



FOREST FIRE EVACUATION PLAN

June 2021

Introduction

This procedure outlines how Royal Roads University (RRU) and its stakeholders prepare for and respond to forest fires.

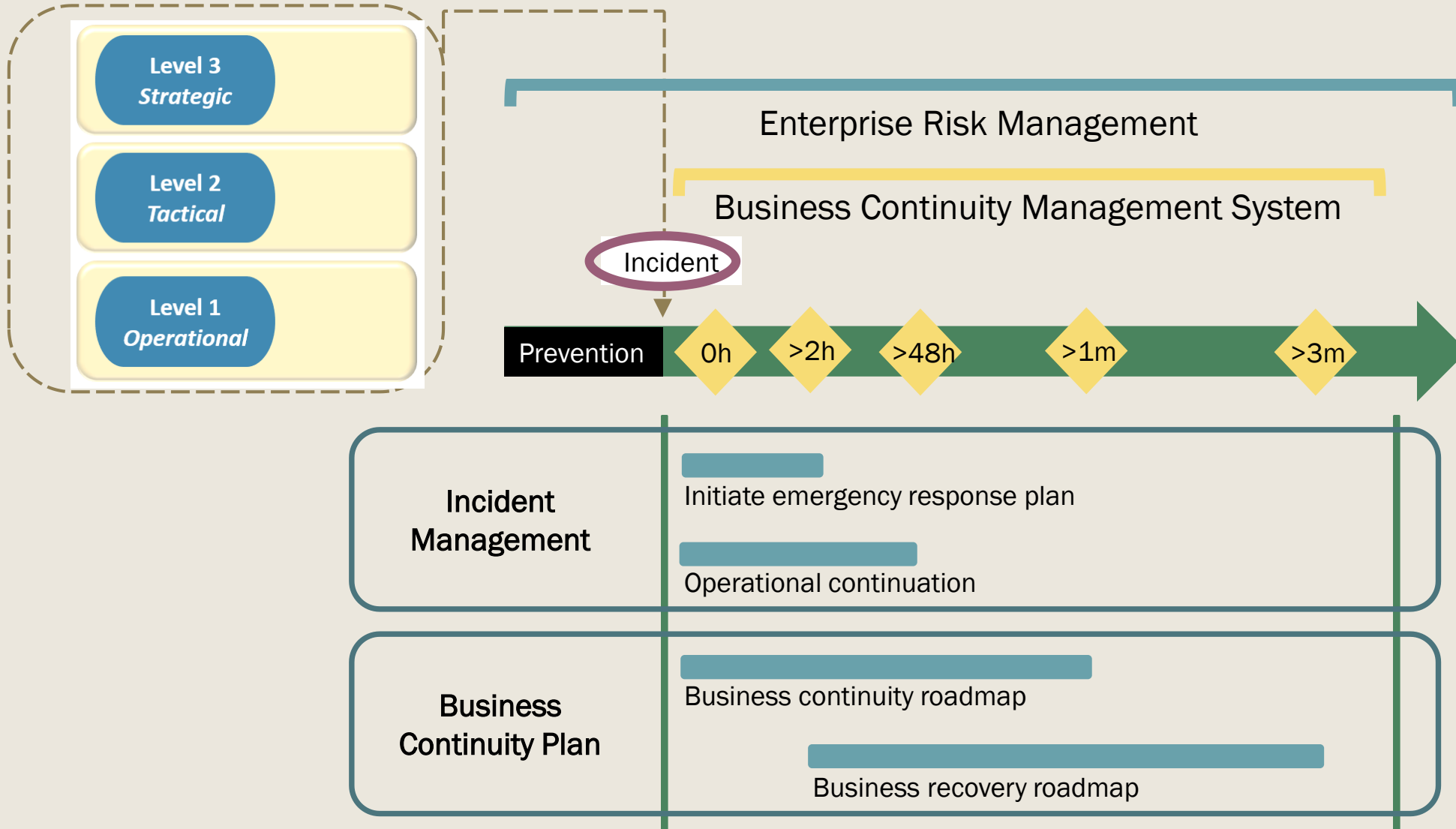
In line with the overarching emergency response goals, RRU's response to forest fires includes the following priorities:

