



Middlebury Institute *of*
International Studies at Monterey

Middlebury Institute of International
Studies at Monterey
Security Department

Safety and Security Handbook

2015 Annual Security Report

MIIS Security Department
460 Pierce St
Monterey, CA 93940
831.647.4153
www.miis.edu/security

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Message from the Security Manager:

The Middlebury Institute of International Studies at Monterey's (MIIS) Security Department is responsible for the safety and security of the members of the Institute campus community and its property. In delivering a wide variety of services, the Department supports the educational goals of the institution by providing an environment that fosters a respect for learning and community living.

The Department serves the Institute campus 24/7 throughout the year. While the Institute Security Department works diligently to protect the campus community, all faculty, staff, and students have an important role in crime prevention. By following safety policies and by reporting suspicious or criminal activity to the appropriate authority in a timely manner, community members can help reduce crime and increase safety.

This Annual Security Report contains information on security programs, procedures and safety practices for the Monterey Institute and also collects and reports the annual statistics of certain crimes committed on the Institute campus and certain noncampus property that is owned and controlled by Middlebury College/Middlebury Institute that is used in direct support of or in relation to the Institute's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the Institute's campus.

This information has been compiled and released in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) and the Violence Against Women Reauthorization Act of 2013 and is produced by the Security Department and the Vice President's Office. An electronic copy of the Annual Security Report is distributed via e-mail to all Institute faculty, staff, and students. Printed copies are available to prospective students and prospective employees and are provided upon request by e-mailing the Executive Assistant to the Vice President, Barbara Burke, at barbara.burke@miis.edu.

If you have questions or suggestions about this Annual Security Report, or regarding safety and security at the Institute, or in general regarding Institute programs, please contact me by calling 831.647.4153 or via e-mail at dsanchez@miis.edu.

Sincerely,

Daniel Sanchez

Security Manager
460 Pierce Street
Monterey, CA 93940

Middlebury Institute Campus

Important Numbers and Resources

On Campus

Campus Security.....831.647.4128

Office of Student Services/Human Relations Officer.....831.647.4128

Human Resources/Human Relations Officer.....831.647.6404

Title IX Coordinator.....802.443.3289

Off Campus

Emergency (Police, Fire or Ambulance) 911

For the hearing impaired, dial 911 and press the space bar until someone answers for TDD/TTY calls.

Hospital Emergency Rooms

Monterey Community Hospital 831-624-5311 or 1-888-45CHOMP

Salinas Valley Memorial Hospital831-757-4333

Monterey Bay Urgent Care 831-372-2273

Emergency Numbers

WellConnect Student Assistance Program..... 1-800-326-6142 (24-hour hotline)

Community Human Services Counseling and Recovery 831-658-3811

Alcoholics Anonymous 831-373-3713 (24-hour hotline)

Domestic Violence Crisis Line (YWCA)..... 831-372-6300 or 831-757-1001

Domestic Violence Crisis Line (YWCA) (24 hour hotline) 1-800-YWCA-151

Drug Abuse Hotline (Narcotics Anonymous)..... 1-800-711-6375 or 831-624-2055

Mental Health Crisis Line 831- 625-4623

Monterey County Department of Monterey Social Services899-8001(Monterey) 755-4650 (Salinas)

Monterey County Behavioral Health..... 755-4510 Monterey County Health Department

Monterey County Behavioral Health..... 1-800-234-5465 PacifiCare's 24-hour hotline

Poison Control Center 1-800-222-1222 (24-hour hotline)

Rape Crisis Line... 831-375-4357 (24-hour hotline)

Suicide Prevention and Crisis Hotline.....649-8008 (24-hour hotline) or 1-877-663-5433

Child Abuse Reporting 831-755-4661 (Monterey)

Non-Emergency Situations

Monterey Police Department....831-646-3914

Pacific Grove Police Department831-647-7900

Mission

The Security Department

The Security Department is a contracted service that provides uniformed security officers on campus at all times. Department members regularly patrol campus on foot and respond to emergencies. The Security Department reports to the Executive Assistant to the Vice President. Security officers don't have the power to make arrests but work closely with local law-enforcement agencies. Security officers have the authority to stop individuals on campus and to request identification. They also can issue parking tickets and notices of trespass.

The department's staff includes the security manager, the lead security guard, and a staff of security guards.

The Security Department staff patrol the Institute campus on foot and they carry a cell phone and are certified in CPR, first aid, and Automated External Defibrillator (AED). They attend workshops and training seminars relevant to campus security and safety. Additionally, many in Security have extensive prior experiences in law enforcement, safety, security work, and emergency medical and fire response.

Often, Security officers are the first responders to assist with fire, medical emergencies, and criminal activity. The department works closely with the Monterey Police and Fire Departments.

Mission

Security's mission is to support the Institute's educational goals by delivering services that enhance and protect the Institute community. Security ensures an environment conducive to learning by enforcing Institute policies, laws, and ordinances, and protecting property and persons. The department welcomes any questions or concerns you might have, whether by email, phone, or in person.

Agreement with Law Enforcement

The Security Department has a working relationship with the Monterey Police Department in the areas of patrol operations, criminal investigation, service of warrants, parking enforcement, and events security. Security immediately reports serious crimes to the Monterey Police, and provides the department with reports of crimes on campus in accordance with Institute policies. Security informs and encourages victims and witnesses to report criminal acts and suspicious behaviors to the Monterey Police. When the police must arrest people on campus, Security offers its assistance and cooperation. There is no written memorandum of understanding between the Security Department and the Monterey Police Department.

The Monterey Police Department also works closely with Security when notifications must be made to inform and protect the campus community. MPD may provide Security officers with training in local-ordinance education and enforcement, traffic safety and enforcement, special equipment use, and other areas of mutual interest or responsibility.

Emergency Phones

Emergency “blue phones” are in various locations across the Institute campus and connect directly to the Security Department when the receiver is lifted. Phones can be used for emergencies or for any issue or question that requires Security’s attention. Blue phones are in the following campus locations:

- McGowan entrance on Pacific Street
- Casa Fuente by CF448 entrance
- McCone entrance on Pierce Street
- Samson underground parking garage
- Samson Patio – 1 by the restrooms and 1 by the vending kiosk
- Simoneau House exterior, next to the Graduate Writing Center
- Library on the main floor next to the printers (red phone)

EMERGENCIES

Reporting Procedures

What is an emergency?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or emergency medical services. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call Security at 831.647.4153.

When an immediate response is needed, **dial 911**.

How to report an emergency

- Dial 911 for medical, police or fire emergencies
- Stay on the line with the dispatcher.
- Provide the address, location, and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.
- If you accidentally misdial, do not hang up. Instead, stay on the line and tell the dispatcher that you misdialed and there is no emergency. Hanging up causes emergency personnel to respond and investigate to ensure there is not an emergency.

Security Location/Contact Information

The Security Department is located at 460 Pierce Street, behind the Admissions Office.

Contact Information:

Business Line: 831.647.4153

Campus Emergencies: 831.647.4153

E-mail: security@miis.edu

Mailing Address:

MIIS Security Department
460 Pierce Street
Monterey, CA 93940

Emergencies Dial 911

MIIS Security Department
831.647.4153

Monterey Police Department
831.646.3830

Administration

Ashley Arrocha, aarrocha@miis.edu
831.647.4654

Ted Bouras, tbouras@miis.edu
831.647.3574

Barbara Burke, barbara.burke@miis.edu
831.647.3513

Daniel Sanchez, dsanchez@miis.edu
831.647.4153

Accurate and Prompt Reporting

We encourage community members, students, faculty, staff, and guests to report all crimes and public safety related incidents to the Security Department or other designated security department or official and local law enforcement accurately, promptly, and in a timely manner. This should also be done when a victim elects to, or is unable to, make such a report.

If sexual misconduct (including sexual assault or inappropriate sexual conduct), domestic violence, dating violence or stalking occurs, staff on the scene, including the Security Department, will offer the victim a wide variety of services and options for filing a report. Crimes should be reported to the Security Department or other designated department or official to ensure inclusion in the annual crime statistics and to aid us in providing timely warning notices to the community as appropriate.

Anonymous Reporting

Anonymous reports regarding the Middlebury Institute campus can be made to the Monterey Police Department at 831.646.3830. Voluntary, confidential reports of crime statistics may be made to the Security Department at 831.647.4153.

Campus Security Authority (CSA)

A Campus Security Authority is someone with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. A CSA is someone to whom you can report a crime.

The Middlebury Institute has designated the following as Campus Security Authorities (CSA): Security Department staff, the executive assistant to the vice president, the human resources manager, the dean of advising, career, and student services, and the assistant dean of student services.

You report a crime when you bring it to the attention of a CSA, and that report should be made in good faith. The CSA must report the crime to the Security Department by calling 831.647.4153 or e-mailing security@miis.edu.

If a Middlebury Institute student, staff or faculty person becomes aware of a crime or emergency or needs to make a request for related assistance connected with a non-campus location in the United States or abroad (that is, any building or property owned or controlled by Middlebury College/Middlebury Institute that is used in direct support of Middlebury's educational purposes and which is frequently used by students, but which is not within the same reasonably contiguous geographic area as one of Middlebury's campus), they are encouraged to immediately contact on-site directors or designees, Security Department staff, the executive assistant to the vice president, the human resources manager, the dean of advising, career, and student services, or the assistant dean of student services.

Clery crimes that have to be reported by the CSA and included in the Annual Security Report

Crimes that fall within the scope of the Clery Act include the following. CSAs are required to report such crimes to the Security Department so that they can be included in annual crime statistics, and so that the Security Department can determine whether to issue a timely warning.

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses (that is, rape, fondling, incest and statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor Law Violation
- Drug Law Violation

- Weapon Law Violation
- Hate Crimes: any of the serious crimes above and larceny-theft, destruction/damage/vandalism of property, intimidation (threats of injury or violence), or simple assault, if there is evidence that the victim was intentionally selected because of the perpetrator's bias against the victim on the basis of race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability
- Domestic violence, dating violence and stalking

Definitions of these crimes can be found in the Handbook for Campus Safety and Security Reporting or in this Annual Security Report's statistics section.

CSAs should also report arrests for liquor law violations, drug law violations, and illegal weapons possession, and referrals for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Timely Warning

The Security Department or other site-specific designee will issue timely warnings regarding reported crimes that are reported to the Middlebury Institute by CSAs, local law enforcement or others that are considered by the Middlebury Institute to represent a threat to students and/or other employees. The Security Department or designees will not distribute warnings that could jeopardize criminal investigations. The circumstances of the reported crime will determine how much and what information the Security Office distributes. The Middlebury Institute and its designees will withhold as confidential the names and other identifying information of victims.

Criminal incidents that might prompt a timely warning include the Clery crimes listed above (that is, aggravated assault, arson, burglary, negligent manslaughter, motor vehicle theft, murder/non-negligent manslaughter, robbery, sex offenses, domestic violence, dating violence, stalking and hate crimes, as defined above).

The following criteria will determine whether timely warnings will be issued:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The Security Manager (or designee) or the Vice President's Office is responsible for issuing the timely warning notices.

The warning will be issued via email. The Institute may also issue warnings to the campus community when other situations pose safety concerns (see this handbook's Emergency

Response and Evacuation section), or otherwise as deemed appropriate.

Daily Crime Log

The Middlebury Institute's Security Department maintains a Daily Crime Log of all incidents reported to have occurred on its campus or non-campus property. A copy is maintained in the Security Department's office, located at 460 Pierce Street, Monterey, CA. This log identifies the type, general locations, time occurred, time the incident was reported to the Security Department, and the disposition of the complaint, if known. Exceptions may be made if such disclosure would jeopardize the confidentiality of the victim.

Emergency Response and Evacuation

This section describes the procedures that the Middlebury Institute will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Institute's campus, the process that the Institute will use to confirm that there is a significant emergency or dangerous situation, to determine the appropriate segment or segments of a campus community to receive a notification, and to determine the content of the notification. In all cases, the Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the applicable notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or otherwise mitigate the emergency.

Emergency Notification

General information about emergency response and evacuation procedures for the Institute are available on the Middlebury Institute web page at <http://www.miis/offices/security>.

The Security Department will respond to incidents, attempt to mitigate them and assess if they pose threats to the community. The Security Department will also summon the necessary resources, including the police, fire department, and emergency medical services as needed. It will also investigate and document any situations that might cause significant emergencies or dangerous situations. Finally, regarding weather emergencies: the Security Department will confirm the information on NOAA or the weather station.

If there is a confirmed emergency, the Security Manager (or his designee), or other senior Institute officials will, without delay, use the emergency notification system to alert the campus community. The nature of the incident will determine which of the following methods will be employed.

- MIISAlert (RAVE)
- Middlebury Institute web site
- Email distribution lists to the campus community

The notification will usually be sent to all students, faculty and staff on the Institute campus (or an appropriate segment of the community if the event is limited to a defined area of the campus) using the MIISAlert system, but the Middlebury Institute will determine by considering the nature of the incident the appropriate segment or segments of the campus community who will receive a notification. The notification will not be sent if authorities determine that such notice might compromise assisting victims or in some other form hinder mitigating the emergency. Typically the message will include the incident time, location, type, and recommended actions for safety.

