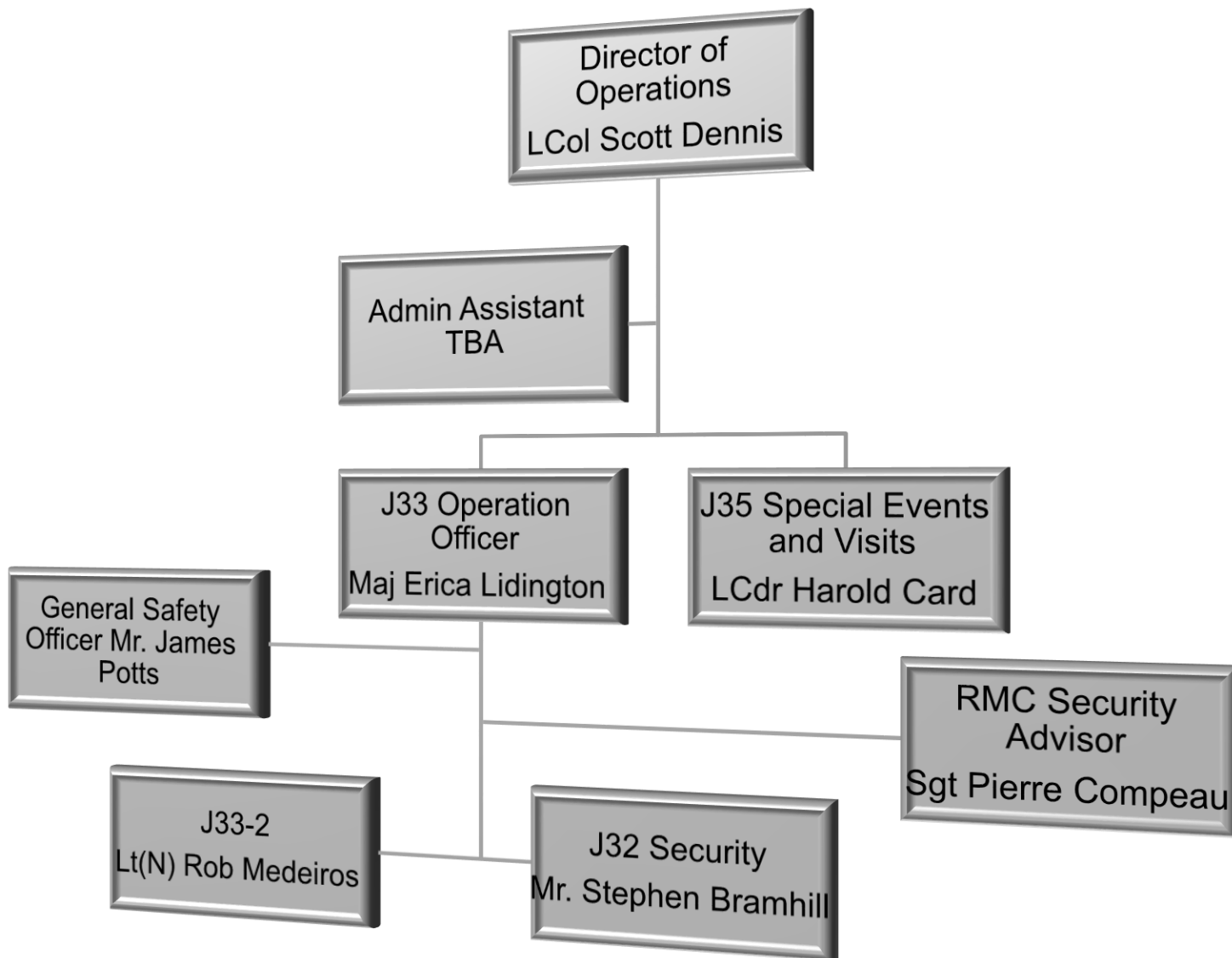




Director of Operations J33 Organization

RMC Orientation Brief 2020

Aug 2020





Director of Operations General Information

Some of the areas that the Director of Operations and the J33 Team are responsible for include:

- Synchronization of College Wide Events
- Liaising with CFB Kingston, CAF and Lodger Units in support of RMC Activities
- Supporting Special Visits and RMC Ceremonial Events
- Safety and Security of the RMC Campus and RMC Operations
- Commissionaires and the Duty Watch organization; OOD / DFO
- Pan College Emergency Procedures and Prevention
- Unit General Safety Officer (Co-Chair)
- Unit Security Officer

We are located in the Second floor of the Currie Building

- Director of Operations – Room 209
- J33 Team -Room 206 and 208





RMC Security Advisor

Responsible for:

- Overall administration of the security operations within RMC
- Supervision of the RMC Security Sections
- Security advice to the Cmdt to enhance the Force Protection plan
- Blue Light Security program
 - 19 Blue lights located on campus with a direct line to the MPs
- Emergency Response Handbook
 - Fire
 - Medical
 - Weather
 - Bomb Threat
 - Suspicious Packages
 - Active Threat





RMC Campus Security

How we maintain security at RMC:

- Security is everyone's responsibility. Don't hesitate to report security issues;
- MPs combined with J3, working groups within RMC and External agencies planning for emergency response for routine and special events;
- Screening all personnel employed or attending RMC.
- Restricting building access – Red vs Blue Passes
 - **Red Bar:** No Security Clearance – Limited access
 - **Blue Bar:** Security Clearance – Enhanced Access
 - RMC ID cards are to be worn in visible location.
 - Lost or stolen cards must be reported to the SCC ASAP
- Full Coverage Security Cameras
- Emergency Blue Lights





RMC Campus Security

What is an Active Threat?

