




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.

## EXHIBIT 1

IN CASE OF EMERGENCY EVACUATION, WE ARE ASKING  
ALL COTTAGE RESIDENTS TO BE ON ALERT AND BE PREPARED TO EVACULATE.

Your RPG Neighborhood Coordinators will be instructed by RVM Incident Command (IC) and will communicate to you when an evacuation has been initiated. You may also receive information directly from One Call Now and/or Channel 900.

**Cottage evacuation routes and locations for your specific neighborhood is as follows:**

<b>Street #</b>	<b>Location of Residence</b>	<b>Evacuation Route</b>	<b>Evacuation Location</b>
1900's	Wildflower Circle	Village Ctr. Dr to Mira Mar	Plaza – Umpqua Rm
1800's	Wildflower Drive	Village Ctr. Dr to Mira Mar	Plaza – Umpqua Rm
1700's	Lake Village Drive	Village Ctr. Dr to Mira Mar	Plaza – Applegate Rm*
1600's	Meadow View Drive	Village Ctr. Dr to Mira Mar	Plaza – Deschutes Rm*
1500's	Malama Way	Village Ctr. Dr to Mira Mar	Plaza – Klamath Rm
1400's	Village Center Drive	Village Ctr. Dr to Mira Mar	Plaza – Plaza Lobby
1300's	Peartree Lane	Village Ctr. Dr to Mira Mar	Plaza – Plaza Lobby
1200's	Horizon Lane	Village Ctr. Dr to Mira Mar	Plaza – Rogue Rm*
1100's	Skyline Drive	Village Ctr. Dr to Mira Mar	Plaza – Rogue Rm*
House #1-12	Shannon Drive	RVM Drive	Manor – Auditorium
2100 & 2300	Quail Point Circle	Quail Pt Circle	Manor – Auditorium
2100's	Quail Point Court	Shannon Drive	Manor – Auditorium
2200's	Quail Point Terrace	Shannon Drive	Manor – Manor Dining
2400's	Rogue Valley Manor Dr	RVM Drive	Manor – Manor Dining
1550	Memory Support CTR	Malama Way to Mira Mar	Health Center
1250	Health Center		Shelter in Place
1250	Care Suites		Shelter in Place

Please have your “go” bag with your medications, important documents, cell phone, cell phone charger, blanket, pillow and anything else you may need for approximately 48 hours. Please limit to only what YOU can carry in one bag.

A word about your pet: If you wish to bring your pet with you during the evacuation it must be in a pet carrier/kennel. There will be other pets at your shelter in place location. It is YOUR responsibility to care for your pet, and have it under your supervision during the evacuation. Please have 48 hours of food and water for your pet.

RVM buses and Manor Express will provide transportation for residents to their assigned evacuation location. Please stand outside of your front door, or garage door so drivers will see you and then take you on the short trip to the Plaza or the Manor. They will make multiple trips down each street to pick up waiting residents. **DO NOT** drive your own vehicle (this may cause unnecessary congestion and may block responding emergency vehicles).

\*Due to the current remodel in the Skyline Plaza, the IC may need to flex more residents into different meeting rooms as necessary based on the nature of the incident, number of evacuees, and available space in a particular room at the time of the incident (8-16-21).

If you choose to evacuate the campus, please check in with the staff at the corner of Mira Mar & Shannon, or at the Ellendale entrance/exit. This will ensure us that you have been accounted for, and have left the facility.

**Your RPG Neighborhood Coordinator, One Call Now, and/or Channel 900 will provide additional instructions.**

**Main Manor, Manor Terrace, and Skyline Plaza will "Shelter in Place". Those residents will also receive information from their Floor Captain and stay tuned to Channel 900 for updates and/or listen for One Call Now.**

## EXHIBIT 2

### **Communication Protocol from RVM Administration (Incident Command) to Residents (RPG)**

This emergency communication protocol is a set of guidelines used by RVM Incident Command (IC) to communicate with RVM Residents (RPG) during an emergency, or unexpected event. This plan identifies the steps taken when a crisis first emerges and how RVM will communicate with the Resident Preparedness Group (PRG).

This protocol outlines the structure for communicating with Resident Preparedness Group (RPG), in the event of a crisis that affects the safety of RVM in an emergency situation.

#### **How RVM (IC) will communicate with Residents Preparedness Group (RPG) during an emergency:**

RVM will communicate with residents using standard verbal phone communication method.

If the phone system is inoperable, RVM IC will notify RPG via Emergency Communication application (One Call Now) or hand held radios.