Individuals authorized to initiate the MIISAlert system include the Security Manager, the Executive Assistant to the Vice President, and members of the Threat Assessment and Management Team (TAM).

The MIISAlert system will be activated on a case-by-case basis. In the event of a major emergency affecting the campus, a warning message will be issued using any of the systems available for emergency notification.

- Messages sent to miis.edu e-mails will have the following sender information: Rave Alert [middlebury@getrave.com]
- Messages sent to cell phones will come from **831.647.4153**
- Text messages from Rave will display short, hyphenated numbers (such as 672-83). The text will begin with **MIISAlert**.
- The Security Department might also send notifications from the following address: security@miis.edu

Adding or Changing Cell Phone Emergency Contact Information

To alert members of the Institute community of emergencies or potential emergencies, the Security Department may use the RAVE Emergency Notification System. This system uses the cell phone numbers entered into BannerWeb. In order to receive RAVE cell phone messages or text messages, you must list your cell phone number in Banner. To add your cell phone number, follow these steps:

For faculty and staff, you can add your cell phone number to Banner by following these steps:

Log into Banner Web: <http://go.miis.edu/bw>

Select: **Personal Information**

Select: **Update cell phone for emergency communications**

For students, you can add your cell phone number to Banner by following these steps:

Log into Banner Web: <http://go.miis.edu/bw>

Select: **Personal Information**

Select: **Update mailing address(es) and phone(s)**

Select: **Change/Insert**

While in the Banner Personal Information section, please review your personal information and be sure your emergency contacts are up to date. Also, so you can recognize the emails, phone calls, or texts from RAVE, add the Rave numbers above to your phone's contacts.

The Middlebury Institute will disseminate emergency information to the larger community by contacting 911.

The Middlebury Institute will test the Institute's emergency response and evacuation procedures on at least an annual basis, including tests that may be announced or unannounced, by an email to the campus community. It will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year, by an e-mail to the campus community. The Middlebury Institute will document, for each test, a description of the exercise, the date and time, and whether it was announced or unannounced.

Emergency Response

The Middlebury Institute has established two emergency teams consisting of staff members from a variety of Institute departments and offices who are trained in emergency responses.

Threat Assessment and Management Team (TAM):

The Middlebury Institute is committed to maintaining a safe and secure campus and workplace environment. As part of this commitment, The Institute has established a Threat Assessment and Management Team ("TAM Team"), which is empowered to assess risk and formulate an appropriate response in situations where an individual's behavior and/or statements generate concern that he or she may present a threat to the health or safety of others on the campus. The TAM Team seeks to mitigate potential risks before they result in harm.

The TAM Team structure and management includes monthly meetings to discuss cases and implement action plans and follow up strategies. This team is comprised of employees trained in Behavioral Threat Assessment and Management. The TAM Team may assist and support the Safety Committee when the emergency involves a community member who may pose a risk to others.

Anyone who believes that an individual has committed or may commit an act of violence, is engaging in behavior or making statements that generate concern about the potential for violence, or otherwise may pose a threat to the health or safety of any member of the Institute community should call the Security Department immediately at 831.647.4153. Individuals may also make a report to any member of the TAM Team. Team members are listed on the Institute's website at: http://www.miis.edu/system/files/threat_assessment_and_response_policy.pdf. In case of an immediate emergency, call 911.

Safety Committee

The Safety Committee is comprised of Institute employees trained in emergency preparedness and response using the Incident Command System. This team reports to the Threat Assessment and Management Team during an emergency and:

- Supports the Incident Commander
- Establishes the Incident Command structure as appropriate for the incident
- Gathers, confirms, and evaluates incident information
- Develops strategies using an action plan
- Identifies resource needs

The Safety Committee structure and management includes quarterly meetings that may include members of the Threat Assessment and Management team.

Team Training and Exercises

The TAM Team and the Safety Committee will participate in training and exercises to support this plan.

Minimum Requirement: All team members will successfully complete the on-line course, IS-100.HE Introduction to the Incident Command System, ICS-100 for Higher Education (<http://training.fema.gov/EMIWeb/IS/IS100HE.asp>)

Tabletop Exercises, Functional Exercises, and Drills: Enactment of critical incidents and emergencies will be conducted for the purpose of testing:

- Utility of the Emergency Operations Plan
- Preparedness and skills of team members
- Coordination with external entities
- Knowledge, acquisition and deployment of resources

Frequency: The trainings will be scheduled at the discretion of the team chairs, but will occur at least annually.

Trainings will, when practicable, include first responders and other external agencies to test the Institute's plan and its compatibility with local, regional, or state plans.

General Emergency and Evacuation Procedures

Fire Evacuation

Familiarize yourself with your building's evacuation procedures. Locate the nearest exit and fire extinguisher.

- If you smell smoke or detect a fire, activate the nearest alarm and call 911 immediately from a safe location.
- Evacuate as soon as you hear the sound of the alarm.
- Before opening any door, use the back of your hand to see if it is hot. Also check to see if the doorknob is hot. If either is hot, leave the door closed and stuff towels or clothes in the cracks and open a window. Try another exit if one is available.

- If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- In a smoke filled area, keep low to the floor to escape the smoke.
- If you see or smell smoke in a hall or stairway, use another exit.
- Close doors as you leave.
- Exit the building cautiously. Carry a towel or blanket to protect you from flames or smoke.
- If the exit is blocked, return to your room; close the door, open a window and call for help.
- Do not use elevators in cases of fire.
- Report to your emergency assembly point and check in with your Resident Advisor; report anyone who might be missing.

Armed Threat-Active Shooter

Active Threat

If you are involved in a situation where someone has entered the area, the following is a list of actions that are recommended. These kinds of incidents are unpredictable. The guidelines provided are based on past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your best judgment.

Run, Hide, Fight*

If you can safely leave the area:

- Exit the building immediately ("**Run**"). Notify 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 MIIS Campus Security at 831.647.4128.
- 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 only if you cannot speak safely) 911 and call MIIS Campus Security at 831.647.4128.
- 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 a Department of Homeland Security Grant-funded Project of the Regional Catastrophic Preparedness 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. The Run, Hide Fight video has been disseminated to all Institute faculty, staff, and students.

Earthquake Preparedness

The key to safely living in a region prone to earthquakes is to first accept that they can and may occur. To realistically prepare for an earthquake it is important to adhere to the procedures listed below.

Study and living environments should be organized in a quake-safe manner. Most injuries during earthquakes are caused by falling objects. Heavy objects should be removed from shelves above beds or desks and be placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to the wall. If these items cannot be secured, they should be placed where they are not likely to fall and cause injury. Desks, chairs, or beds should not be placed

directly next to or under a window. If this is not possible, sit and sleep with heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break the windowpane.

At first indication of an earthquake, it is important to **move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner)**, away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris. Remember to follow the principles of “Duck, Cover, Hold”.

If you’re inside, don’t rush outside, as there may be hazard from falling debris.

If you’re outdoors, stay there. If possible, move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. Stay low to the ground and look for hazards that may require moving to a safer area.

If you’re in a car, pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. Cars are usually well insulated and will provide protection against electricity.

Develop a personal emergency plan. Doing so will increase personal safety if there’s an earthquake, provide necessary resources and training for handling an earthquake’s aftermath, and help to put family and friends at ease. Keep on hand a flashlight, too, in case of power outages.

After an earthquake, local telephone lines and cellular service may have reduced capacity. Do not make calls immediately after an emergency unless you’re in danger. That way, lines can remain available for emergency services.

To stay in contact with your relatives after an emergency, call an out-of-state friend or family member. Ask this person to call your relatives and friends and tell them you are safe.

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 floor waters may be contaminated and should be thrown out. Have tap water tested by the local health department (after incident).

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.

Living Abroad Evacuation

Middlebury College has an agreement with Global Rescue:

<https://www.globalrescue.com/index.cfm> for medical and security advisory and evacuation services for Middlebury College and Middlebury Institute students on Middlebury College/Middlebury Institute-sponsored activities abroad, students from other colleges and universities studying at our Schools Abroad, as well as faculty and staff traveling on Middlebury College/Middlebury Institute business.

In the event of a program evacuation, Middlebury College has contracted for evacuation services to extract students as safely and efficiently as we can. All students are expected to participate in the group evacuation. Our in-country staff and resources will not be available to any student who elects to remain behind. Any accommodations made for students after an evacuation (financial, educational, etc.) will only be available to students who are part of the evacuation.

Global Rescue is available to assist travelers affected by medical and security emergencies while studying, working, or traveling abroad. They are available to consult and ensure that appropriate medical treatment is being arranged or safety measures are being taken. In addition, Global Rescue will arrange for the provision of health information services through their operations team and Johns Hopkins Medicine to include medical advice, case monitoring, hospital and clinic referrals, and evacuation services. This consultation service comes at no cost to the traveler. Any costs associated with treatment, transportation, or evacuation will be the traveler's responsibility.

Travelers in need of any of these services can [contact Global Rescue](#) at +1-617-459-4200 and identify themselves as a Middlebury College/Middlebury Institute traveler.

Terrorism

Following any terrorist activity or potential terrorist incidents, students should keep the following in mind in order to keep a low profile:

- Avoid traveling in groups of Americans.
- Do not speak English in public.
- Avoid dressing in an overtly American fashion.

- Do not spend time in areas with U.S. interests, including the U.S. Embassy, American Express Office, McDonalds, Hard Rock Café, and other known American hangouts.

The FBI warns U.S. students studying abroad of the possibility that they will be targeted by foreign governments to serve as spies against the United States. If anyone approaches you and offers you cash for seemingly no reason, or asks you to apply for a job with the CIA, avoid all future contact and report the incident to your local U.S. embassy. If you work with these foreign individuals you do risk serving time in U.S. federal prison.

Building Security Campus Security and Access

This policy statement provides information about security of and access to campus facilities and security considerations used in the maintenance of campus facilities.

Academic

Campus academic facilities are open to members of the campus community and to guests and visitors during normal business hours, 8:00AM to 5:00PM, Monday through Friday. Some buildings and facilities also have limited designated hours in the evenings and on weekends to accommodate evening classes, research, or other special programming needs. Faculty and staff are responsible for keeping their own private office spaces and storage areas secured. The Security Department officers have the responsibility for securing departments and buildings that remain open late or keep unusual hours. Security officers routinely check buildings through the course of their patrols to maintain security.

After Hours Access for Students

Periodically, faculty, staff, and students will need additional access to certain locations on campus for events and academic or organizational needs. Access can be obtained by submitting a room reservation request to reserve the needed venue.

Computer Labs

There is a computer lab (the Pac Lab) in Casa Fuente building. Generally, this lab will be unlocked during the normal business hours and additional posted hours in the evenings and over the weekend. Outside of posted hours, the lab is only accessible to those that have submitted a room reservation request.

Facilities

The Security and Facilities Departments strive to maintain a safe and secure campus environment. Outside lighting, as well as ingress/egress lighting in hallways and stairwells, is checked frequently to assure that all areas of campus are well-lit. Burned out lightbulbs are replaced in a timely manner. Security hardware on doors is checked frequently, to assure they are in good working order. Any facility safety hazards can be reported to the Security Department at 831.647.4153.

Crime Statistics

Definitions of Crime Statistics

The Middlebury Institute does not officially recognize any student organizations that have noncampus housing or other noncampus locations, so it does not have a policy concerning the monitoring and recording by local police agencies of criminal activity by students at any such locations.

The Security Department is the centralized reporting authority for the Middlebury Institute. All members of the Institute community are encouraged to report criminal incidents and other emergencies promptly to the Security Department. The Assistant Dean of Student Services can assist students in reporting serious incidents. The Human Resources Office (x3502), located in the Casa Fuente Building, can assist employees.

The Security Department collects statistical information from the Institute Campus Security Authorities, the Monterey Police Department (when provided), and from Campus Security Authorities and local law enforcement (when provided) at non campus locations for the annual report. The Monterey Police Department provides the Security Department with statistical information regarding crimes occurring on all public and privately held properties adjacent or contiguous to the campus as defined by federal law and the Institute seeks and publishes crime statistics, when provided, for its non-campus property.

In an effort to provide members of the campus community with information about campus crime and crime-related problems, the Middlebury Institute's Security Department, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act of 2013, provides information on crime statistics.

The Middlebury Institute reports crimes using the definitions and guidelines as described in the Federal Bureau of Investigation's Uniform Crime Reporting program. The Institute's Security Department is required to report as hate crimes any occurrence of criminal homicide, sex offense, robbery, aggravated assault, burglary motor vehicle theft, arson, or any other crime involving bodily injury to law enforcement or a campus security authority that manifests

evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

Officials of the Middlebury Institute with "significant responsibility for students and campus activities" are required by federal law to notify the Security Department of crimes that are defined under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Security Department actively seeks out reports from such officials such as advisors, student services staff, etc.

The following are the crimes, and crime definitions as mandated by the Clery Act:

Criminal Homicide/Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Criminal Homicide/Manslaughter by Negligence - The killing of another person through gross negligence.

Sex Offenses

Sex offenses include any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sex offenses include rape, fondling, incest, and statutory rape as defined below.