An “active threat/shooter” is an individual(s) who engage in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random
- Event is unpredictable and evolves quickly
- Knowing what to do can save lives

What Can you do?

If an active shooter is in your vicinity you have to be physically and mentally prepared to deal with the evolving situation. You have three options:

- Run
- Hide
- Fight





Responding to Emergencies

Responding to Emergencies

You must use the civic address for your building when reporting an emergency.

Primary Emergency Number

Emergency (Police, Fire, Ambulance) 911

Other Emergency Numbers

RMC Security Control Center 613-541-6000 x 6666

RMC Maintenance Services (0800-1600) 613-541-6000 x
6021/6250

Central Heating Plant (After Hours/Holidays) 613-541-6000 x
5298/4582

Kingston General Hospital 613-548-2333

Non Emergency Numbers

Military Police 613-541-6000 x 5648

Kingston Police Force 613-549-4660

Fire Department 613-548-4011

Base Fire Chief 613-541-6000 x 5400

RMC Main Gate House 613-541-6000 x 6209

Various emergency call boxes are located around the campus grounds which are identified by blue lights. Call boxes connect immediately to the Military Police.

RMC Campus Wide Emergency Notifications

In the event of a campus-wide emergency, multiple methods of communication have been established to provide timely notifications. The methods used to facilitate notification will depend upon the severity of the emergency.

Emergency Addresses

No.	Building Name	Civic Address
R02	#1 Gate House Military Law Centre	1 Valour Dr
R03	Mech Eng Storage (Workshop/Storage)	10 Vérité Ave
R04	NBC Testing / Storage	14 Vérité Ave
R05	Cavalry House	2 Vérité Ave
R06	#2 Gate House Military Law Centre	1 Vérité Ave
R08	Hewett House	3 Valour Dr
R09	CDA (Ridout Square)	18 Vérité Ave
R10	Cmdt Residence	6 Merritt Dr
R13	Massey Bldg (Library)	7 Valour Dr
R14	Old Guard House	9 Valour Dr
R15	Currie Bldg (Currie Hall)	15 Valour Dr
R16	Mackenzie Bldg	17 Valour Dr
R23	Stone Frigate Dormitory	19 Point Frederick Dr
R24	Supply (Gun Shed)	21 General Crerar Cres
R25	Old Gym Bookstore	17 Point Frederick Dr
R27	Panet House	15 Point Frederick Dr
R29	Sr Staff Mess	9 Point Frederick Dr
R30	Fort Frederick Museum	4 Passchendale Dr
R30A	Lunette Washrooms	2 Passchendale Dr
R31	Fort Haldimand	24 Amiens Ave
R32	Yeo Hall	22 Amiens Ave
R33	Fort Lasalle	20 Amiens Ave
R34	Fort Champlain	2 Point Frederick Dr
R36	Civ Eng ESG	8 Vérité Ave
R42	Jet Test Cell	4 Point Frederick Dr
R45	Garage	11 Devercheres Dr
R47	Comdt Guest House	10 Merritt Dr
R50	Porter's Cottage	11 Valour Dr
R55	Old Hospital	19 Valour Dr
R60	AMS	12 Navy Way
R62	ESG	12 Vérité Ave
R65	Kingston Military Community Sports Center	11 Navy Way
R67	HMCS Cataragui	24 Navy Way
R68	Maint Svcs Storage	6 Navy Way
R69	Sawyer Mod 1	19 General Crerar Cres
R69	Sawyer Mod 2	17 General Crerar Cres
R69	Sawyer Mod 3	15 General Crerar Cres
R69	Sawyer Mod 4	13 General Crerar Cres
R69	Sawyer Mod 5	11 General Crerar Cres
R71	Girouard	3 General Crerar Cres
R75	Boathouse	20 General Crerar Cres
R79	Gate House	3 Precision Dr
R81	Fort Sauve Dormitory	1 Point Frederick Dr
R85	HMCS Ontario Boat House	10 General Crerar Cres
R86	Fort Brant Dormitory	5 Valour Dr
R89	Birchall Pavillion	3 Billy Bishop Rd
R92	Swing Space	8,10, 12 Precision Dr



Responding to Emergencies

Fire Evacuation

Be Prepared,
Know your Evacuation Route, and Alternate Route.
Remain Calm

If you discover a fire:

- Shout “Fire! Fire! Fire”
- Pull the nearest fire alarm and call 911 from a safe location
- Leave the building immediately by the nearest safe exit
- Proceed to the designated assembly area for your building
- If you are confident in your ability to maintain positive control, start fighting the fire with portable fire-fighting equipment and stay at the scene until relieved