- Protect lives and prevent injuries
- Stabilize hazards and risks
- Prevent or reduce damage to land, environment, property or infrastructure
- Restore university services and functions

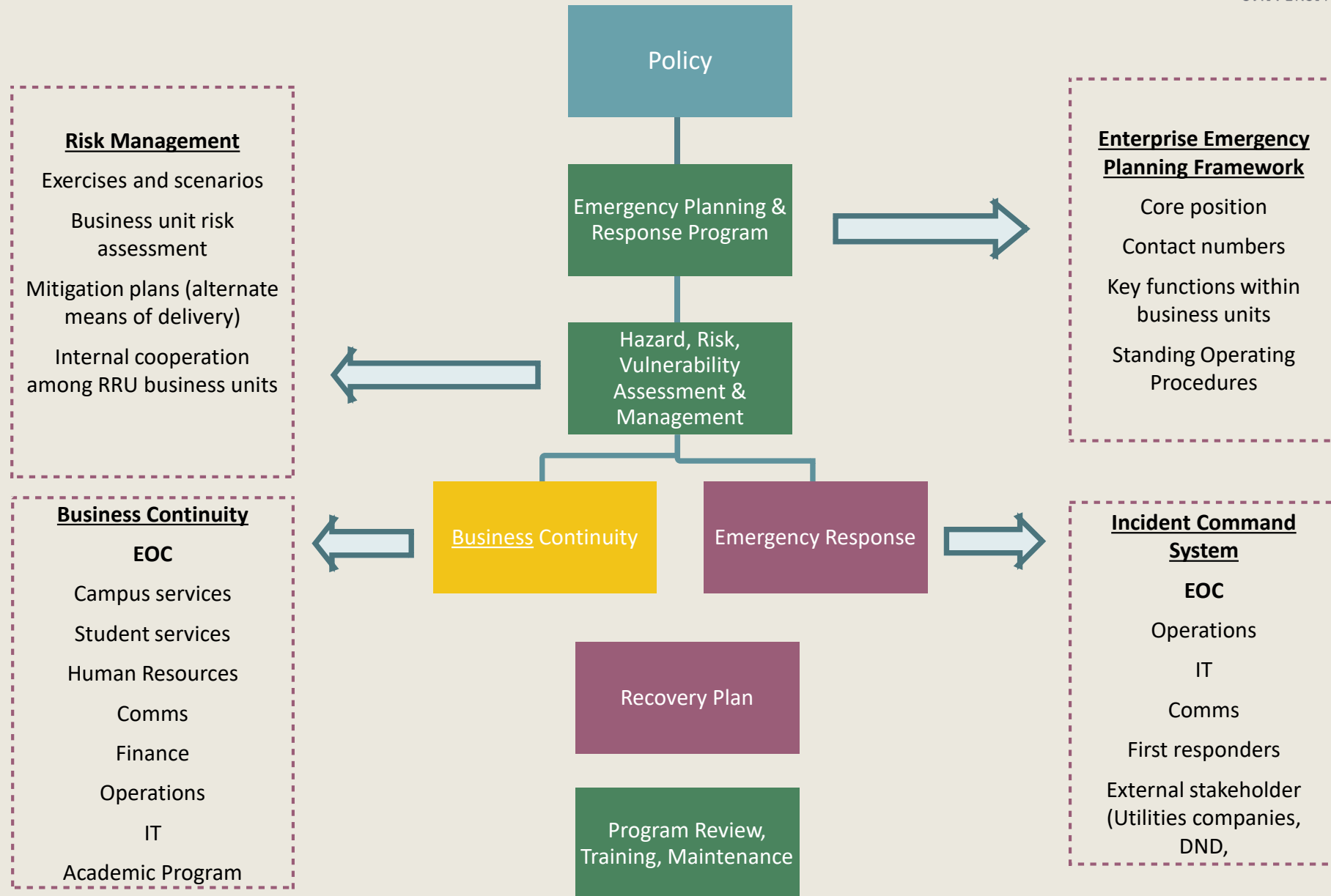
EMERGENCY MANAGEMENT CYCLE



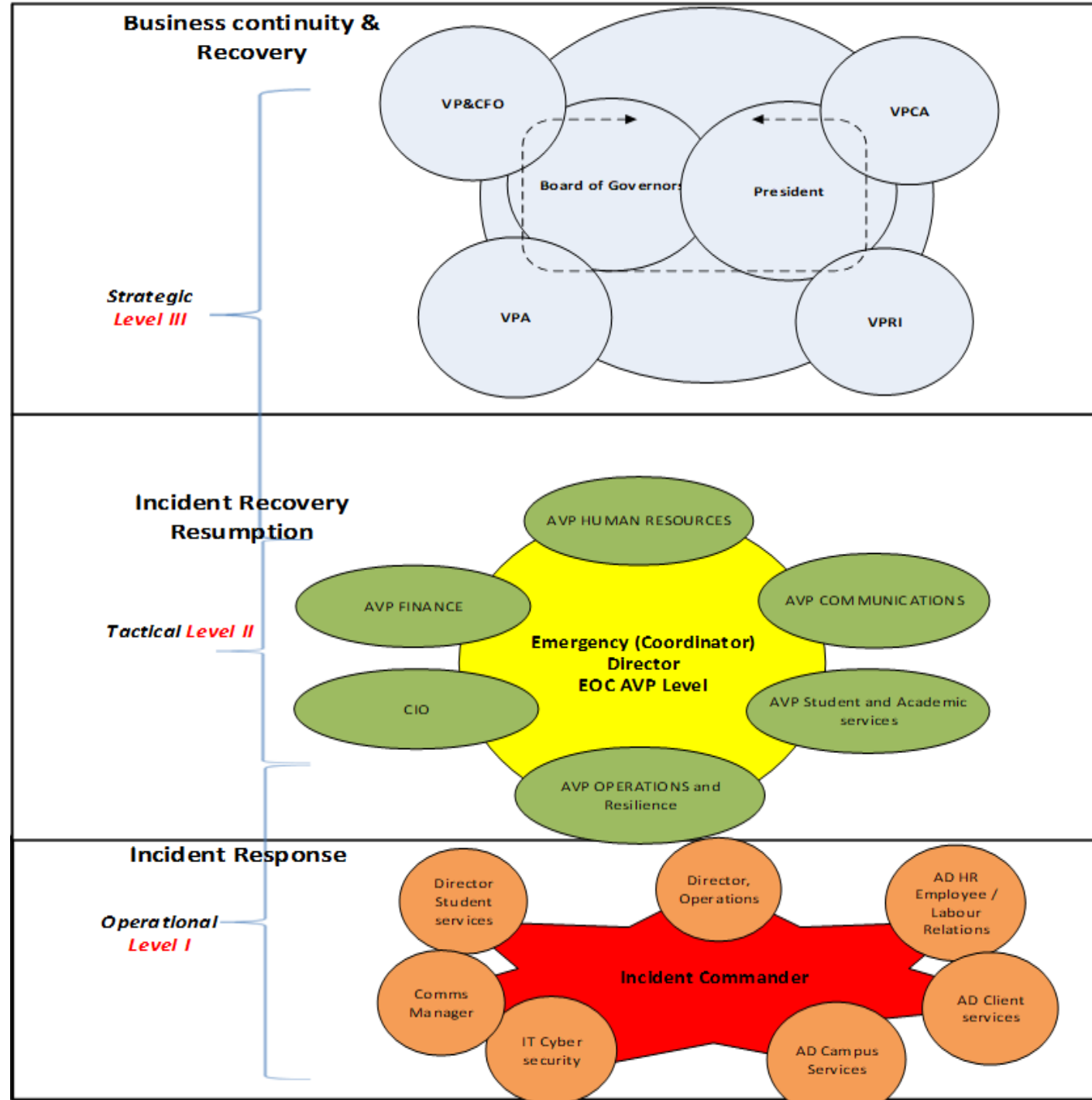
EMERGENCY PLANNING & RESPONSE



Emergency Planning Structure



Emergency Planning Cooperation Structure





FIRE!

Forest fire detected: What's next?

RAPID, CALM RESPONSE

- Security notified of forest fire incident
- Notification of RRU Operations
- Director, Operations / Incident Commander notifies both AVP Operations & Resilience and VP&CFO, opening lines of communication and activating the EOC

First responders on campus will direct overall emergency response

Incident Response: What is the overall plan?