- **Rape**--The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the

use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault with a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle (automobile, truck, bus, motorcycle, motor scooters, etc.) Includes all cases where motor vehicles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Hate Crimes – A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability. Any primary crime listed above (that is, murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson), and the additional crimes of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property, that manifests such evidence, will be recorded as a hate crime. The Middlebury Institute is required to list the category of bias to the extent possible.

Timely response to these incidents is crucial. Failure to report allows the incidents to remain hidden and may even allow them to escalate. The Institute takes all reports seriously and will thoroughly investigate every incident and work with local law enforcement agencies whenever necessary. Reports can be filed with the Security Department, the Assistant Dean of Student Services, the Dean of Career, Advising, and Student Services, the Executive Assistant to the President, Human Resources, a Human Relations Officer, or a campus security authority.

Domestic violence - means a “felony or misdemeanor crime of violence committed by-- a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

Dating violence - means “violence committed by a person-- who is or has been in a social relationship of a romantic or intimate nature with the victim; the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.”

Stalking - means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for the person’s safety or the safety of others; or suffer substantial emotional distress. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

MIIS Crime Statistics

| Type of Offense | On Campus | Public Property | Noncampus Property | Unfounded by Police | Total |
|--|-----------|-----------------|--------------------|---------------------|-------|
| Murder/Non-negligent Manslaughter | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Arson | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Burglary | | | | | |

| | | | | | |
|---------------------------------|---|---|---|---|---|
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Robbery | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sex Offense | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| Non Forcible Sex Offense | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| Rape | | | | | |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Forced Fondling | | | | | |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Incest | | | | | |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | | | | | |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | | | | | |

| | | | | | |
|----------------------------------|-----|-----|-----|-----|-----|
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 1 | 0 | 0 | 1 |
| Domestic Violence | | | | | |
| 2012 | N/A | N/A | N/A | N/A | N/A |
| 2013 | N/A | N/A | N/A | N/A | N/A |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | | | | | |
| 2012 | N/A | N/A | N/A | N/A | N/A |
| 2013 | N/A | N/A | N/A | N/A | N/A |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Stalking | | | | | |
| 2012 | N/A | N/A | N/A | N/A | N/A |
| 2013 | N/A | N/A | N/A | N/A | N/A |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Arrests-MIIS Campus | | | | | |
| Liquor Law Violations | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|---|---|---|---|---|---|
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Referred for Disciplinary Action – MIIS Campus | | | | | |
| Liquor Law Violations | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession | | | | | |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes

2012: **No hate crimes reported.**

2013: **No hate crimes reported.**

2014: **No hate crimes reported.**

Safety Information

Crime Prevention

The Middlebury Institute routinely takes the following steps to inform students and employees of campus security procedures and practices and the prevention of crimes:

- An e-mail each semester from Student Services providing information on important policies and procedures.
- An annual e-mail from the Human Resources Department to faculty and staff providing information of important policies and procedures.
- A regular e-mail from the Security Department to faculty, staff, and student with bicycle security tips that also includes a video about the best locks to use to secure bikes.
- An annual e-mail from the Security Department regarding testing of the Rave emergency notification system that contains information on how to react to an active shooter on campus. This e-mail also includes the City of Huston's "Run, Hide, Fight" video and information on accessing free on-line FEMA training: IS-907: Active Shooter: What You Can Do.

In addition to these programs, the Middlebury Institute can offer the following general observations about personal safety issues. These are of course only general observations; you must decide what is most prudent for keeping yourself and your property safe in particular situations.

Personal Safety

The Middlebury Institute and the City of Monterey are relatively safe communities, but no community is crime free. To ensure your own security and that of your friends and colleagues, take care and use common sense. By following suggestions outlined in this report, you can substantially reduce the possibility of becoming a victim. Your involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of crime. That is why the burden of crime prevention is shared by the Security Department and the Middlebury Institute community.

Members of the community are called upon by the Security Department to recognize and report incidents of suspicious criminal activity. Your assistance will greatly aid Security in effectively fighting crime. Please do your part in the following ways:

- Be aware of your vulnerability; follow the measures of self-protection and property protection outlined here.
- Be alert for suspicious or criminal activity and conditions that may represent a hazard to the community.

- Get involved by becoming more security conscious and by reporting all incidents of suspicious or criminal activity, no matter how insignificant they may appear, to the Security Department immediately.
- Remember that unreported crimes cannot be solved. This allows perpetrators to commit additional, and possibly more serious, crimes.

Walking or Running Safety

- Avoid traveling alone at night. Instead, travel in pairs. Call Security at 831.647.4153 if you need an escort to a building or your vehicle on campus.
- Avoid dark, vacant, or deserted areas; use well-lit, regularly traveled walks or pathways. Avoid short cuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant could lurk.
- Runners, walkers, or joggers should face traffic. If you're out after dark, use extra precautions: stay in pairs, travel well-lit areas, and wear reflective clothing or tape.
- Dress in clothes and shoes that do not hamper movement.
- Dress sensibly. Don't flaunt expensive jewelry or carry large amounts of cash.
- Always let someone know where you are going and when you will return.
- Be alert and aware of your surroundings at all times. Walk purposefully and confidently. Keep moving.
- Do not hitchhike or accept rides from casual acquaintances.
- When walking to your residence or vehicle, keep your keys in hand.
- When a private vehicle or taxi drops you off at your residence, ask the driver to wait until you get inside.
- If you're threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before being able to follow.
- If you think you are being followed or feel threatened, increase your pace and move away from the threat, join any group of people nearby or cross the street, and if necessary, keep crossing back and forth. If you are pursued, run to a business, residence, or well-lit area. Call for help, scream, or raise a commotion. Enlist the aid of a passerby. Find a phone and dial 911 or pull a fire alarm. Do anything that will attract attention or summon assistance. If you're walking alone and someone passes you, check to make sure that person is continuing to walk in the other direction.
- If you're confronted by an assailant, yell or struggle. Keep your head and assess the situation.

Private Residences

- Lock your room door and windows when you go to sleep or when you leave, even if only briefly; take your keys with you.

- Immediately report defective locks on your windows and doors immediately to your landlord.
- Don't put your name and address on key rings. Don't attach your keys to your ID Card.
- Don't keep your residence and your vehicle keys on the same ring.
- If you lose your residence keys, request that the locks be changed.
- Do not study in poorly lit, secluded areas.
- Require visitors to identify themselves before you open your door. Request official identification from all repair or service personnel.
- Get to know your neighbors so you can help each other.
- If you discover that someone has entered your residence, DON'T GO IN. Go to a neighbor and call the nearest police department or the Middlebury Institute Security Department. If you're already inside, DON'T TOUCH ANYTHING. You may disturb evidence important to a police investigation.
- If you are awakened by an intruder, don't try to apprehend him. He may be armed or may easily arm himself with something in your room. Attempt to get out of the room if it's possible.
- If you see a suspicious person or vehicle, either on campus or in your neighborhood, IMMEDIATELY contact the Security Department or the law enforcement authorities. Try to get the license plate number, state, and description of the vehicle, but don't chase the car to do so.
- Don't prop open doors to your residence or Institute buildings.
- People outside of the Institute community are prohibited from soliciting on campus. If you see an outside solicitor in Institute buildings, immediately report this to the Security Department.
- Don't yell or attempt to detain peeping toms, who may panic and react unpredictably. If the offender runs away, and you can safely observe this person, watch to see if this person gets into a car, goes to another house, etc. Also observe the person's physical bearing. The immediately report the incident by calling the Security Department or the nearest police department.
- Hang up on obscene, harassing, and annoying phone calls. Don't respond to harassing text messages, nor try to find out who the caller is even if you think it's a friend playing a joke. Keep the message or text and then report its contents to the Security Department. This will be useful to the security officer or the police, if there is a police report.

Safety While Driving

- Immediately report all suspicious people or vehicles around Institute parking areas to the Security Department.
- When you park, keep your vehicle locked and the windows rolled up.

- Have your key ready when you approach your car. Check inside and under your car to make sure no one is hiding in either place.
- Never leave your vehicle unattended with the engine running.
- Choose to park in well-lit lots, preferably in heavily traveled areas.
- Lock all packages, luggage, and valuables in the trunk or out of sight.
- Keep spare keys in your wallet or purse, not inside the vehicle.
- If your car breaks down, open the hood and then stay locked inside the vehicle. If someone stops to help, don't open your door or window, but ask that this person call for assistance.
- If you're unfamiliar with the location you're heading to, ask someone for specific directions before you leave.
- If you get lost, do not pull over until you find a well-lit public area where you can ask for directions.
- If you suspect you're being followed, drive to a well-lit public area and call the police.
- If a person with a weapon confronts you, wanting your vehicle, give the car up. It's not worth potentially being injured or losing your life over it.


Personal Safety Abroad

As in any city, students participating in programs abroad will need to exercise good judgment, and always remember that local laws and regulations apply to them just as they do to the citizens of that country. In most of our sites, a number of international visitors are victims of pickpockets operating on public transportation or on the street. North Americans are very easily recognizable by their type of dress and mannerisms and more often than not simplify the thieves' task unwittingly. In social interactions in any culture, it will take you a while to figure out who is who. At home you can usually tell quickly if a new acquaintance is someone you want to get to know better or can trust, or if this new acquaintance spells trouble. While abroad, you will lack the cultural background needed to make these determinations and may miss some signals, especially at the beginning of your stay.

By adhering strictly to a few simple pieces of advice, students can minimize their exposure to unsafe situations:

- You should have valid identification (e.g., an international student ID card, a photocopy of your passport, or a drivers' license) with you at all times.
- Do not carry anything of value in a backpack. Backpacks are a prime target. Zippers can be opened or material cut with a knife and wallets lifted without anyone seeing or realizing it. Backpacks are also easy to set down, making it easy for anyone to pick them up and walk away. Thieves have a great many tricks that require you to let go of your bag: a person may

ask you for directions, obliging you to set down your bag to look at a map, and an accomplice picks up the bag and walks off with it; someone “accidentally” spills something on your coat and bag then courteously insists on helping to clean it off and takes off with the bag or an accomplice comes along and carries it off.

- Instead of a backpack, buy a small flexible bag that you can hang around your neck and/or a money belt to hide inside clothing to store your passport and money. This is absolutely necessary when you change money at the bank or American Express. Thieves watch these places and trail their victims after seeing that they have received a lot of money. Should you carry a handbag, wear it across your body rather than under your arm, and with the clasp against your body. Do not carry money or valuable papers in your hip pocket.
- 
- If you must exchange money, do it at a time when you can go directly home afterwards instead of between classes, or before going out at night. In general, try never to have a large amount of cash on you.
 - Do not carry house keys and your address, or credit/debit cards and personal identification number (PIN), in the same place.
 - North Americans are notorious for talking to strangers and lending a helping hand. When a stranger requests the time, a light, or directions, either ignore the request or oblige from a safe distance, paying close attention to your belongings. Do not give anyone you do not know well your phone number.
 - Be wary of motorcycles. While walking along the street, carry your purse on the inside next to a building. Motorcyclists can grab your purse or cut it away in a matter of seconds.
 - Don't wear ostentatious jewelry. It is best not even to take it abroad.
 - Before leaving the U.S., make photocopies of all your personal documents (*passport, credit cards, etc.*) and leave copies at home.
 - Try to avoid large crowds, and take care if you find yourself in an inexplicable crush of people (*if, for instance, your end of the metro or bus suddenly seems to be the only section that's really crowded*). We strongly recommend that students stay clear of any political demonstrations.
 - Avoid metro or train stations late at night or any other time when they might be deserted.
 - Go places with friends rather than alone, and do not go to someone else's home alone or invite anyone to yours. Cultural differences and language difficulties can lead to

“misunderstandings.” Women, particularly, should avoid behavior that might be perceived as overly friendly and should discourage any such advances by others.

- Traveling with host country friends, as opposed to American friends, will provide you with an extra degree of safety.
- Keep emergency phone numbers with you or memorize them.
- Students should avoid jogging alone, especially in areas or at times when there are few people around (*very early in the morning, for instance*).
- Students should not have a false sense of confidence that can come from being an outsider in a stranger environment.
- If you are robbed, report it immediately to the director or another staff member; you will be advised how to report it to the police. Report any stolen credit cards immediately. If you are registered with the consulate, they can help by issuing a new passport at once and in some cases can offer emergency funds and cancellation of credit cards.
- If, during your stay abroad, there should occur some serious event involving casualties, whether or not it has put you personally at risk, that is likely to get international media exposure, we urge you to get in touch with your family to reassure them that you are okay. Remember that what may seem like a relatively minor local event to you could cause undue alarm back home.
- Be alert to the people with whom you have contact. Be wary of people who might be overly friendly or overly interested in you. Be cautious when you meet new people and do not give out your address or phone number. Be careful sharing information about other students or group events. Be alert to anyone who might be following you or to any unusual activity around your place of residence or classroom. Report any unusual people or activities to on-site staff or authorities immediately.
- Be careful observing traffic lights. Stay on the sidewalks away from the curb and walk facing oncoming traffic whenever possible. Drivers in large cities can be aggressive, and often erratic. Never assume a car will stop or steer out of your way.
- It is especially important not to call attention to yourself by being part of groups of Americans speaking in English.
- When traveling, avoid arriving in unfamiliar places at night and have a plan for where to go and how to get there.



