

Emergency Response Guidelines

Updated September 2026

Purpose

In accordance with CAL/OSHA workplace safety laws, every employer must have a written Emergency Action Plan which will outline actions to be taken to ensure the safety of employees in the event of an emergency. It is the primary goal of this document to ensure the safety of all people on campus during an emergency situation. When personnel, students, and visitors are no longer in jeopardy, immediate actions will be taken to assess hazards and property damage, as well as to ensure the security of campus facilities and property.

Description of Campus

The Middlebury Institute of International Studies at Monterey occupies buildings and space located within three city blocks in downtown Monterey, California: Van Buren, Pierce, and Pacific between Franklin and Jefferson streets. The campus area is adjacent to City Hall, and near municipal police and the fire departments. Munras Housing is located at 787 Munras Street, between Munras and Abrego.

Central Gathering Areas

As described on the Designated Escape Route posted in each building, the three central gathering areas are designated as follows: City parking lot #4 at the corner of Van Buren and Franklin, the student parking lot next to 499 Van Buren, and the Casa Fuente parking lot. In the event of an emergency that may warrant an evacuation from the premises, all students and personnel will calmly exit the buildings and assemble at the designated gathering area located in closest proximity to their building (see Appendix A – Campus Map).

In case of an emergency at Munras Housing that requires evacuation of the building, residents will gather in the Munras Housing parking lot at the farthest point away from the building.

Emergency Conditions

In all cases of emergency, notify Campus Security immediately by calling 831.647.4153 (ext. 4153 from campus phones) or by picking up a blue campus phone, which will connect directly to Security. The Security Manager can also be contacted at 831.647.6519.

Fire:

- Upon detection of smoke, NOTIFY a building or floor emergency coordinator (see Appendix B – Emergency Coordinators), who in turn will notify the Monterey Fire Department, if necessary.
- If the fire is not contained or cannot be immediately and safely extinguished, call 911, activate fire alarms, and evacuate the area.
- **When in doubt, call 911.**
- Trained Emergency Management Team, Threat Assessment Management, and Safety Committee staff will operate fire extinguishers to CONTROL the fire, if it is safe to do so.
- The emergency coordinator or staff in charge should determine if evacuation from the premises is necessary and if so, should activate the FIRE ALARM and proceed with the outlined EVACUATION procedures.

Earthquake:

- Do not panic. Take care of the basics first: [Drop, Cover and Hold On](#). Get under a large, stable piece of furniture (for example, a table) and hold on to it to keep it from moving away from you. If outside, get your feet on the ground and duck to avoid flying debris.
- If you are inside, do not try to rush out of the building. Shattering glass and falling bricks can be a great hazard for anyone leaving a building. Do not try to take elevators or stairs during the quake.
- Avoid windows and glass doors, planters, bookcases, furniture on wheels, chimneys, kitchens, and shopping mall walkways.
- If you are outdoors when the quake strikes, stay outside. Move away from buildings, dams, streetlights, gas and water mains, power lines, trees, fuel tanks, vehicles, or anything else that could fall on you or roll over you. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring people nearby. Trees, streetlights, and power lines may also fall, causing damage or injury.
- If you are driving, pull off the road and stay clear of bridges, overpasses, and parking garages.
- Avoid smoking or using an open flame in case of a gas main leak.
- Prepare for aftershocks.
- If you are on a waterfront, head for high ground immediately; earthquakes often create huge waves capable of incredible damage.
- If you must leave a building after the shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire. As a precaution, use the stairs.
- For additional information on Earthquake Preparedness:
[How To Protect Yourself During An Earthquake](#)

Tsunami:

- When in coastal areas, stay alert for tsunami warnings.
- Plan an evacuation route that leads to higher ground.
- Know the warning signs of a tsunami: rapidly rising or falling coastal waters and rumblings of an offshore earthquake.
- Never stay near shore to watch a tsunami come in.
- A tsunami is a series of waves. Do not return to an affected coastal area until authorities say it is safe.
- If you are in school and you hear there is a tsunami warning, you should follow the advice of teachers and other school personnel.
- If you are at home and hear there is a tsunami warning, you should make sure your entire family is aware of the warning.
- If you are asked to evacuate, move in an orderly, calm, and safe manner to the evacuation site or to any safe place outside your evacuation zone. Follow the advice of local emergency and law enforcement authorities.
- If you are at the beach or near the ocean and you feel the earth shake, move immediately to higher ground. **Do not** wait for a tsunami warning to be announced.