Security follows emergency notification protocol:

When directed, initiates announcements and alarms



Emergency wardens respond to alarms and ensure buildings are evacuated to assembly points



Operations teams activated and dispatched to assigned assembly points as “assembly point commanders”

Provide radio communication with EOC, use emergency kits/bullhorns, support critical safety communications and directives.

Incident Response Team Responsibilities*



RRU Security personnel

- Notifies emergency response leads and initiates alarms
- Provides security services and administers first aid
- Liaise with first responders on site
- Supports evacuations, offers traffic control and other assistance

The Incident Commander (Director Operations, Manager Property Operations or Safety Officer)

- Oversees and coordinates the overall response
- Disseminates direction from first responders
- Notifies both AVP Operations & Resilience and VPCFO who initiate EOC as required
- Maintains two-way communication with EOC members, Security personnel, Assembly Point Commanders, and the Communications Team
- Dispatches Assembly Point Commanders to oversee assembly of evacuees at all muster points (by way of status checks)
- Determines an alternate exit route off campus as needed and communicates that directive

* NOTE: Incident Response Team responsibilities are further detailed in the Standard Operating Procedure for Forest Fires.

Incident Response Team Responsibilities Contd...



The Emergency Operations Centre (EOC)

- Directs overarching incident response and recovery in coordination with Incident Commander
- Offers decision making support with oversight of all operational response activities
- Designates responsibilities for action
- Led by AVP Operations & Resilience and comprised of AVPs, CIO and other key decision makers. Supported on a strategic level by the RRU Executive.
- Liaison with external/community agencies
- Communications

Operational Teams

- Assume the role of Assembly Point Commanders (once dispatched); establish radio communication with Incident Commander
- Assist Emergency Wardens with gathering people at assembly points
- Gather status reports from building captains and emergency wardens; convey necessary information back to Incident Commander
- Clear routes for emergency responder vehicles and evacuation routes off campus
- Convey directives from Incident Commander (i.e. “all clear” or evacuate campus)
- Direct evacuees to specific exit routes off campus; assist with traffic control as required

Warden Responsibilities:

ROLE: Facilitate building evacuations and organize occupants at designated assembly points.

RESPONSIBILITIES BEFORE:

- Let building/floor occupants know they are a warden
- Know exits and evacuation route(s)
- Acquaint themselves with any special accommodations
 - *Discuss evacuation with those requiring assistance (i.e. anyone in a wheelchair or with mobility issues). Speak with the Operations team in advance if there are particular concerns.*
 - *Plan another evacuation route, if required.*
- Have ready to go:
 - *Helmet & vest*
 - *Evacuation report*
 - *Floor occupants list (Future)*