- Remember that the host country laws and regulations apply to you just as much as they do to the locals.
- Be aware that cell phones are a particularly easy target for thieves, who are very good at picking them up off tables in public places, lifting them out of pockets or backpacks, or even right out of your hand as you use it on the street.
- Be careful with whom you ride in a car. Some countries are less adamant about drinking and driving and therefore driving under the influence of alcohol is more common.

Relationships

Entering into a relationship should be approached with the same precautions as at home. It can be very tempting to be charmed by the idea of a once-in-a-lifetime foreign romance, but you should consider all relationships carefully, particularly when you are overseas. There are cultural values and rules regarding dating and relationships, and the relationship norms to which you have become accustomed may no longer be the norm. Differences in solicitation, dating, and what exactly constitutes a relationship will not be as apparent as they are in your home culture. While cultural sensitivity is a necessary part of adapting to your host culture, if you ever feel that your personal safety is threatened, it is okay to put aside your cultural sensitivity long enough to remove yourself from any uncomfortable situation in which you might find yourself. In a cross-cultural relationship, it is also okay to share your own standards of safe sex and discretion with your partner. Proceed cautiously, realizing that you are in the country for only a short period of time.

Protection of Property

Crimes committed on college campuses can include the theft of personal property. Larcenies are crimes of opportunity and occur primarily when property is left in unlocked or unattended areas. In an attempt to alleviate this problem, the Security Department makes the following recommendations:

- Avoid bringing large amounts of cash or valuables to campus or your residence.
- Keep valuable items out of sight. If you must keep cash or valuables in your residence, don't store them in obvious hiding places like desks or dressers.
- Never lend out the key to your residence.
- When leaving your vehicle at a service station or parking garage, leave only the ignition key.
- When leaving for vacations, store stereos and televisions out of sight and during summer recess, be careful to properly secure valuables

- Check with your family insurance agent to determine if your property is properly covered under your parent's homeowner's insurance. If not, you should consider purchasing your own insurance.

Internet Safety

What is internet fraud?

Generally, it's any fraud scheme that uses one or more components of the internet – including chat rooms, email, message boards or websites - to present fraudulent solicitations, to conduct fraudulent transactions, or to transmit the proceeds of fraud to either financial institutions or others involved with the scheme.

What are the major types of internet fraud?

- Auctions and retail schemes; online auctions are the primary avenue for internet fraud
- Business opportunity or work-at-home schemes
- Identity theft and fraud
- Investment schemes
- Credit card offers
- Credit repair
- Vacation prize promotions
- Nigerian money offers: someone claiming to be a Nigerian official promises big profits in exchange for help moving large sums of money out of their Nigeria
- Advance-fee loans
- Internet-access services
- Health and diet scams
- Free goods, such as long-distance phone cards, computers, electronics, etc.
- Cable-descrambler kits

Filing complaints about internet fraud:

You can file complaints about specific types of fraud with the following agencies:

- Commodities Fraud: Commodity Futures Trading Commission (CFTC)
- Securities Fraud: SEC Enforcement Division Complaint Center or your state securities regulators

If you think that you've been the victim of a fraud scheme that involved the internet, you can also file a complaint online with the Internet Fraud Complaint Center, a joint project of the FBI and the National White Collar Crime Center.

Further Information may be located at these government websites:

- U.S. Department of Justice

- Internet Fraud Complaint Center
- Federal Deposit Insurance Corporation
- Securities and Exchange Commission

And at these nongovernmental websites:

- Better Business Bureau
- Internet Fraud Watch
- Internet ScamBusters
- National Cyber Security Alliance

Bicycle Security

- Register your bike with the Security Department, by completing the form at <http://www.miis.edu/offices/security/bicycle>.
- Retain the original purchase documentation, including serial number.
- Always lock your bike. Optimally, bikes should be locked around the frame and through both wheels and secured to a bicycle rack with a U-lock. A thief can easily walk away with a free standing bike and remove the lock.
- Do not lock your bike to a tree, bench, or handrail.
- Invest in a strong bicycle lock or strong padlock and chain. Chains should be casehardened steel with links of at least 5/8 inch in diameter.
- Whenever possible, keep your bicycle inside.
- If you leave your bicycle outside, choose a well-lit and heavily traveled location.
- Find out if your parent's insurance policy covers your bicycle. If not, consider insuring it.

Bicycling Safety

- Bike riders are responsible for their own safety and the Monterey Institute does not make or enforce rules about bike riding. Nonetheless, it is consistent with good common sense that you should ride responsibly and always wear a helmet, not weave or change lane positions, always leave at least 3 feet between yourself and obstacles such as parked cars or poorly maintained shoulders, and make sure that your brakes and other components of your bicycle are in working order.
- California state law ([CVC §21201](#)) requires lights and reflectors at night. During darkness bicyclist must have the following equipment: Front lamp emitting a white light visible from a distance of 300 feet, a rear reflector visible from a distance of 500 feet, a white or yellow reflector on each pedal or on the bicyclist's shoes or ankles visible from a distance of 200 feet. Bicycles must also have a brake which will enable the operator to make a one brake wheel stop on dry, level, clean pavement.

- Generally, bicyclists should ride with the flow of traffic, on the road's right-hand side. Remember, bicyclists are not permitted to ride on sidewalks in Monterey's downtown.
- Don't ride the wrong way on a one way street.
- Cyclists should obey all traffic laws and always use hand signals when turning.
- Pay attention to your surroundings: keep alert, don't wear headphones, and warn pedestrians or fellow riders when you're passing them. Also warn vehicle drivers if their driving is placing you in danger.
- Take extra care when passing parking lot exits or biking through a parking lot.
- Walk bicycles across crosswalks to avoid bicycle/vehicle collisions.

Security Escorts

If you're concerned about your safety, the Security Department will provide after-hours safety escorts to faculty, staff, and students within the Institute campus footprint. Escorts can be requested by calling 831.647.4153.

Response to Sexual Violence, Dating Violence, Domestic Violence and Stalking

The Middlebury Institute of International Studies at Monterey prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the Clery Act, and as described in the Institute's policies below. The Institute provides information to the extent applicable regarding the definitions of "dating violence," "domestic violence," "sexual assault," and "stalking," and the definition of "consent" in reference to sexual activity, in the applicable jurisdictions.

A description of safe and positive options for bystander intervention, and information about risk reduction, are described in the Institute's educational programs as specifically set forth below. The Institute expects all community members to do their part to prevent and address violence as active bystanders. The Institute is also committed to providing support and avenues of redress as appropriate to survivors affected by sexual and relationship violence.

The full text of the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* is available at

http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking

Educational Programs to Promote the Awareness and Prevention of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Overview

The Middlebury Institute's educational programs include, for example, the following:

Education Programs for Students

Live trainings/information regarding sexual violence prevention and response are provided to the Institute's incoming students. The training includes information about the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* (see link above and as described further in this annual security report), the Title IX Coordinator, internal reporting information, external reporting to law enforcement and other agencies, definitions of, and a statement that the Institute prohibits sexual misconduct (including sexual assault, domestic violence, dating violence and stalking) as defined by the Clery Act and the Institute's policy and under California law, the definition of consent under the policy and California law, retaliation, confidentiality, resources for victims, prevalence, cultural conditions that contribute to sexual violence, interim measures and accommodations, protection and "no contact" orders, confidentiality issues, the Institute's investigation and adjudication procedures, information about rights and options for survivors, remedies and sanctions imposed in cases where the respondent is found to have violated the Institute's policy, risk reduction, and bystander intervention. More detail about these topics is provided elsewhere in this annual security report.

During the 2015-16 academic year, the Middlebury Institute's students will be expected to participate in an online training offered by Campus Clarity and titled "Think About It," which includes such topics as sexual violence primary prevention and response, safe and positive options for bystander intervention, information on risk reduction, alcohol use, intervention approaches, interim measures, and cultural attitudes. The course also includes the Institute's policy and procedures for addressing sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking. This content includes a statement that the Institute prohibits these behaviors as defined in its policy in accordance with the Clery Act, as amended in 2014; definitions of domestic violence, dating violence, sexual assault, stalking and consent (in reference to sexual activity) in the applicable jurisdiction; and the application of the preponderance of the evidence standard in its adjudication of these matters (as referenced in the Institute's policy). Students are able to return to the course at any time to review material, learn about resources, or access follow-up modules and materials.

Programs for Institute Faculty and Staff

Live trainings/information regarding sexual violence primary prevention, risk reduction, and response are provided to new faculty and selected staff. These trainings include information about the Middlebury Institute's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, the Title IX Coordinator, internal reporting information, external reporting to outside enforcement agencies, definitions of, and a statement that the Institute prohibits, sexual misconduct (including sexual assault), domestic violence, dating violence and stalking) as defined by the Clery Act and the Institute's policy and under California law (information on California law is provided in writing to faculty and staff), the definition of consent under the policy and California law, retaliation, confidentiality issues, resources for victims, prevalence, the Institute's investigation and adjudication procedures, interim measures and accommodations, protection and "No Contact" orders, information about rights and options

for survivors, remedies and sanctions imposed in cases where the respondent is found to have violated the Institute's policy, and risk reduction.

In addition, all supervisors will be required in 2015-16 to complete an online course offered by LawRoom, titled "Intersections" which includes information regarding sexual violence prevention and response, risk reduction, and bystander intervention. (A version of this course has already been made available to Institute supervisors). The course addresses such topics as roles and responsibilities, why sexual assault is underreported, barriers to reporting, required reporting, confidentiality, how to talk to survivors, a survivor's reactions, reporting vs. investigating, interim measures, preserving evidence, the Institute's disciplinary proceedings, culture of respect, institutional response, identifying who is at risk, costs of sexual violence, understanding sexual assault, relationship violence, stalking cyberstalking, criminal law and policy definitions, barriers to intervention, safe and positive options, and the Institute's policy and procedures for addressing sexual misconduct, domestic violence, dating violence and stalking, which includes a statement that the Institute prohibits these behaviors as defined in its policy in accordance with the Clery Act, as amended in 2014; and the application of the preponderance of the evidence standard in its adjudication of these matters (as referenced in the Institute's policy).

Further, all faculty and staff will be expected to participate in online sexual violence prevention and response training titled "Bridges: Building a Supportive Community" provided by *LawRoom* during the 2015-16 academic year. This online training includes information similar to the online "Intersections" course described above.

The above trainings will be supplemented by live trainings as part of the Institute's ongoing educational programs.

Other Programs

As part of ongoing programming, in the fall of 2015, the Middlebury Institute, in partnership with the Monterey County Rape Crisis Center, will hold a screening of "The Hunting Ground," followed by a panel discussion. Other programming will be planned for Sexual Assault Awareness Month.

How to Be an Active Bystander

The best way to prevent sexual and relationship violence is to commit to the following community values:

- Violence is not tolerated on campus; and
- Everyone is expected to do their part to prevent it.

Everyone must commit to engaging in moments of action, no matter how small. **Every moment of action counts when we are working to prevent violence.** Moments of action contribute to a culture of bystander intervention and, research shows, lead to fewer incidences of violence.

Moments of action occur when we notice the potential for violence. We might see someone intentionally trying to get someone else intoxicated, or isolating someone at a party. We could recognize power differences like age, or sense that someone seems fearful. When we notice these cues, we must act because even the smallest actions can prevent violence.

No matter who you are or what personal or social barriers you might face, there is always something you can do to help keep our community safe. Options for action include:

Direct: Directly talk to someone or intervene in a situation. You might ask a friend who's been hard to reach if everything is OK. Or you might take an intoxicated friend back to their residence. Direct action means getting involved in a situation or following up with a student, coworker, or supervisor who you worry is in an unhealthy relationship.

Delegate: Get others involved. Delegating action when there's danger, or when someone else can act, is often safest. You might call Campus Security (831.647.4128) or the police (911) for help, ask someone to assist you in finding a ride for a friend, or suggest to a party's host that she ask someone to leave. You might express your concerns over a matter to a faculty member, dean, or advisor.

Distract: Interrupt the precursors to violence so harmful situations can't occur. You might spill a drink, sing loudly, or tell someone their car is getting towed. You might ask someone to accompany you somewhere so you can talk privately with the individual.

Moments of action also occur when we act proactively to send the message to those around us that we take the work of reducing violence seriously and we are committed to doing our part. We might have a conversation with people we care about on campus about what moments of action mean to us, share a great article on Facebook or tweet about an everyday moment of action, or choose to integrate bystander intervention into our academic work. When we create a moment of action on our own, without waiting for warning signs to appear, we make our community inhospitable to violence.

Moments of Action for Student Bystanders

- Send a mass email to your contact list with a simple message, "This issue is important to me and I believe in the goal of reducing violence."
- The next time you are walking to class with a friend, have one conversation and tell them that ending violence matters to you.
- Make bystander intervention or sexual violence on campus the topic of a paper or speech you have to do for a class.
- Bring a friend to an awareness event.