If RVM IC determines it may no longer be safe for residents to remain in their home and relocation, or evacuation becomes necessary, RVM IC will communicate pertinent, timely information to residents via One Call Now communication tool. Consistent with laws and regulations surrounding confidentiality of resident information, families may be apprised of the following via RVM website and Facebook:

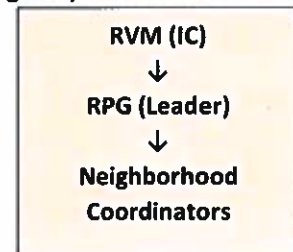
1. Information to where resident is relocated (if resident chooses to evacuate off campus)
  1. Name, address, and specific area of that site, as well as the anticipated timeframe to return to RVM
  2. General pertinent status updates

#### **RVM IC will communicate the following with the RPG during an emergency:**

Providing timely and accurate information to RPG during crisis or emergency situations.

During an event, the RPG will communicate with Area/Neighborhood Coordinators:

1. Emergency information and warnings;
2. Rumor monitoring and response;
3. Social Media updates;
4. Disseminating accurate and timely information related to the incident, particularly regarding information on safety and protection;
5. All communication to RPG will be managed through RVM IC via use of One Call Now, phones or radios to convey information during and following an incident. The information provided to the RPG includes direction on what actions should and should not be taken, along with appropriate details about the incident and the actions being taken by RVM IC. The RVM IC will communicate closely with RPG to avoid any contradictory or confusing messages coming from different sources.



**RVM communication assets (human and technological);**

- One Call Now
- Walkie Talkie system (campus wide)
- Employees assigned as Runners
- Neighborhood and Floor Coordinators
- Satellite phones (one ED – one Security – one Annex)
- Cell phones (if available)
- Resident HAM Radio Operators
- Email and/or RVM website and Social Media (Facebook) blasts

## EXHIBIT 3

### The RPG — A Summary Description

#### RESIDENTS' PREPAREDNESS GROUP (RPG)

*Reviewed and accepted by the RPG Leadership Team and associates.*

##### Definition, goal, and mission:

The RPG is an independent organization of Rogue Valley Manor (RVM) residents. Its goal is to protect and enhance the safety, security and welfare of RVM residents. Its primary mission is to support and assist RVM Management in preparing for and responding to emergencies.

##### Primary activities and operations:

- In an actual or anticipated emergency, RPG will work to ensure that all residents have the most up-to-date and accurate information and instructions from RVM.
- RPG will communicate to RVM Management information about emergency-related problems or resident needs (e.g., injuries, damage, and failure of procedures).
- RPG will provide residents with information, and training if appropriate, on how to prepare for and respond to emergencies and disasters.
- RPG will support community-building and mutual assistance activities among residents in the interests of increasing emergency preparedness and the effectiveness of responses.
- Other activities may be undertaken by agreement or as need arises.

##### Organization:

Activities are carried out within a hierarchical organizational (and radio communication) structure.

- Each tower floor, and each cottage neighborhood (typically about 10 residences), has one or more volunteer coordinators who take responsibilities for the activities listed above.
- Tower Floor Coordinators (FCs) communicate with Building Coordinators (BCs). Neighborhoods are grouped into Areas (typically 2-4 neighborhoods) with an Area Coordinator (AC) connecting with the Neighborhood Coordinators (NCs).
- Building and Area Coordinators are the communication link between the local coordinators (Floor and Neighborhood) and the volunteer-staffed emergency radio room, which is in turn linked to the RVM Emergency Incident Commander, and to other resources as appropriate.
- A team of Coordinators and other volunteers provides leadership and management of RPG activities, and liaison with RVM.

As of August 23, 2021

Key to Resident Preparedness Group Coordinator positions and areas of responsibility