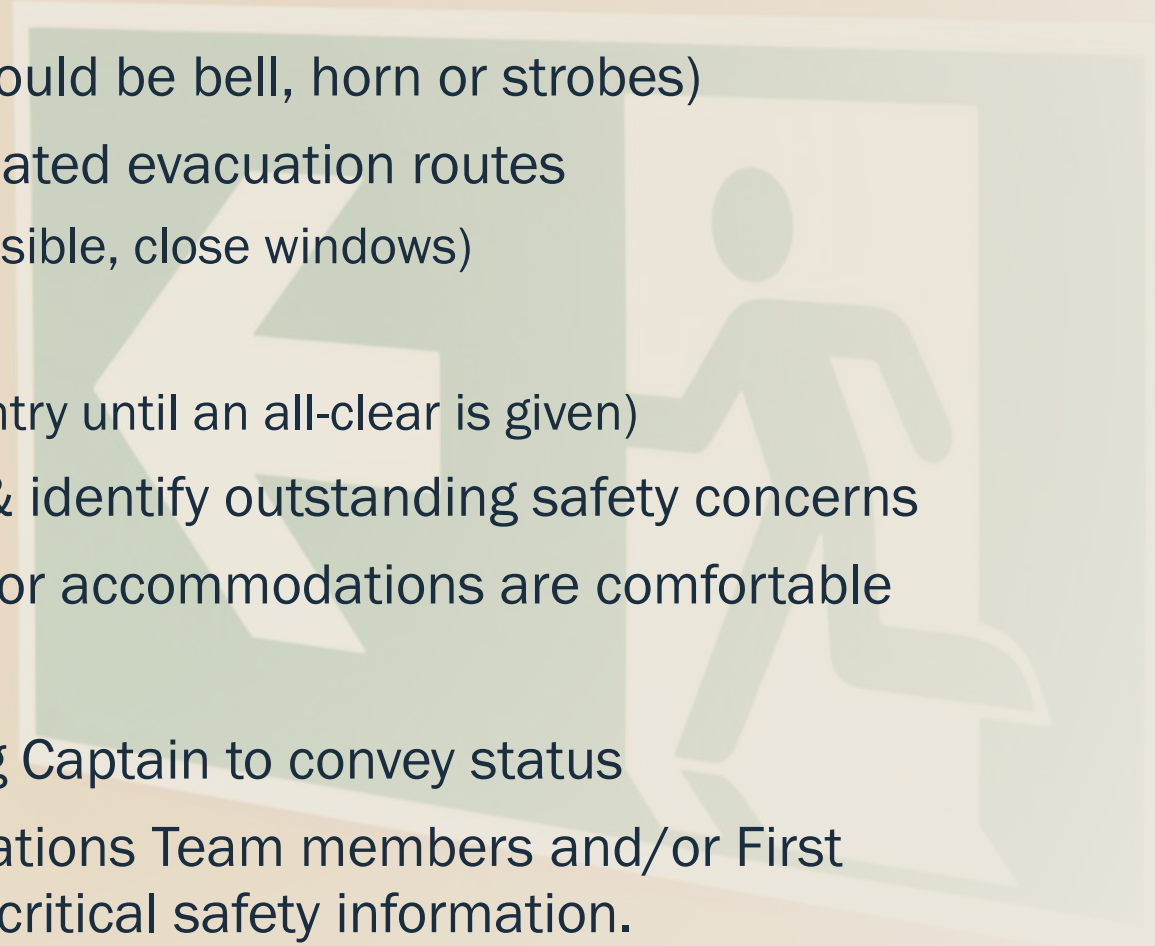
Wardens Responsibilities

Contd...

RESPONSIBILITIES DURING:

Upon hearing or seeing a Fire Alarm (could be bell, horn or strobes)

- Clear the building following designated evacuation routes
 - close but do not lock doors (if possible, close windows)
- Move people to assembly points
 - assist with crowd control (no re-entry until an all-clear is given)
- Confirm status of full evacuation & identify outstanding safety concerns
- Ensure those with mobility issues or accommodations are comfortable
- Fill out **Evacuation Report**
- Wardens rendezvous with Building Captain to convey status
- Building Captain liaises with Operations Team members and/or First Responders regarding status and critical safety information.



What should staff, students & faculty do?

Always

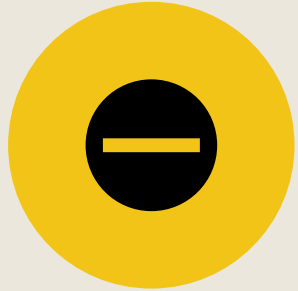
Know the location of the nearest fire alarm(s), emergency exit route(s) and designated assembly point

Escalate any fire safety concerns to Security, a warden, manager and/or the Operations and Resilience team.

RESPONSIBILITIES DURING:

- If you see a fire, raise the alarm verbally, pull the fire evacuation alarm and call 911.
- Upon hearing/seeing a Fire Alarm (bell, horn or strobe lights), clear the building and/or follow evacuation route to the designated assembly point. Follow guidance from emergency wardens or instructor/host.
- Keep off roadways to allow clear access for emergency vehicles responding to the alarm.
- Notify emergency warden or assembly point coordinator if you know of anyone who is injured, needing assistance or did not evacuate.

As you exit the building, remember...



Do not use the elevator, check to see if the exits are clear of fire and smoke (choose alternative route if necessary).



If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor while moving towards the exit.



Assist those with mobility issues to reach the nearest safe exit - keep exits clear by permitting others to pass.