- Work to ensure organizations you are involved in collaborate with prevention efforts on campus.
- Find out how Art and Activism works to end violence (Google it!).
- If you suspect that a friend is in an abusive relationship, ask them, and provide information about available resources.
- If you see someone spike another person's drink with alcohol or drugs, stop them, and call 911, distract by spilling the drink, or get someone else to let the person know that their drink is unsafe to consume.
- If you choose to leave an event early, account for the people who were in your group.
- If you see someone at an event who has had too much to drink, ask them if they need to be walked home or assisted in any way.
- If you hear or observe yelling or fighting in your apartment or elsewhere, talk with a dean, Campus Security or someone else who can help.
- If someone needs your help and you don't have the answer, contact your resources and find someone who does.

Moments of Action for Faculty and Staff Bystanders

- Change your email signature line to include a statement that echos the principles that violence will not be tolerated at the Middlebury Institute and everyone is expected to do their part to prevent it.
- Add a line to your syllabus that expresses the prevention principles.
- Request a presentation from your local rape crisis center (Monterey Rape Crisis Center) or other local agency that offers assistance to survivors of interpersonal violence.
- If you suspect that a student or co-worker is in an abusive relationship, ask them and provide information about available resources.
- If someone appears upset, ask if they are okay.
- Assign a paper, project, or reflection to your students about moments of action, community, and our prevention principles.
- If someone explains that women "say 'no' when they really mean 'yes'," interrupt and make an attempt to educate them.
- If you hear what sounds like yelling or fighting in your neighborhood, classroom, or office, talk with a neighbor, your manager, your students or someone else who can help.
- If someone needs your help and you don't have the answer, contact your resources and find someone who does.

Risk-Reduction Tips

In addition to bystander action, both reactive and proactive, there are ways to reduce risk around sexual and relationship violence. ***It is important to remember that experiencing violence is never the victim's fault.***

- Take note of your surroundings including exits, and paths of egress.
- Stay with friends or groups of people to avoid isolated areas.
- Trust your instincts. If something or someone seems wrong or unsafe, get help and/or find the nearest exit.
- Make sure your cell phone is with you and charged, and that you have easy access to emergency numbers.
- Avoid putting headphones in both ears when walking or running and discontinue headphone use when biking.
- Make and keep to a plan with friends when attending events. Arrive together, check in with each other throughout the evening, and leave together. Have a code word with your friends or family to signal discomfort or that it's time to leave.
- Don't leave drinks unattended. If you do, get yourself a fresh drink.
- Don't accept drinks from people you don't know or trust.
- Watch out for your friends and ask your friends to watch out for you.

Procedures Victims Should Follow If Sexual Assault, Domestic Violence, Dating Violence or Stalking Has Occurred

Many individuals have experienced interpersonal violence or stalking or have had sexual experiences that feel violating, either in the moment itself, or in the days afterward. Whatever your experience, you deserve care.

Immediate Safety and Support/Importance of Preserving Evidence

- **Go to a safe place:** your residence, a friend's residence, Campus Security, or anywhere you'll feel safe.
- **Call someone you trust.** No matter how late it is, you shouldn't be alone.
- If safety is an immediate concern call 911 or contact Campus Security (if you are on campus).
- **Pursue medical treatment.** If you may be experiencing or have experienced sexual misconduct, domestic violence, dating violence, stalking or related retaliation, you are encouraged to immediately seek any necessary medical care, and to seek help from appropriate Institute or law enforcement officials, even if you're not sure about whether to ultimately pursue a complaint or criminal charges, or to seek a protective order. Local

emergency rooms can perform post-assault medical care and/or make appropriate referrals. Most hospitals have specialized examiners who complete exams for victims of sexual violence. These exams can help you receive appropriate medical assessment and treatment, and can preserve evidence for possible future action such as criminal prosecution or seeking a protection order.

- **Preserve evidence.** It is important to preserve all possible evidence that may assist in proving that sexual assault, domestic violence, dating violence, stalking or related retaliation occurred or is occurring in case you decide at some point to make a criminal complaint or to seek a protection order. Therefore, if at all possible, refrain from changing clothes, showering or otherwise changing your physical state after an incident, until after consulting with medical personnel about how to best preserve evidence. Also, keep copies of emails, social media posts, text messages, and voice messages that may have some bearing on the incident(s).

Making a Report On Campus

Any Institute student, faculty member, staff member or covered third party who has reasonable cause to believe that sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation has occurred or is occurring should report this information to the immediate attention of any of the following individuals: a Human Relations Officer; a Judicial Affairs Officer; and/or the Title IX Coordinator. Reports also may be made to Campus Security. Contact information is listed below.

Campus Security or other appropriate personnel for the Institute will coordinate its response to the report with other officials, as appropriate (including a Human Relations Officer, Judicial Affairs Officer, the Title IX Coordinator, and responsible Threat Assessment and Management Team) and, if necessary, law enforcement, to intervene at the earliest practical point to stop the behavior and coordinate services to the complainant. A coordinated response will include consideration of the complainant's request for confidentiality and may also include the implementation of safety measures as deemed necessary, services and accommodations, and referral to confidential resources.

Services and Accommodations

The Middlebury Institute will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for individuals reportedly subjected to sexual assault, dating violence, domestic violence or stalking, both within the institution, as applicable, and in the community. Some examples of resources and related information are provided below. The Institute will also provide written notification to individuals about options for, available assistance in, and how to request changes to academic, living (as applicable), transportation, and working situations or protective measures. The

institution will make such accommodations or provide such protective measures if the reported victim requests them and if they are reasonably available, regardless of whether the reported victim chooses to report the crime to campus security or local law enforcement.

It is not necessary to file a complaint with the Institute, participate in an Institute adjudication process, or file a criminal complaint in order to request services or accommodations from the Institute. These may include but are not limited to:

- No Contact Orders restricting encounters and communications between the parties;
- academic accommodations, including but not limited to deadline extensions; Incompletes, course changes or late drops, or other arrangements as appropriate;
- assistance with residential accommodations, including but not limited to helping to facilitate arrangements for new housing, or providing temporary housing options, as appropriate;
- changing transportation or working arrangements or providing other employment accommodations, as appropriate;
- assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus, as applicable;
- informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from United States courts or courts outside of the United States as applicable and providing assistance if the individual wishes to do so. The Institute will also work with complainants and others as appropriate to respect and implement the requirements of such orders on premises that it owns or controls, as appropriate.

Institute personnel will identify appropriate options and work with complainants to determine whether these services or accommodations are reasonably available and necessary in a particular case.

Confidentiality

The Middlebury Institute encourages individuals to report incidents of sexual misconduct, domestic violence, dating violence, stalking and related retaliation so that they can get the support they need, and so that the Institute can respond appropriately. Certain Institute employees may maintain confidentiality, but most cannot. Although strict confidentiality may therefore not be guaranteed for non-confidential employees, in all cases the Institute will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation. Institute officials will consider requests for confidentiality in accordance with the [confidentiality](#) provisions of its [*Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking*](#) (see

Section 3 of the policy and *How the Middlebury Institute Will Protect the Confidentiality of Victims*, below).

Confidential Resources

A confidential resource is an individual who is legally and ethically bound to keep confidential all information shared with them in the course of providing counsel and support, except under the circumstances noted below. The Middlebury Institute respects that the decision to come forward may be difficult and that individuals may wish to seek assistance from someone who can offer confidential information and support, and who can provide assurances that what is disclosed will not be acted on except in the circumstances outlined below. (For a list of confidential resources, see [Appendix C to the Institute's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking](#)). In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor or trained sexual assault advocate. The medical, mental health, and religious professionals in the surrounding community respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. These professionals may have to breach a confidence, however, when they perceive a serious risk of danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (e.g., any allegation of sexual and/or physical abuse of a person under 18). These exceptions to confidentiality are governed by the law of the state in which the confidential resource is located.

An individual who speaks to a confidential resource must understand that, if they want to maintain confidentiality, the Institute may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, confidential resources may assist the individual in receiving other forms of protection and support, such as victim advocacy; academic accommodations; disability, health or mental health services; and changes to living, working, or transportation arrangements. (See Services and Accommodations, above, for more information). An individual who initially requests confidentiality may later decide to file a complaint with the Institute or report the incident to local law enforcement, and thus have the incident fully investigated. These confidential resources will help to direct the individual to the appropriate resources in the event that the individual wishes to file an internal complaint with the Institute or report to the police.

Non-Confidential Resources

Non-confidential resources are all faculty or staff members who are not medical or counseling professionals, or clergy, and are therefore not permitted to honor requests for confidentiality. Non-confidential faculty or staff who learn of an incident of sexual misconduct, domestic violence, dating violence, stalking or related retaliation involving a student are required to report that information to a HRO or JAO or the Title IX Coordinator, and they are “responsible employees” to this extent. The Title IX Coordinator, HROs and JAOs are “responsible employees” for the purposes of redressing reports of sexual misconduct, domestic violence,

dating violence, stalking and related retaliation in accordance with the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* policy (see below for contact information).

Faculty and staff who are Campus Security Authorities are required to report certain sex offenses and other crimes to Campus Security for the purpose of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Employees with supervisory responsibility are expected to report all incidents of sexual misconduct, domestic violence, dating violence, stalking or related retaliation involving employees to a HRO, the Title IX Coordinator, and/or to Human Resources.

General inquiries to Institute officials about policies or procedures, and conversations in which the alleged perpetrator is not identified by name or by implication from the circumstances, may remain private. Otherwise, individuals who want to maintain confidentiality should seek a confidential resource.

The Middlebury Institute will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about individuals, and will maintain as confidential any accommodations or protective measures provided to individuals, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. (See also *How MIIS Will Protect the Confidentiality of Victims*, below)

Reporting to Law Enforcement

In addition to (or instead of) the Institute's processes, any student, employee or covered third party who wishes to report a complaint of sexual misconduct, domestic violence, dating violence, or stalking under this policy may and should also pursue criminal charges with local, state, or federal law enforcement agencies (see [Appendix B](#) to the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* for contact information; see also *Contact information for Reports to MIIS Officials or Law Enforcement*, below).

The Institute will offer and upon request provide assistance to students, employees and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a complaint with the Institute. Individuals may choose to notify such agencies with or without assistance from the Institute, or may choose not to notify such authorities personally.

In addition to (or instead of) the Institute's processes, individuals who are being or who may have been subjected to sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation also have the right to pursue orders of protection, restraining orders and/or relief from abuse orders from United States courts or courts outside of the United States as

applicable. The Institute will support individuals if they wish to have the Institute's assistance in making contact with law enforcement authorities and other external resources to seek such orders. The Institute will respect and assist in the implementation of protection orders to the extent applicable. In addition, the Institute can also impose no-contact conditions on students, employees and third parties over whom it has some measure of control.

Contact information for Reports to Institute Officials or Law Enforcement

Public Safety and Local Law Enforcement

On Campus

Campus Security

460 Pierce St Monterey, CA 93940

831.647.4153

Emergency: Call 911

Off Campus

Monterey Police Department

351 Madison Street

Monterey, CA 93940

831.646.3914

Emergency: Call 911

Contact Information for Institute Officials

All Institute Programs

Human Relations Officers/Title IX Coordinator Designees

Ashley Fera Arrocha (Title IX Coordinator Designee for the Middlebury Institute)

Assistant Dean of Student Services

Office of Student Services

440 Van Buren Street

Monterey, CA 93940

831.647.4654

aarrocha@miis.edu

Michael Ulibarri

Human Resources Manager

Human Resources Department

460 Pierce Street
Monterey, CA 93940
831.647.6404
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Steven C. Collier, J.D.
Middlebury College
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802.443.3474
scollier@middlebury.edu

Earl Fechter, J.D.
Middlebury College
Service Building 216
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efechter@middlebury.edu

Judicial Affairs Officer/Title IX Coordinator Designee

Karen S. Guttentag
Associate Dean for Judicial Affairs and Student Life
Middlebury College
Service Building 219
802.443.2024
kguttent@middlebury.edu

AJ Place
Associate Dean for Judicial Affairs and Student Life
Middlebury College
Service Building 217
802.443.5385
ajplace@middlebury.edu

Title IX Coordinator

Susan P. Ritter, J.D.
Middlebury College
Service Building 213
Middlebury, VT 05753
802.443.3289
sritter@middlebury.edu

Alternate Human Relations Officers

Laura Carotenuto

Middlebury College
Human Resources
Marble Works 120
Middlebury, VT 05753
802.443.2012
lcaroten@middlebury.edu

Elizabeth Karnes Keefe, Assistant Dean, Language Schools
Middlebury College
Sunderland Language Center 210
Middlebury, VT 05753
802.443.5685
karnes@middlebury.edu

Medical Care and Support (Confidential)

Monterey Rape Crisis Center
831.375.HELP or 831.424.HELP

Suicide Prevention and Crisis Hotline: 831.649.8008

YWCA domestic violence crisis line: 831.372.6300
57 Webster Street
Monterey, CA 93940 (men & women)

[Monterey County Social Services](#)
1281 Broadway Ave.
Seaside, CA 93955
831.899.8001

[Shelter Outreach Plus Domestic Violence Shelter](#)
3087 Wittenmyer Court
Marina, CA - 93933
(831) 384-3388

Women's Crisis Center
831.757.1001

[Community Hospital of the Monterey Peninsula \(CHOMP\)](#)
23625 Holman Highway
Monterey, CA 93940
831. 624.5311 or 888.45CHOMP
Mental Health Crisis Line: 831.625.4623

Salinas Valley Memorial Hospital

450 E Romie Lane
Salinas, CA 93901
831.757.4333

Planned Parenthood (Seaside)

625 Hilby Avenue
Seaside, CA 93955
831.394.1691

Planned Parenthood (Salinas)

316 N. Main St.
Salinas, CA 93901
831.758.8261

Counseling (Confidential)

Student Assistance Program: Well Connect: 1.800.326-6142

Employee and Family Assistance Program (Confidential-Staff and Faculty only)
1.800.828.6025

<http://www.middlebury.edu/offices/business/hr/staffandfaculty/benefits/EFAP>

The Employee and Family Assistance Plan provides confidential counseling and referral services to reduce stress and improve the quality of life for employees. The EFAP provides confidential assessment and referral services, and short-term counseling. The services of the EFAP are free to employees, up to the limits of the plan. All assistance is confidential; no one at the Institute will know that an employee has used the EFAP.

