neighborhood Coordinator Maps

This Emergency Protocol provides you with guidelines and expectations on what to do during an emergency should an evacuation from your cottage home become necessary.

RVM's Administration and the Resident Preparedness Group (RPG) have worked together on this response plan to ensure the safety and wellbeing of residents in case of an emergency requiring residents in cottages to evacuate to one of the high-rise buildings.

The protocol focus has changed from evacuating the entire campus during the Alameda Fire to a new Shelter in Place approach. This change was vetted and recommended by the Medford Fire Department and the Medford City Emergency Manager.

Residents in the high-rise buildings will Shelter in Place, meaning they will remain in their respective living units.

Should an emergency occur where it is no longer deemed safe to stay in the cottages, cottage residents will be evacuating to predetermined locations in the high rises (Main Manor & Skyline Plaza). Please see the evacuation plan from the cottages to the high rises included in this package of safety information.

The process is as follows: in the event of an emergency, RVM Incident Command (IC) will issue an emergency alert to residents by One Call Now, Channel 900, and RPG. RPG will activate their Neighborhood Coordinators' communication protocol with instructions and updates. RPG and RVM will communicate changes in real-time because changing conditions could alter recommendations.

The plan to communicate with residents through RPG leadership, included in this packet, emphasizes the importance of communicating during an emergency with residents through RPG and its structure of Neighborhood and Floor Coordinators.

Please review, and become familiar with, the information enclosed in this packet.

Identify who your Neighborhood Coordinator is and how to receive information during an emergency. RVM Incident Command (IC) and RPG will be conducting drills beginning this month to practice communication and response procedures.

If you have questions about Emergency Preparedness and Response, please contact Jens Larsen, Director of Campus Security, at x7910.