- Stay away from rivers and streams that lead to the ocean as you would stay away from the beach and ocean if there is a tsunami.
- Open windows and doors to help dry the building (after the incident).
- Shovel mud while it is still moist to give walls and floors an opportunity to dry (after incident).
- Fresh food that has come in contact with flood waters may be contaminated and should be thrown out. Have tap water tested by the local health department (after incident).

Medical Emergency

- Call 911.
- Do not move seriously injured people unless they are in an unsafe location.
- If you must move a seriously injured person to safety, work as a group, supporting the head and neck.

Power Outage/Blackout:

- During a power failure, if there is no sunlight or emergency lighting then REMAIN STILL. Do not attempt to exit in sudden darkness.
- When vision is possible, TURN OFF all electrical apparatus, particularly computers, heaters, AV equipment, and coffee makers.
- If necessary, EXIT the building calmly. BE AWARE to avoid obstacles that may trip or impact your body.
- WAIT for further instructions from emergency coordinators or other management.

Explosion/Plane Crash:

- If a dangerous crash collision or explosion has caused injury, call fire department rescue at 911.
- If fire threatens the facilities, proceed with fire emergency plan. - Provide immediate first aid to injured personnel.

Bomb Threat:

- If notified by a phone call, gather as much information as possible: Who, what, where, when, and why? Keep the caller talking as long as possible and write down all information.
- Call Campus Security immediately to convey information; they will make the determination if and when to call the police.
- Be prepared to evacuate the threatened area.
- Do not attempt to use an electronic device in close proximity to any identified explosive device, which could cause activation. This includes cell phones and two-way radios.
- Make no attempt to move or disturb any identified device.

Riot/Civil Disobedience:

- In case of civil unrest or public mayhem, inform Campus Security immediately.
- If there is a threat of injury to persons, destruction or looting of property, secure the premises and call the police.

Active Threat/Shooting/Hostage:

With the increasing number of active shooter incidents around the world, it has made us consider what we'd do in an "active shooter" scenario. While one person says we should run, others might say we should hide or fight. The truth is all of these answers are correct, depending on the type of scenario you may confront and how you decide to respond. Information below briefly covers the active shooter scenario, and we hope you'll take the time to read and share this information with your family, friends, and co-workers. Knowledge and preparation is the key to handling any emergency situation which may arise while on campus.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Choose to Survive!

- **FIGURE OUT**– Quickly determine the most reasonable way to protect your own life. Remember to silence your cell phone.
- **GET OUT**– If there is an accessible escape path, attempt to evacuate the premises.
- **CALL OUT**– CALL 911 WHEN IT IS SAFE TO DO SO.
- **HIDE OUT** – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- **KEEP OUT** – To prevent an active shooter from entering your hiding place, lock the door or blockade the door with heavy furniture.
- **SPREAD OUT** - Do not huddle together, remain calm.
- **TAKE OUT** – As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter.

City of Houston's "Run, Hide, Fight" [Surviving an Active Shooter Event](#)

Run, Hide, Fight*

If you can safely leave the area:

- Exit the building immediately ("Run"). Tell anyone you may encounter to exit the building also.
- Leave the campus if you can safely do so. Attempt to let a supervisor or fellow worker know that you are leaving so that everyone can be accounted for.
- Call 911 and the Middlebury Institute Security Department at 831-647-4153.
- Give the dispatcher the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of armed people involved (if known)
 4. Identification or description of armed persons
 5. Number of persons who may be at risk
 6. Your contact information and location

If you are at immediate risk and exiting the building is not possible:

- Go to the nearest room or office (“Hide”).
- Close and lock the door.
- Cover the door windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Be aware that a fire alarm might have been pulled by an intruder.
- Identify/obtain an object in the room that can be used to incapacitate the armed person if she/he enters the room.
- If possible, call (or text, but only if you cannot speak safely) 911 and call the Middlebury Institute Security Department at 831.647.4153.
- Give the dispatcher the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of armed people (if known)
 4. Identification or description of armed people
 5. Number of persons who may be at risk
 6. Your contact information and location
- Wait for local police or security to assist you out of the building.