Community Human Services Counseling and Recovery: 831.658.3811

Legal Assistance (Confidential)

Free and Low Cost Legal Help

<http://www.courts.ca.gov/selfhelp-lowcosthelp.htm>

Law HelpCA.org (legal aid and self-help resources)

<http://lawhelpca.org/>

California Bar Association

415-538-2000

<http://www.calbar.ca.gov/>

Academic Support

Center for Advising and Career Services

<http://www.miis.edu/careers>

499 Pierce Street McCone Building, 3rd Floor

Monterey, CA 93940

831-647-4127

Disability Services

Ashley Arrocha (Students)

Assistant Dean of Student Services

Office of Student Services

440 Van Buren Street Monterey, CA 93940

831-647-4654 831-647-4128

aarrocha@miis.edu

student.services@miis.edu

<http://www.miis.edu/student-life/health-wellness/disability-services>

Michael Ulibarri

Human Resources Manager

Human Resources Department

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831.647.6404

mulibarr@miis.edu

Student Financial Aid Services

Regina Garner Director of Student Financial Services

rlomboy@miis.edu

finaid@miis.edu

Student Financial Services

Casa Fuente Building CF435

Monterey, CA 93940

831-647-4119

Visa and Immigration Assistance

[International Student and Scholar Services](#)

Middlebury College

Service Building-Second Floor

Middlebury, VT 05753

802.443.5858

iss@middlebury.edu

[Kelly O'Connell](#)
[International Student Advisor](#)
Office of Student Services
440 Van Buren Street Monterey, CA 93940
[831.647.3586](tel:831.647.3586)
Kelly.cole@miis.edu

Ongoing Care

There's no one correct way to care for yourself or others who have experienced trauma. The Institute can connect you with a variety of resources and options in the belief that survivors benefit from having many choices available to seek the support and resolution they need. Choose whichever options feel most helpful to you. There are many people on campus and in the greater community who care and can help you to find care for yourself.

- Be patient with yourself. The healing process takes time and includes your physical, emotional, and psychological health.
- Don't neglect your physical health and wellbeing.
- Try not to let others make decisions for you; it's important that you reestablish a sense of control over your choices.
- Seek support from a counselor.
- Don't look for simple answers to explain what happened.
- Know your rights and how to get the support you need.
- Do things you enjoy and give yourself permission to have positive experiences.

Procedures for Institutional Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Middlebury Institute is committed to providing a campus and workplace environment that is safe and secure for all students, staff, faculty and others who participate in the Institute's programs. Sexual misconduct (including sexual assault), domestic violence, dating violence, stalking, and related retaliation are strictly prohibited. The Institute will take reasonable, prompt and appropriate action to respond to sexual misconduct, domestic violence, dating violence and stalking where such conduct impacts or has the potential to impact the educational, on-campus residential, or employment environment of any member of the Institute community. Such action could be disciplinary, involving written reprimands, salary freezes, or termination of employment (employees), or written reprimands, probationary status, official college discipline, suspension or expulsion (students). It could also entail non-disciplinary measures such as No Contact Orders and/or No Trespass Orders, training, and providing safety and support services.

The full text of the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* is available at http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking (hereinafter referred to as the "SMDVS policy"). As detailed in the SMDVS policy, the Institute's process will be completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay; it is conducted in a manner that is consistent with the institution's policies and transparent to the complainant and respondent; it includes timely notice of meetings at which the complainant and respondent may be present; it provides timely and equal access to the complainant, the respondent, and appropriate officials to any information that may be used during the process; and is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

The Institute's process of addressing cases of alleged sexual misconduct, dating violence, domestic violence, stalking, and related retaliation is designed to:

- consider the complainant's rights, the respondent's rights, the community's safety, and applicable laws and Institute policies;
- conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties;
- protect all parties' privacy to the extent practical, while balancing the need to comply with applicable law, maintain campus safety, and provide a safe and nondiscriminatory environment for all students, faculty, staff and covered third parties; and
- hold all individuals found to have violated the Institute's policies accountable for their actions and provide appropriate remedies to address the effects of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation on the complainant and others.

The Middlebury Institute will conduct a prompt, fair and impartial process from the initial investigation to the final result. Individuals conducting investigations and adjudications under the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* receive training annually on the issues related to sexual misconduct, domestic violence, dating violence, stalking, and related retaliation and on how to conduct an investigation and/or adjudication process that protects the safety of victims and promotes accountability.

The complainant and respondent are entitled to the same opportunities to have an advisor of their choice accompany them during all meetings regarding the Institute's investigation and adjudication process.

Complaint Investigation and Adjudication Process

The Middlebury Institute's complaint and adjudication process is outlined in detail in the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking* (see [Section 10, Complaint Investigation and Resolution Procedures](#) online at http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking#Investigation). The process is summarized below; in the event of any differences between the summary below and the more detailed terms of the online investigation and resolution procedures, the more detailed terms of the online investigation and resolution procedures will prevail.

*If it is determined that an investigation and adjudication should proceed under the policy, an investigator will be appointed to conduct an investigation that is appropriate under the circumstances, and is prompt, thorough, fair, equitable, objective and impartial.

*The Institute's investigation and adjudication process does not require or permit the complainant and respondent to interact or communicate directly or indirectly with each other at any time. The parties are therefore not permitted to question or cross-examine each other during the course of the investigation.

*All participants in the investigation are expected to cooperate fully by providing complete, accurate, and truthful information. They may also be expected to sign statements or other documents memorializing the information they provided, and may be asked to keep the substance of the interview confidential. Failure to cooperate fully with the investigator may subject the individual to the full range of disciplinary actions, as applicable.

*Formal rules of evidence do not apply to the investigation and adjudication process.

*The investigator will submit a final report to the HRO. The final report will include a recommendation, based on the standard of preponderance of evidence, i.e., whether it is more likely than not that the policy was violated.

*After review of the investigator's report and recommended finding, the HRO shall issue a determination as to whether sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation (or a violation of other Institute policies, if applicable) occurred. The HRO's determination will be based on a preponderance of the evidence standard.

Sanction and Notification of Outcome

*If the HRO finds that a staff or faculty member has engaged in conduct that violates the SMDVS policy, the HRO will make a recommendation regarding discipline or other appropriate action to the appropriate supervisory authority for the program at issue. After review of the HRO's recommendation, the supervisory authority may impose disciplinary action under existing policies and/or contracts, as applicable (see [Section 10. F. of the SMDVS policy](#)).

Sanctions for a violation of the SMDVS policy may include written reprimands, salary freezes, or termination of employment. Non-disciplinary measures (e.g., no contact orders, training, or reassignment of duties or work areas) might also be taken as deemed appropriate under the circumstances

*If the HRO finds that a student has engaged in conduct that violates the SMDVS policy (or other Institute policies under investigation), the HRO will make a recommendation regarding discipline or other appropriate action, to the appropriate supervisory authority for the program in which the student is enrolled at the time of the misconduct and the supervisory authority for any other Institute or other Middlebury program in which the student is or will be enrolled. After a review of the HRO's recommendation, the supervisory authority or authorities may impose disciplinary and/or other appropriate action. Prior conduct may be taken into account in the assignment of these actions. Disciplinary sanctions for a violation of the SMDVS policy could include written reprimands, probationary status, official college discipline, or suspension or expulsion from any or all Institute or other Middlebury program(s) in which the student is enrolled or participating. It may also include other non-disciplinary action as deemed appropriate under the circumstances (e.g., training or remedies applied to the respondent to address the needs of the complainant, including but not limited to room changes, class changes, building restrictions, extracurricular activity restrictions, modification of No Contact Orders to favor the complainant, and other actions to preserve the rights of the complainant to a safe environment). Although sanctions for violation(s) of the SMDVS policy can include any form of discipline as stated in this section, students found to have committed sexual assault will most likely receive a sanction of suspension or expulsion.

If the conduct occurred during the course and scope of the student's employment at the Middlebury Institute, the matter will be referred jointly to the Human Resources Department and the appropriate supervisory authority for the program at issue, as applicable, for disciplinary action such as written reprimands, salary freezes, termination of employment, probationary status, official college discipline, suspension, or expulsion from the Institute.

Additional non-disciplinary outcomes, such as extending and modifying mutual No Contact Orders, may also be imposed regardless of the finding.

* To the extent permitted by law, the complainant and respondent will be simultaneously informed, in writing, of (a) the HRO's determination and the result of any disciplinary or other action arising out of an allegation of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation; (b) the Institute's procedures for complainants and respondents to appeal the HRO's decision and/or discipline and/or actions imposed, if applicable; (c) any change to the results of a disciplinary process that occurs prior to the time that such results become final; and (d) when such results become final.

*In cases where the respondent is a student or faculty member, the complainant and the respondent each have the right to an appeal.

How the Middlebury Institute Will Protect the Confidentiality of Victims

Evaluating Requests for Confidentiality in Sexual Misconduct Cases

If an individual discloses an incident of sexual misconduct (including sexual assault) but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Institute will make every effort to respect this request and will evaluate the request against its responsibility to provide a safe, non-discriminatory environment for all students, faculty and staff, including the individual who reported sexual misconduct. Although rare, there are times when the Institute may not be able to honor the individual's request. Further, if the Institute honors the request for confidentiality, the Institute's ability to appropriately investigate the incident and pursue disciplinary action against the alleged perpetrator(s), if warranted, may be limited.

The Middlebury Institute has designated its Judicial Affairs Officers, Human Relations Officers, and its Title IX Coordinator to evaluate requests for confidentiality, as appropriate to the circumstances. In considering an individual's request for confidentiality, the HROs, JAOs, and/or Title IX Coordinator may consult with the Institute's [Threat Assessment and Management Team](#) and other college personnel, as appropriate.

Factors to be considered in determining whether confidentiality should be maintained may include but are not limited to:

- (i) The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
 - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
 - whether the alleged perpetrator has threatened further sexual misconduct or other violence against the individual or others;
 - whether the alleged sexual misconduct was committed by multiple perpetrators;
 - circumstances that suggest there is an increased risk of future acts of sexual misconduct or other violence under similar circumstances (e.g., whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group);
- (ii) whether the alleged sexual misconduct was perpetrated with a weapon;
- (iii) whether the alleged victim is a minor;

(iv) whether the Institute possesses other means to obtain relevant evidence (e.g., security cameras, information known to Institute personnel, or physical evidence).

The presence of one or more of these factors or other factors as deemed appropriate may prompt an investigation and adjudication under the Institute's policies and, if appropriate, result in disciplinary action. If none of these factors is present, the Institute will likely honor the individual's request for confidentiality.

Evaluating Requests for Confidentiality in Domestic Violence, Dating Violence, Stalking and Related Retaliation Cases

In cases involving domestic violence, dating violence, stalking, and/or related retaliation, if an individual insists that their name or other identifiable information not be revealed, or asks that the Institute not investigate or seek action against the alleged perpetrator, the Institute will evaluate the request in the context of its commitment to provide a safe environment for that individual as well as all students, staff and faculty. Thus, the Institute may weigh the individual's request against a number of factors, including but not limited to the seriousness of the alleged conduct; circumstances that suggest there is a risk of repeated conduct; whether there have been other reports or complaints about the alleged perpetrator; the credibility and significance of existing relevant evidence; and the extent of any ongoing threat to the individual, the Institute community or any of its members.

In considering an individual's request for confidentiality, the HROs, JAOs, and/or Title IX Coordinator may consult with the Institute's [Threat Assessment and Management Team](#) and other college personnel, as appropriate.

If Confidentiality is Requested but Cannot be Maintained

If the Middlebury Institute determines that it cannot maintain an individual's confidentiality after it has been requested, the Institute will inform the individual prior to conducting an investigation (unless extenuating circumstances are present) and will, to the extent possible, only share information with those individuals who are responsible for the Institute's response to the incident. The Institute will not require the individual to participate in any investigation or disciplinary proceeding, nor will it require the individual to personally report any information to law enforcement authorities. It will remain up to the individual to choose whether they personally want to participate in notifying law enforcement authorities, or would rather not do so. See *Reporting to Law Enforcement*, above, for more information

If when responding to reports of sexual misconduct, domestic violence, dating violence, stalking, or related retaliation, the Institute determines it is obligated to take any action that would involve disclosing a reporting individual's identity to the respondent, or an action from which the reporting individual's identity may be easily determined by the respondent, the individual will be informed before the action is taken unless extenuating circumstances are present. If the reporting

individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, the Institute will endeavor to honor this request and inform the respondent that the Institute made the decision to investigate the matter.