First number

1-11 = cottage Areas

Number after decimal in Area column = Neighborhood within area

12 = Skyline Plaza

Number after decimal in Area column = Floor

13 = Terrace

Number after decimal in Area column = Floor

14 = Main Manor

Number after decimal in Area column = Floor

AC = Area Coordinator

NC = Neighborhood Coordinator

BC = Building Coordinator

FC = Floor Coordinator

Title	Last Name	First Name	Address	Unit	Phone	Area	Coordinator Responsibility
	0 Buddemeier	Bob	Quail Pt Cir	2311	6820	2.1	
	0 Berger	Bob	Quail Pt Cir	2306	6579	2.1	
	0 Curtis	Dan	Terrace	4405	6899	13.4	
	0 Walden	Bob	Lake Village Dr	1712	6624	6.1	
01 AC	Maxfield	Keith	Quail Pt Cir	2103	6100	1.1	2101-2122 Quail Pt Cir 2123-2131 Quail Pt Ct
01 NC1	Heverly	Mike	Quail Pt Cir	2104	6201	1.1	2101-2109 Quail Pt Cir
01 NC2	de Vos	Bonnie	Quail Pt Cir	2114	6654	1.2	2110-2122 Quail Pt Cir
01 NC2	de Vos	Jim	Quail Pt Cir	2114	6654	1.2	2110-2122 Quail Pt Cir
01 NC3	Turner	Carolyn	Quail Pt Ct	2128	6620	1.3	2123-2131 Quail Pt Ct
01 NC3	Turner	Paul	Quail Pt Ct	2128	6620	1.3	2123-2131 Quail Pt Ct
02 AC	Lippman	Eleanor	Quail Pt Cir	2313	6521	2.1	2301-2315 Quail Pt Cir 2201-2217 Quail Pt Ter
02 NC1	Cutting	Merrill	Quail Pt Cir	2312	6945	2.1	2301-2315 Quail Pt Cir
02 NC2	Conger	Tom	Quail Pt Ter	2210	6803	2.2	2201-2209 Quail Pt Ter
02 NC3	Studebaker	Elwin (El)	Quail Pt Ter	2215	6093	2.3	2210-2217 Quail Pt Ter
03 AC	Quan	James	RVM Dr	2414	6793	3.2	2400-2416 RVM Dr
03 NC1	Wetenkamp	Scott	RVM Dr	2408	6426	3.1	2400-2409 RVM Dr
03 NC2	McGann	Lowell	RVM Dr	2412	6237	3.2	2410-2418 RVM Dr
04 AC	Rizzolo	Ann	Skyline Dr	1101	6994	4.1	1101-1137 Skyline Dr
04 NC1	Fox	Phyllis	Skyline Dr	1109	6357	4.1	1101-1111 Skyline Dr
04 NC2	Boice	Norman	Skyline Dr	1116	6164	4.2	1112-1120 Skyline Dr
04 NC3						4.3	1121-1130 Skyline Dr
04 NC4	Moutos	Lannette	Skyline Dr	1131	6704	4.4	1131-1137 Skyline Dr
05 AC	Johnson	Joni	Horizon Ln	1201	6150	5.1	1201-1227 Horizon Dr
05 NC1						5.1	1201-1209 Horizon Dr
05 NC2	Saunders	Judith (Judi)	Horizon Ln	1217	6129	5.2	1210-1219 Horizon Dr
05 NC3	Mulder	Sophia	Horizon Ln	1224	6856	5.3	1220-1227 Horizon Dr
06 AC	Krimlsly	Saul	Pear Tree Ln	1314	6084	6.1	1301-1330 Peartree Ln 1501-1504 Malama Way 1505-1510 Village Ctr Dr
06 NC1	Ross	Annabel	Pear Tree Ln	1301	6141	6.1	1301-1306 Peartree Ln
06 NC2	Fisette	Dolores	Pear Tree Ln	1314	6084	6.2	1307-1318 Peartree Ln
06 NC3	Finley	Butch	Pear Tree Ln	1329	6161	6.3	1319-1331 Peartree Ln
06 NC3	Koch	Grant	Pear Tree Ln	1320	6807	6.3	1319-1331 Peartree Ln
06 NC4	Simpson	Damon	Village Ctr Dr	1505	6971	6.4	1501-1504 Malama Way 1505-1510 Village Ctr Dr
06 NC4	Stocker	James	Village Ctr Dr	1506	6399	6.4	1501-1504 Malama Way 1505-1510 Village Ctr Dr