STOP-DROP-ROLL (if clothing catches on fire)

If you are injured

- If you are not at an assembly point, any serious injuries should be reported first to 911 and then to Campus Security 250.391.2525 (or dial 2525 from any RRU phone).
- If you are at an assembly point, notify a warden (they will be wearing a warden vest) or first responder.

Emergency Phones

In situations where a cell phone isn't available, blue emergency phones provide a direct line to Campus Security. Emergency Phones are located:

- *At the parking lot in front of the boathouse (by the water)*
- *At the entrance to parking lot #3*
- *At the east entrance to the Grant Building*
- *Inside all campus elevators*

Or, dial 2525 on one of the phones located on each classroom console, in each computer lab, and at University Reception.

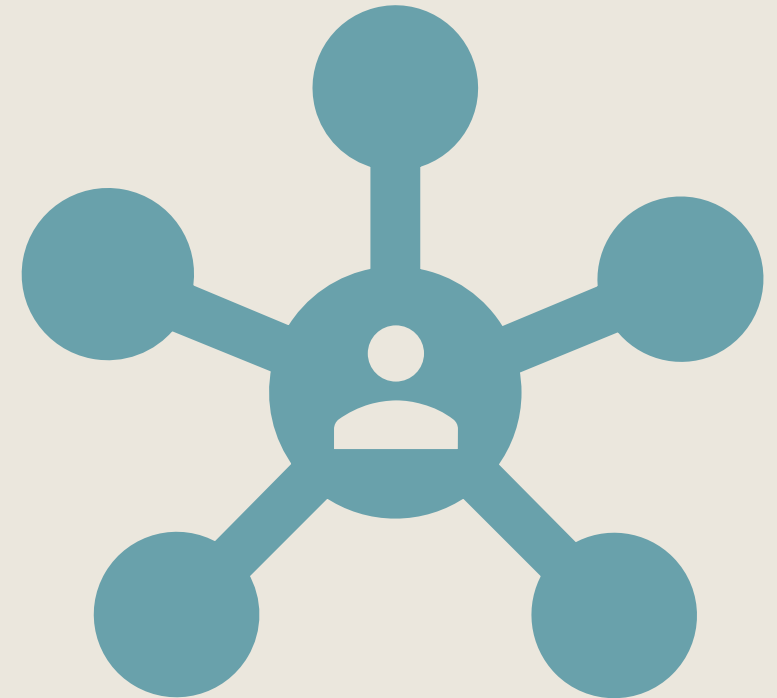
Where to go?



- Operations Team members will assist with gathering people at designated assembly points.
 - *Will clear routes for emergency responder vehicles and evacuation routes*
- Await instructions – “all clear” or “exit campus”
- In the event that an exit route off campus is affected or blocked, several alternate routes have been planned
- Direction will come from Incident Commander as to which route to use
 - *Operations Team members will be at assembly points and key locations to direct people to appropriate/safe exit routes off campus*

Responsibilities of other RRU Stakeholders

- **Communications:** assist the Incident Commander in making communication plans and releasing information broadly. Will gather, analyze and identify information required for timely decision making and ensure follow-up communication goes out to all those affected.
- **Student & Academic Services (CARE team):** Following evacuation, they will support students in need of assistance or with safety concerns, and will liaise with Campus Operations and EOC to provide for basic needs of students,
- **Campus Services & Operations (guest services):** provide a list of known external events or activities that are occurring during the incident; communicate with Incident Commander and the EOC regarding any concerns. Will support evolving requirements for campus accommodations and guest services
- **Human Resources:** Will support the Incident Commander and the EOC, will attend to needs of staff, including counselling support.



Know the emergency procedures and evacuation routes, keep an attendance list handy (class list, event roster) and, if necessary, create a pre-event emergency plan.

At the beginning of a class, course or event, let everyone know the emergency exits and assembly point for that building.

During an evacuation, guide students or attendees outside the building and to the designated assembly point. If anyone is thought to be missing, inform the warden or building captain.

If you are teaching or hosting events after-hours, you will need to assume warden responsibilities. This includes filling out an evacuation report.

Faculty, Instructor and Event Host Responsibilities

Please contact
us anytime
with questions
or concerns



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