The Institute will take supportive measures when requested, reasonably available and necessary that are designed to prevent and address retaliation against individuals whose requests for confidentiality have not been honored, and to respond to their needs for support, services and accommodations.

When Confidentiality Can be Maintained

If the Middlebury Institute determines that it can respect the individual's request for confidentiality, the Institute will take action to assist the individual, to the extent possible, including the services and accommodations outlined in the Institute's *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking*, where such measures are requested, reasonably available and necessary.

Individuals should be aware that if the Institute honors their request for confidentiality, this may limit the Institute's ability to fully respond to the incident, including pursuing disciplinary action against the alleged perpetrator.

Disclosure During Internal Investigations and Adjudications

The Institute will handle information related to alleged violations of its policy with sensitivity and discretion. However, the Institute may need to disclose information relating to an incident (including the identity of parties, witnesses or others) to the extent necessary to conduct a thorough, fair, and impartial investigation and adjudication process for all involved parties.

Disclosure Required by Law

The Institute will not include the names of complainants or other identifying information in publicly available reports that are compiled as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and when issuing timely warnings as required by the Clery Act, will withhold as confidential the names of such individuals. The Institute is also part of a larger community and context. If there is an independent investigation, lawsuit, or criminal proceeding related to a sexual misconduct, domestic violence, dating violence, stalking or related retaliation matter, those involved or others may be required by law to provide testimony or documents (e.g., investigation reports, witness statements, and any other information gathered or obtained in the course of a particular matter).

Disclosure to Law Enforcement

In certain circumstances, the Institute may need to report an incident to law enforcement

authorities. Such circumstances include but are not limited to incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or the campus community, or situations in which there is clear and imminent danger and/or a weapon may be involved. Complainants may choose to notify authorities directly with or without the Institute's assistance, or may choose not to notify such authorities personally.

Written Notice of Rights and Options Provided To Students or Employees Who Report That They Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

When a student or employee reports to the Middlebury Institute that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options, as described in this Annual Security Report and in applicable paragraphs of the Clery Act regulations. Specifically, in sum, students, faculty, staff or covered third parties who report that they have been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, shall be provided with written notification of:

- *Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for reported victims both on and off campus;

- *Options for, available assistance with, and how to request, changes to academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the reported victim chooses to report the crime to campus security or local law enforcement;

- *Possible sanctions or protective measures that the Middlebury Institute may impose following a final determination under its *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking*;

- *The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking or in obtaining an order of protection;

- *Information about reporting to campus officials;

- *Options to notify law enforcement (and the option not to) and to be assisted by Institute officials in doing so;

- *The rights of reported victims, where applicable, and the Institute's responsibilities regarding orders of protection, No Contact Orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court;

- *Information about how the Institute will protect the confidentiality of reported victims in reference to publicly available recordkeeping and accommodations or protective measures;

*Information about the Institute's procedures for investigating and adjudicating complaints of Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, including notification to the parties of the outcome.

Definitions: California Law

CALIFORNIA

Consent means positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution for rape, forcible acts of sexual penetration, sodomy, or oral copulation. Evidence that a victim suggested, requested, or otherwise communicated to the accused that the accused use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

Sexual Assault: "Rape" is defined as an act of sexual intercourse accomplished:

- (1) where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent;
- (2) against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury to the person or another;
- (3) where a person is prevented from resisting by any intoxicating or anesthetic substance, of any controlled substances, and this condition was known, or reasonably should have been known, to the accused; or
- (4) where a person is incapable of resisting, and this is known to the accused, because the person:
 - (a) was unconscious or asleep;
 - (b) was not aware, knowing, perceiving, or cognizant that the act occurred;
 - (c) was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the accused's fraud in fact; or
 - (d) was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the accused's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

Any sexual penetration, however slight, is sufficient to complete the crime of rape.

“Forcible acts of sexual penetration” is the act of causing penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the accused’s or another’s person’s genital or anal opening for the purpose of sexual arousal, gratification, or abuse by any foreign object, substance, instrument, or device, or by an unknown object.

“Sexual battery” is the touching of an intimate part of another person if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse. “Touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

Domestic Violence: Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the accused has had a child or is having or has had a dating or engagement relationship. A “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether people are cohabiting include, but are not limited to:

- (1) sexual relations between the parties while sharing the same living quarters;
- (2) sharing of income or expenses;
- (3) joint use or ownership of property;
- (4) whether the parties hold themselves out as husband and wife;
- (5) the continuity of the relationship; and
- (6) the length of the relationship.

“Abuse” means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. California recognizes the crime of spousal rape.

Dating Violence: Domestic violence includes abuse committed against a person with whom the accused is having or has had a dating or engagement relationship. A “dating relationship” means frequent, intimate associates primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations

Stalking: “Stalking” means willfully, maliciously, and repeatedly following or harassing a person and making a credible threat with the intent to place that person in reasonable fear for his or her safety or the safety of his or her immediate family.

“Harassing” means to engage in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

“Course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose.

“Credible threat” means a verbal or written threat, including that performed through an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the accused had the intent to actually carry out the threat. The present incarceration of a person making the threat is not a bar to criminal prosecution.

“Electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, and pagers.

“Immediate family” means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.

Sex Offender Registry

Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. Sex offenders, under the Campus Sex Crimes Prevention Act, must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. The state must also learn of changes in enrollment or employment status. This act includes:

- ** Individuals enrolled on a full-time or part-time basis at a state’s institution of higher education; or

- ** Individuals who have full-time or part-time employment at a state’s institution of higher education—with or without compensation—for more than 14 days or for an aggregate period exceeding 30 days in a calendar year.

The law requires higher education institutions to issue statements advising campus communities about where they can obtain law-enforcement-agency-based, state-provided information concerning registered sex offenders.

California Sex Offender Registration Program

In 1947 California implemented a sex-offender-registration program to keep track of people convicted of certain sex crimes. Then in 1996, California enacted Megan's Law.

For the first time, California could provide the public with photographs and descriptions of convicted sex offenders who have registered their whereabouts with local law enforcement. Pursuant to Section 290 of the California Penal code, convicted sex offenders are required by law to register within five days of changing residence locations (every 60 days if they do not have a permanent residence), starting school, employment at a school, or within five days of each birthday. California requires sex offenders to register with a law-enforcement agency in the jurisdiction in which they reside, as well as with institutions with sworn campus-police departments if they are students, working, or carrying on vocations on campus. Information on registered sex offenders is available through the Megan's Law website:

<http://www.meganslaw.ca.gov>. Information about registered sex offenders is available through the Monterey Police Department.

Anti-Harassment/Discrimination Policy

Middlebury College/Middlebury Institute is committed to maintaining a diverse and inclusive campus environment where bigotry and intolerance are unacceptable. Discrimination and harassment, including sexual harassment, and related retaliation, as defined by applicable law and the corresponding terms of this policy, are antithetical to the Institute's mission. The Institute strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment, as well as related retaliation, as defined below. The Institute will take reasonable and appropriate remedial action to prevent unlawful discrimination, harassment, and related retaliation, eliminate any hostile environment, prevent its recurrence, and correct its discriminatory effects on the complainant and others, if applicable.

Except as otherwise specified herein, this Anti-Harassment/Discrimination Policy applies to faculty, staff, and students, as well as to others who participate in Middlebury programs and activities, including the undergraduate college, the Language Schools, the School of the Environment, MiddCore, Bread Loaf School of English, Bread Loaf Writers' Conference, Middlebury College Schools Abroad, and the Middlebury Institute of International Studies at Monterey. Procedures for filing and resolving complaints of unlawful discrimination and harassment, including sexual harassment and related retaliation in such programs are set forth in the policy which is available at

<http://www.middlebury.edu/about/handbook/misc/antiharassment> ; however, where applicable law mandates different procedures and/or policies, those procedures and/or policies will apply.

The Middlebury Institute does not discriminate on the basis of sex in its education programs and activities, and Title IX of the Education Amendments of 1972 as amended (“Title IX”), as well as applicable state law, requires that it not discriminate in such a manner. Prohibited sex discrimination includes sexual harassment and sexual misconduct (which includes sexual assault and inappropriate sexual conduct) as defined by the Institute’s policies. Susan P. Ritter is Middlebury College’s/Middlebury Institute’s Title IX coordinator, and is responsible for coordinating Middlebury College’s/ Middlebury Institute’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator’s responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Inquiries concerning the application of Title IX may be referred to Susan P. Ritter or to the United States Department of Education Office for Civil Rights.

The Middlebury Institute has a separate Policy Against [Sexual Misconduct, Domestic Violence, Dating Violence and Stalking](#), which applies to all students, faculty and staff in all Institute programs. The policy is available at: http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking. Printed copies are also available upon request at a number of Institute offices, including the Title IX Coordinator/designee, Student Services, Human Resources and the appropriate supervisory authority for the Institute. All members of the Institute community (faculty, staff, and students) have the right to pursue discrimination and harassment complaints, including sexual harassment and related retaliation, beyond the Institute, utilizing local, state, or federal enforcement agencies, including local and state police agencies, as appropriate, regardless of whether they choose to file a complaint under this policy. These agencies can conduct impartial investigations, and facilitate conciliation, and if an agency finds that there is probable cause or reasonable grounds to believe that unlawful harassment, discrimination, or retaliation has occurred, it may take the case to court.

There are certain time deadlines for the filing of complaints with state and federal agencies and/or state or federal court. Therefore, individuals who choose to pursue harassment, discrimination, or retaliation charges beyond the Institute’s procedures should contact these agencies or their attorney for further assistance.

There are many resources available to individuals who are involved in some way with an incident of discrimination, retaliation, or harassment, including sexual harassment.

Faculty, staff or students found to have violated this Anti-Harassment/Discrimination Policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment, suspension, or expulsion. To make a report under this policy, please contact a Human Relations Officer, dean, or program director. See contact information below.

All Institute Programs

Human Relations Officers

Ashley Fera Arrocha (Title IX Coordinator Designee)
Assistant Dean of Student Services
Office of Student Services
440 Van Buren Street
Monterey, CA 93940
831.647.4654
aarrocha@miis.edu

Michael Ulibarri
Human Resources Manager
Human Resources Department
460 Pierce Street
Monterey, CA 93940
831.647.6404
mulibarr@miis.edu

Steven C. Collier, J.D. (Title IX Coordinator Designee)
Middlebury College
Service Building, 215
Middlebury, VT 05753
802.443.3474
scollier@middlebury.edu

Earl Fechter, J.D. (Title IX Coordinator Designee)
Middlebury College
Service Building 216
802.443.3426
efechter@middlebury.edu

Alternate Human Relations Officers

Laura Carotenuto
Middlebury College
Human Resources
Marble Works 120
Middlebury, VT 05753
802.443.2012
lcaroten@middlebury.edu

Elizabeth Karnes Keefe, Assistant Dean

Middlebury College
Sunderland Language Center 210
Middlebury, VT 05753
802.443.5685
karnes@MIIS.edu

Title IX Coordinator

Susan P. Ritter, J.D.
Middlebury College
Service Building 213
Middlebury, VT 05753
802.443.3289
sritter@MIIS.edu

See also Contact information for Reports to Institute Officials or Law Enforcement, above.

Alcohol and Drug Policies

The **Middlebury Institute Employee Handbook, Employee Conduct, Drug-Free Workplace** section states:

The Institute promotes a safe, healthy, and productive work environment for all individuals at the Institute. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs at the work place.

It is the object of the Institute to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours. The sale, possession, distribution or use of illicit drugs will not be tolerated. Any employee member may be demoted, suspended, or dismissed for noncompliance with these laws or Institute policy.

In accordance with the Drug-Free Institutes and Communities Act (as amended in 1989) the Institute prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students, staff, and faculty members on Institute premises or as part of any of its activities. Furthermore, each and every member of the Institute community has the right and responsibility to pursue his/her academic endeavors in a safe, effective, drug-free environment.

The Institute will impose discipline on faculty, students and staff members who violate the standards of conduct. Students who violate the provisions of the drug-free campus policy may be subject to suspension or expulsion. Faculty and staff members including administrators found to be in violation of this policy may be subject to disciplinary actions, up to and including dismissal. Violating California state statutes may also subject the individual to criminal prosecution.

Prohibited conduct includes but is not limited to:

Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on Institute property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the Institute.

Student Alcohol and Drug Use Policy

Introduction

The Middlebury Institute of International Studies at Monterey is committed to promoting individual and community health, safety, and responsibility. We expect all students to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. We have also committed to ensuring that, in accordance with the Drug Free Schools and Community Act of 1989, our policies concerning alcohol and drugs are clear, readily understood, and applied consistently and equally to all students. When alcohol violations occur, students may face disciplinary action. Serious incidents that put the student or others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility, a leave of absence, and/or disciplinary outcomes as appropriate.