07 AC	Ross	Skip	Village Ctr Dr	1431	6224	7.4 1401-1435 Village Ctr Dr
07 NC1	Moore	Fred	Village Ctr Dr	1402	6272	7.1 1401-1409 Village Ctr Dr
07 NC2	Scott	Kevin	Village Ctr Dr	1411	6439	7.2 1410-1419 Village Ctr Dr
07 NC3	Hines	Jan	Village Ctr Dr	1423	6659	7.3 1420-1426 Village Ctr Dr
07 NC4	Newlon	Tom	Village Ctr Dr	1429	6954	7.4 1427-1435 Village Ctr Dr
08 AC	Drury	David	Meadowview Dr	1630	6066	8.3 1601-1636 Meadowview Dr
08 NC1	Cure	Harry	Meadowview Dr	1613	6026	8.1 1601-1613 Meadowview Dr
08 NC2	McDonald	Patrick	Meadowview Dr	1623	6638	8.2 1614-1624 Meadowview Dr
08 NC2	Vasavada	Ravindra	Meadowview Dr	1622	6804	8.2 1614-1624 Meadowview Dr
08 NC3	Olson	Marlene	Meadowview Dr	1633	6265	8.3 1625-1636 Meadowview Dr
09 AC	Schwyn	Charles	Lake Village Dr	1704	6596	9.1 1701-1723 Lake Village Dr
09 NC1	Jones	Martha	Lake Village Dr	1703	6230	9.1 1701-1710 Lake Village Dr
09 NC2	Gorrell	Vicki	Lake Village Dr	1718	6632	9.2 1711-1723 Lake Village Dr
10 AC1	Barry	Harlan	Wildflower Cir	1903	6678	10.2 1801-1814 Wildflower Dr 1138-1140 Skyline Dr 1901-1915 Wildflower Cir
10 AC2	Wagner	Ernest (Dan)	Wildflower Cir	1907	6414	10.2 backup AC
10 NC1	Kelley	Kenneth	Wildflower Dr	1811	6819	10.2 1801-1809 Wildflower Dr 1138-1140 Skyline Dr
10 NC1						
10 NC2	Shirk	Larry	Wildflower Cir	1905	6294	10.2 1901-1912 Wildflower Cir
10 NC3	Spence	Linda	Wildflower Cir	1913	6708	10.3 1810-1814 Wildflower Dr 1913-1915 Wildflower Cir
10 NC3	Dealey	David	Wildflower Dr	1810	6056	10.3 1810-1814 Wildflower Dr 1913-1915 Wildflower Cir
11 AC	Crites	Gary	#09 Nieto Way	2409	6480	11.1 1083-1211 Shannon Dr 2401 & 24009 Nieto Way 1177 Mira Mar Ave
12 BC	Macmillan	Claudia	Skyline Plaza	3312	6566	12.3 3201-3615 Skyline Plaza
12 BC	Macmillan	James	Skyline Plaza	3312	6566	12.3 3201-3615 Skyline Plaza
12 FC2						12.2 3201-3215 Skyline Plaza
12 FC2						12.2 3201-3215 Skyline Plaza
12 FC3	Brown	Carole	Skyline Plaza	3314	6914	12.3 3301-3315 Skyline Plaza
12 FC3	Powell	Bill	Skyline Plaza	3309	6577	12.3 3301-3315 Skyline Plaza
12 FC3	Powell	Dorothy	Skyline Plaza	3309	6577	12.3 3301-3315 Skyline Plaza
12 FC3	Thomas	Wayne	Skyline Plaza	3314	6914	12.3 3301-3315 Skyline Plaza
12 FC4	Reitz	Rita	Skyline Plaza	3403	6815	12.4 3401-3415 Skyline Plaza
12 FC4	Willms	Fredric	Skyline Plaza	3412	6166	12.4 3401-3415 Skyline Plaza
12 FC4	Willms	Lee	Skyline Plaza	3412	6166	12.4 3401-3415 Skyline Plaza
12 FC5	Lawson	Frank	Skyline Plaza	3512	6324	12.5 3501-3515 Skyline Plaza
12 FC5	Lawson	Holly	Skyline Plaza	3512	6324	12.5 3501-3515 Skyline Plaza
12 FC6						12.6 3601-3615 Skyline Plaza
14 BC36	Jensen	Gary	Main Manor	508	6569	14.5
14 BC7x	Hight	Teddie	Main Manor	1018	6542	14.X
14 FC3	Freeman	Wes	Main Manor	325	6586	14.3
14 FC3	Zilkey	Willi	Main Manor	320	6871	14.3
14 FC4	Densmore	Sally	Main Manor	409	6140	14.4
14 FC4	Walls	Madge	Main Manor	412	6634	14.4
14 FC5	Draper	Ruth	Main Manor	507	6171	14.5

14 FC5	Jensen	Kathleen	Main Manor	508	6569	14.5
14 FC6	Prine	Marion	Main Manor	622	6988	14.6
14 FC7	Ching	Arlene	Main Manor	712	6690	14.7
14 FC7	Ching	Steven	Main Manor	712	6690	14.7
14 FC7	Wilson	Bruce	Main Manor	711	6619	14.7
14 FC8	Rapoza	Rita	Main Manor	823	6689	14.8
14 FC8	Turner	Bonny	Main Manor	826	6625	14.8
14 FC9	Fotheringham	Joan	Main Manor	902	6059	14.9
14 FC9	Heintz	Richard	Main Manor	921	6104	14.9
14 FC9	Heintz	Joyce	Main Manor	921	6104	14.9
14 FC9	Kent	Connie	Main Manor	913	6301	14.9
14 FCx	Hight	Rob	Main Manor	1018	6542	14.X
14 FCx	Ichimura	Bob	Main Manor	1030	6553	14.X
14 FCx	Lopez	Regina	Main Manor	1014	6498	14.X