If an armed intruder enters the room and you are in immediate danger:

- Commit mentally to incapacitating the intruder (“Fight”).
- Strike the intruder with an object and continue to strike until the intruder is incapacitated.
- Yell as you fight.
- Call 911 when possible.

*Run, Hide, Fight: Surviving an Active Shooter Event is funded by the Regional Catastrophic Preparedness Grant Program, a Department of Homeland Security initiative (October 2012), produced by the city of Houston Mayor’s Office of Public Safety and Homeland Security. Middlebury College uses it with permission for training purposes.

DHS training: Active Shooter Preparedness website:

[Active Shooter Preparedness-shooter-preparedness](#)

FEMA training: IS-907: Active Shooter: What You Can Do (1 hour)

[Active Shooter: What you can do-907](#)

Harassment, Physical Confrontation, or Robbery Attempt:

- Do not attempt to prevent a robbery, or to argue with an assailant, or to become physically involved.
- If you are harassed, confronted, or robbed, call Campus Security immediately.

During an Evacuation

- Evacuate buildings in a calm and orderly manner.
- Walk quickly, but do not run to the nearest safe exit via the stairway. **NEVER USE ELEVATORS.**

- Seek out and give assistance to the disabled or injured people in the area.
- Keep clear of responding emergency personnel.
- Keep away from other damagers and moving vehicles.

Post Disaster/Evacuation Guide

- Stay tuned to a battery-operated radio for the latest emergency information.
- Help injured or trapped persons.
- Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Remember to help others who may require special assistance--infants, elderly people, and people with disabilities.
- Stay out of damaged buildings. Do not re-enter buildings until Campus Security gives the okay.
- Enter buildings with caution.
- Use a flashlight when entering damaged buildings. Check for electrical shorts and live wires. Do not use appliances or lights until an electrician has checked the electrical system.
- Check food supplies and test drinking water.

Emergency Preparedness/Organization

Safe and effective procedures for emergency action at MIIS facilities involve preparation that requires the responsible participation of every employee on campus. We must all be ready to act according to safety planning when disastrous or dangerous situations occur.

Emergency Management Team (EMT)

The EMT is responsible for responding to all emergencies other than behavior based (natural, technological, and human-caused). Members of the EMT include senior leadership and key personnel in responding to an emergency. Current EMT members are listed in Appendix B. The EMT will direct emergency coordinators in the proper response to an emergency.

Emergency Coordinators/Safety Committee

Using current procedures lists, the Safety Committee prepares staff and faculty with training and safety information, including the safe evacuation of all personnel. They are assigned to areas throughout campus, covering every floor of every building, and each administrative division therein, to ensure safe escape procedures. Primarily, they ensure that no one is forgotten or left stranded in the facility during an emergency evacuation.

Emergency Coordinators provide communications, first aid, gas and electrical shutdown, evacuation and headcount, damage assessment, security, and transportation. They will maintain detailed facility diagrams of the power panels, gas lines, water mains, elevators, chemical storage, and heating systems pilot lights. They make critical logistical decisions that involve the well-being of personnel and campus property.

Middlebury's Emergency Response website: [Emergency Response](#)

Roll Call

During emergency situations of any kind within the normal hours of campus operation (class or regular business hours), it is essential for Emergency Coordinators to account for the condition and whereabouts of all students, personnel, and visitors. **DO NOT LEAVE THE CAMPUS WITHOUT CHECKING IN WITH YOUR SUPERVISOR OR MEMBER OF THE EMERGENCY MANAGEMENT TEAM.**

Emergency Procedure Documentation

Note: The Emergency Management Team will be reviewing the Institute's Emergency Response and Disaster Plan and updating as needed. This expanded version will be posted in the near future.