Upon hearing an alarm:

- Secure classified material (if applicable)
- Always leave the building immediately by the designated exit, or the nearest safe alternative exit, if the primary exit is dangerous
- Do not use the elevators
- Proceed to the designated assembly area for your building
- Keep entrance ways, access ways and the roadway clear
- Await instructions from RMC Security or Fire Department personnel
- When the “all clear” signal is given, re-enter the building through the main entrance

If you encounter smoke:

- Crouch low to the floor and take shallow breaths
- If possible, place a moist cloth over your nose and mouth
- Proceed to the nearest safe exit

If you are trapped by fire:

- It may be safer to stay in your office
 - Let someone know that you are there. If phone is working, dial 911 and give your location, if a phone is not working use a cell phone (if available)
- If you can open your window, signal the Fire Department
- A closed door can provide good protection against fire and smoke
 - If smoke enters the room, crouch low. Remember that heat and gases rise
 - Use anything you can find to seal cracks (towels, clothing, Etc.):

Other:

Assist those with mobility issues





Responding to Emergencies

Emergency Assembly Areas

Each building has an assembly area. You are to report to that area when the fire alarm is heard, or evacuation is ordered.

Safe Distance

Assembly areas are located outside at a safe distance from the building, away from roads and walkways used by emergency vehicles

Location: Parade Square

Personnel in these buildings will assemble on the Parade Square:

- Currie
- Fort Brant
- Fort Champlain
- Fort Haldimand
- Fort LaSalle
- Fort Sauvé
- Mackenzie
- Massey
- Old Gym
- Old Hospital
- Panet House
- Senior Staff Mess
- Stone Frigate
- Yeo Hall

Location: Sawyer Parking Lot

Personnel in these buildings will assemble in the Sawyer parking lot:

- Girouard
- Sawyer (all modules)
- Swing Space

Location: Kingston Military Community Sports Centre (KMCS) Parking Lot

Personnel in these buildings will assemble in the KMCS parking lot:

- Constantine Arena
- KMCS
- Kingston Military Community Sports Dome (KMCS)

Reporting upon evacuation:

- Report to your supervisor upon evacuation and wait at your emergency assembly area for directions
- Supervisors account for all faculty, staff and students and report any missing individuals to emergency responders





Responding to Emergencies

Serious Medical Emergencies

- Ensure your own safety and that of the injured person
- Secure the scene and ensure that further injury is prevented
- Call 911 immediately and notify RMC Security, 613-541-6000 x 6666
- Advise the dispatcher of the nature of the injury or illness and location (building, street address and floor/room number)
- Do not move injured person unless there is a high risk of further injury or death
- Keep calm and do not leave person unattended
- Call for help from those in close proximity to the injured person
- Provide First Aid, if qualified, or seek assistance from a qualified first aid/CPR provider
- Have someone meet emergency medical services at the entrance to the building
- Ensure that the site of the accident remains undisturbed to facilitate follow up investigation

Minor Medical Emergencies

- Call 911 if required and notify RMC Security, 613-541-6000 x 6666
- Provide First Aid, if qualified, or call for assistance from qualified first aid/CPR provider
- Help arrange for transportation to seek treatment as required
- Report the incident to your supervisor and assist with completion of an Incident Report

Automated External Defibrillators (AEDs)

- AEDs have been installed at the main entrances to all major buildings on RMC campus
- Initiate CPR after calling for help/911
- Stay with the person while someone gets the AED
- To use an AED, open the case. A recorded voice will direct you step-by-step. You do not need formal training to operate an AED

Following a medical emergency or injury:

- All injuries and medical emergencies must be reported to the Unit General Safety and Environmental Officer 613-541-6000 x 3873
- A CAF/DND 663 and/or CF 98 shall be completed whenever there is a death, injury, material damage or property damage at RMC

For hazardous occurrences with multiple injured persons, a different DND663 must be filled for each injured person





College Standing Orders

College Standing orders can be found on the RMC DWAN SharePoint Page <https://collaborationvcds.forces.mil.ca/sites/RMC/default.aspx>



RMC Information Admins

Orders Library

- Home
- Documents
- Recent**
- Research Admin Section
- Academic Wing
- Web Analytics Workflow History
- Milestones new
- DSS
- Drop Off Library
- Information Admins
- Site Contents
- Research-Admin-Library

Administration
Safety/Security // Sécurité
Material // Matériel
Infrastructure/Environment // Infrastructure/Environnement
Personnel
Information Management/Information Technology/Record Keeping // Gestion de l'information/Tecnologie de l'information/Tenue des documents
Legal/Investigations/Ethics // Affaires légales/Enquêtes/Éthique
Operations/Training // Opérations/Entraînement
Other // Autres



RMC Parking

- In order to register your vehicle, you must present the original copies of the following documents:
 - valid Driver's License;
 - valid insurance;
 - valid vehicle registration
 - RMC ID Card.
- Pass holders shall only park in the designated area for the type of permit issued to them
- Visitor parking, overflow parking, and parking for persons with disabilities are available.
- Visitors to RMC are required to register their vehicle at the SCC for the day they are on campus.