Communications

Protocol

Statements to the public, the press, the police, or other government and/or emergency agencies must be handled or authorized by the following personnel:

- Communications Department
- Vice President
- Director of Operations

Important Phone Numbers

EMERGENCY RESPONSE	911
Monterey Police/ Dispatch	831-646-3911
Monterey Fire Department	831-646-3900
Poison Control Center	1-800-662-9886
Pacific Gas & Electric	1-800-743-5002
California American Water Co.	1-888-237-1333
JT Plumbing	831-632-0139
Director of Operations	831-647-3513
Business Partner, Human Resources	831-647-3520
Associate Dean of Student Services	831-647-4654
Director of Facilities Services	831-647-6621
Campus Security	831-647-4153
Security Manager	831-647-6519

Local Radio Stations

Source of information in case of emergency. Car radios function during power outage.

KAZU FM	(Pacific Grove)	375-3082	90.3 FM
KDON FM	(Salinas)	422-5366	102.5 FM
KUSP FM	(Santa Cruz)	476-2800	88.9 FM
KBOQ FM	(Monterey/Salinas)	375-0927	95.5 FM

First Aid Kit Locations

Career & Advising Center reception desk (McCone 3rd Floor)
CBE (Craig Building)
CNS (499 Van Buren)
DLC (McGowan 001)
400 Pacific Street
Casa Fuente 435 Suite
McCone 203)
Casa Fuente 437 Suite
Library
Executive & Custom Programs (McGowan 103 Suite)
Munras Housing (1st and 2nd floor RA offices)
Office Services (Casa Fuente 439)
Office (Casa Fuente 449 Suite)
Segal Building
ESL (Kinnoull 3rd floor)
Security

Trauma First Aid Bag Locations:

There are a total of 8 trauma first aid bags (Go bags) on campus:

- *Four of the bags are in the Point of Distribution (POD) boxes located in:* ○ Holland Center Storage Closet ○ Samson Center Storage Closet, farthest away from food service ○ Security Office ○ Security Manager's Office in Casa Fuente 437-H
- McGowan closet in MG102 lobby, to the left of the AED box
- 787 Munras in the 1st floor RA/Security office
- 787 Munras in the 2nd floor Storage
- McCone Boardroom Emergency Command Center cabinet

Automated External Defibrillators (AEDs) Locations:

There is one AED located in each of the four blocks of the Institute's campus and one in Munras Housing:

- McGowan Lobby – just inside the front doors to McGowan 102.
- McCone Upper Atrium – back corner in front of the Boardroom
- Samson Center Dining Room
- Holland Center
- Munras Housing – first floor lobby on the left wall

Appendix A

MIIS EVACUATION AREA MAP



Appendix B
Emergency Coordinators/Safety Committee Members
Emergency Management Team (EMT) Members

Ashley Arrocha	Associate Dean of Student Services
Stacy Roth	Director of Operations
Betcie Daniels, Co-Chair	Security Manager
Fernando DePaolis	Faculty Member
Gustavo Carvalho	Technology Learning Specialist
Andrew Hernandez, Co-Chair	Director of Facilities Services
Max Ham	Assistant Director of Residential Life
Jon Reidel	Communications Representative

Safety Committee Members

Jeni Henrickson	DLINQ, McGowan
Lauren Kaye	499 Van Buren
Rachel Christopherson	CBE Craig Building
Betcie Daniels	Security
Greg Harris	3 rd Floor Casa Fuente
Stacie Riley	2 nd Floor McCone
Christina Bailey	1 st Floor McGowan
Bernard Thomas	Library
Linae Ishii-Devine	1 st floor Casa Fuente
Angie Quesenberry	1 st Floor McCone

Max Ham

Munras Housing

Randin Thomas

Morse Building

Gael Meraud

McCone 3rd Floor

Andrew Hernandez

Facilities