Therefore, the Institute will:

- a. Inform students of federal, California, and local laws, and the policies of the Institute, to which they are accountable.
- b. Provide members of the community with the necessary resources and policy information regarding the role of alcohol and drugs in our society, safe and responsible decisions around alcohol consumption, and the negative individual and community consequences of alcohol and drug abuse.
- c. Provide information on health services to students who choose to use alcohol or drugs, who experience negative consequences, or who violate the commitment to individual and community safety.

Policies

All students, faculty, staff, and visitors are subject to local, state and federal laws, as well as Institute drug and alcohol policy rules and regulations, while on Institute-owned or leased properties or involved with off-campus activities sponsored by the Institute or a registered Institute organization. Students are also expected to observe the laws of the local jurisdiction when participating in off-campus activities sponsored by the Institute. The Institute does not

protect students from prosecution for drug or alcohol offenses under local, state, or federal laws, and does not interfere with legitimate law enforcement activities. Law enforcement officers, when in possession of the proper documents, have a legal right to search individuals and property without prior notice. The Institute also reserves the right to furnish the police with information regarding alleged illegal activities.

Alcohol

The following actions are prohibited:

- a. Underage drinking. Only persons of legal age (21 or older in the United States, and as defined by the laws of a foreign host country) may possess or consume alcoholic beverages. Proof of age, such as a valid driver's license, state issued liquor identification card, or a passport along with a Institute-issued student ID with date of birth, may be required.
- b. Purchasing, serving, or furnishing alcohol for or to a minor.
- c. Selling, manufacturing, or distributing alcohol illegally.
- d. Possession, production, or provision of false identification.
- e. Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited: fines are assessed, and driving privileges on campus will be suspended. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate Institute disciplinary action may take place.
- f. Bringing alcohol to Institute events without prior approval. Individuals are also prohibited from leaving an Institute event with alcoholic beverages provided at the event without approval.
- g. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event.
- h. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through alcohol abuse (e.g., funnels, keg stands, “around-the-world” parties, and other alcohol consumption based on speed and/or volume, etc.) at any Institute-sanctioned event.

Drugs

The following actions are prohibited:

- a. Using or possessing illegal drugs.

- b. Using, possessing, selling, distributing or manufacturing prescription medication without a properly issued prescription.
- c. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances.
- d. Growing and/or manufacturing any illegal substance.
- e. Possession of drug paraphernalia that has been used.

Health and Community Responsibility

The Middlebury Institute believes that alcohol and other drug-related problems affect our entire community and that each of us has a responsibility to help safeguard the community health by respecting Institute policy and intervening in situations of abuse. Any member of the Institute community having knowledge of an individual on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing appropriate Institute staff members of instances of drug distribution and/or sales.

Involvement with or dependency upon drugs or excessive or illegal use of alcohol will be viewed by the Institute as a health concern, as well as a disciplinary matter.

Federal and State Laws

For information specific to state and federal laws governing the use, possession, and distribution of drugs and alcohol, please refer to the following “[*Drugs and Alcohol: Policies, Laws, and Resources*](#)” document.

Federal and State Laws

Federal, state, and local laws pertaining to the illicit manufacture, possession, distribution, and use of drugs and alcohol are summarized below. The information regarding federal, state, and local drug and alcohol laws does not constitute legal advice. Please consult your attorney if you have questions. This section is only a summary of certain drug and alcohol laws. Such laws may change from time to time; as such, you should access the statutes directly or consult your attorney to obtain the most up-to-date and accurate information

Federal Law

Federal Penalties for Possession of Controlled Substances (21 U.S.C. § 841 et seq.)

The laws and penalties are listed on the U.S. Department of Justice's Drug Enforcement Administration website:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

See also the links/sections below

Part D — Offenses and Penalties

[Section 841. Prohibited acts A](#)

[Section 842. Prohibited acts B](#)

[Section 843. Prohibited acts C](#)

[Section 844. Penalties for simple possession](#)

[Section 844a. Civil penalty for possession of small amounts of certain controlled substances](#)

[Sections 845 to 845b. Transferred](#)

[Section 846. Attempt and conspiracy](#)

[Section 847. Additional penalties](#)

[Section 848. Continuing criminal enterprise](#)

[Section 849. Transportation safety offenses](#)

[Section 850. Information for sentencing](#)

[Section 851. Proceedings to establish prior convictions](#)

[Section 852. Application of treaties and other international agreements](#)

[Section 853. Criminal forfeitures](#)

[Section 853a. Transferred](#)

[Section 854. Investment of illicit drug profits](#)

[Section 855. Alternative fine](#)

[Section 856. Maintaining drug-involved premises](#)

[Section 857. Repealed](#)

[Section 858. Endangering human life while illegally manufacturing controlled substance](#)

[Section 859. Distribution to persons under age twenty-one](#)

[Section 860. Distribution or manufacturing in or near schools and colleges](#)

[Section 860a. Consecutive sentence for manufacturing or distributing, or possessing with intent to manufacture or distribute, methamphetamine on premises where children are present or reside](#)

[Section 861. Employment or use of persons under 18 years of age in drug operations](#)

[Section 862. Denial of Federal benefits to drug traffickers and possessors](#)

[Section 862a. Denial of assistance and benefits for certain drug-related convictions](#)

[Section 862b. Sanctioning for testing positive for controlled substances](#)

[Section 863. Drug paraphernalia](#)

[Section 864. Anhydrous ammonia](#)

[Section 864a. Grants to reduce production of methamphetamines from anhydrous ammonia](#)

[Section 865. Smuggling methamphetamine or methamphetamine precursor chemicals into the United States while using facilitated entry programs](#)

California State Statutes

The statutes and sanctions pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol.

It is illegal for persons under the age of 21 to possess an alcohol beverage in any public place or any place open to the public (CA Business and Professions Code §25662)

Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (CA Business and Professions Code §25658 (a))

Any person under the age of 21 who attempts to purchase an alcoholic beverage is guilty of an infraction (CA Business and Professions Code § 25658.5)

It is illegal for a person under the age of 21 to drive a vehicle when he/she has a blood alcohol concentration (BAC) of 0.01% or higher (CA Vehicle Code § 23140(a))

CA Penal Code §647 (f) Found in a public place, anyone under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of the above and this person is unable to care for them self or the safety of others, or if they are obstructs or prevents other from the use of the street or sidewalk or other public way. They are considered drunk in public and subject to arrest.

CA Vehicle Code §23152 It is illegal to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of 0.8% or higher.

CA Vehicle Code §23223 It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle.

CA Vehicle Code §23225 It is an infraction for the owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area

CA Vehicle Code §21200.5 It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs, or both.

California Drug Laws

Drugs: A controlled substance is any prescription drugs, per scripted by a doctor or pharmacist.

The drug laws are contained in the California Health and Safety Code.

11350 H&S Controlled substance. Possession of a designated controlled substance, drug, narcotic drug without a prescription.

11351 H&S Possession or the purchase for sale of a controlled substance, narcotic drug.

1135.2.1 H&S Possession of cocaine base for sale, i.e. rock/crack cocaine.

11352 H&S Transportation, sales, give away of, any designated controlled substance.

11357 H&S Unauthorized possession of marijuana.

11357.5 H&S Unauthorized dispensing, distributing or administering, possession for sale of any synthetic cannabinoid compound or derivative.

11358 H&S Unauthorized cultivation, harvesting, or processing of marijuana.

11359 H&S Possession for sales of marijuana.

1136.0 H&S Transportation for sales, import, or gave away marijuana.

11362.7 H&S (Definition) describes the use of the medical marijuana cards. (An attending physician certified by The Medical Board of California can prescribe medical marijuana to their patient.)

11362.71-11362.9 H&S Describes the issued fees for the medical marijuana card, all forms of transportation of the marijuana, cost of the card, and the penalties for the misuse of the card.

11364 H&S Opium pipes or other instruments for injecting or smoking a controlled substance (heroin, hashish, cocaine, or marijuana).

11377-11382.5 H&S is the punishment for possession of the controlled substance and narcotics.

11378.5 H&S Punishment for the possession of phencyclidine (PCP) is a felony.

Information and Resources

Using illicit drugs and unlawfully possessing and using alcohol is wrong and potentially harmful. Abusing alcohol and drugs can dramatically impact your professional, academic, and family life. We therefore encourage staff, faculty, and students experiencing difficulty with drugs or alcohol to contact one of the many resources available on or off campus. All community members should know where help is available. Resources and information regarding health risks and resources are available below.

Health Risks Associated with the Abuse of Alcohol and the Use of Illicit Drugs

According to the Centers for Disease Control and Prevention:

There are approximately 88,000 deaths attributable to excessive alcohol use each year in the United States.¹ This makes excessive alcohol use the 3rd leading lifestyle-related cause of death for the nation.² Excessive alcohol use is responsible for 2.5 million years of potential life lost (YPLL) annually, or an average of about 30 years of potential life lost for each death.¹ In 2006, there were more than 1.2 million emergency room visits and 2.7 million physician office visits due to excessive drinking.³ The economic costs of excessive alcohol consumption in 2006 were estimated at \$223.5 billion.³

The Standard Measure of Alcohol

In the U.S., a standard drink contains 0.6 ounces (14.0 grams or 1.2 tablespoons) of pure alcohol. Generally, this amount of pure alcohol is found in:

- 12 ounces of beer (5% alcohol content).
- 8 ounces of malt liquor (7% alcohol content).
- 5 ounces of wine (12% alcohol content).
- 1.5 ounces of 80-proof (40% alcohol content) distilled spirits or liquor (e.g., gin, rum, vodka, whiskey).

Definitions of Patterns of Drinking Alcohol

Excessive drinking includes heavy drinking, binge drinking, and any drinking by pregnant women or people younger than age 21.

- Binge drinking, the most common form of excessive alcohol consumption, is defined as:
 - Four or more drinks during a single occasion for women.
 - Five or more drinks during a single occasion for men.
- Heavy drinking is defined as:
 - Eight or more drinks per week for women.
 - Fifteen or more drinks per week for men.

Most people who binge drink are not alcoholics, nor alcohol dependent.

The *Dietary Guidelines for Americans* suggests that if you drink alcohol, do so in moderation, which is defined as no more than one drink per day for women and no more than two drinks per day for men.⁵ However, some people should not drink any alcohol, including those who are:

- Pregnant or trying to become pregnant.
- Taking prescription or over-the-counter medications that may cause harmful reactions when mixed with alcohol.
- Younger than 21.
- Recovering from alcoholism or unable to control how much they drink.
- Suffering from a medical condition that alcohol may worsen.
- Driving, planning to drive, or participating in other activities requiring skill, coordination, and alertness.

Short-Term Health Risks

Drinking too much alcohol can increase the risk of many harmful health conditions. These include:

- Injuries, including traffic injuries, falls, drownings, burns, and unintentional firearm injuries.

- Violence, including intimate-partner violence and child maltreatment. About 35% of victims report that offenders are under the influence of alcohol. Alcohol is also associated with two out of three incidents of intimate-partner violence. Studies have also shown that alcohol is a leading factor in child maltreatment and neglect cases, and the substance these parents most frequently abuse.
- Risky sexual behaviors, including unprotected sex, sex with multiple partners, and increased risk of sexual assault. These behaviors can result in unintended pregnancy or sexually transmitted diseases
- Miscarriage and stillbirth among pregnant women, and a combination of physical and mental birth defects among children.
- Alcohol poisoning, a medical emergency that results from high blood-alcohol levels that suppress the central nervous system and can cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, or death.

Long-Term Health Risks

Over time, drinking excessively can lead to chronic diseases, neurological impairments and social problems. These include but are not limited to:

- Neurological problems, including dementia, stroke and neuropathy.
- Cardiovascular problems, including myocardial infarction, cardiomyopathy, atrial fibrillation and hypertension.
- Psychiatric problems, including depression, anxiety, and suicide.
- Social problems, including unemployment, lost productivity, and family problems.
- Cancer of the mouth, throat, esophagus, liver, colon, and breast. In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including:
 - Alcoholic hepatitis.
 - Cirrhosis, which is among the 15 leading causes of all deaths in the U.S.
 - Among persons with Hepatitis C virus, worsening of liver function and interference with medications used to treat this condition.
- Other gastrointestinal problems, including pancreatitis and gastritis.

For more information about alcohol, please visit the health-and-wellness education site on alcohol, which includes information about alcohol safety strategies, caffeinated alcoholic drinks, and the warning signs of alcohol poisoning.

National resources and references on alcohol include:

National Institute on Alcohol Abuse and Alcoholism

College Drinking - Changing the Culture

Health Risks Associated with Drugs

According to the United States Drug Enforcement Agency:

Even you're just using a small amount, you can't know the effects drugs will have on you, especially if it's your first time. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different. Using drugs can lead to abuse, addiction, serious health problems, and even death. Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

- More young Americans die from drugs than suicides, firearms, or school violence.
- The use of illicit drugs, and the non-medical use of prescription drugs, directly led to the death of 38,000 Americans in 2006, nearly as many who died in automobile accidents.
- The only disease that affects more people than substance abuse in America today is heart disease.
- Substance abuse is the single largest contributor to crime in the U.S.
- In the latest year measured, the direct cost of drug abuse was estimated at \$52 billion.

The DEA Drug Fact Sheets can be found at:

<http://www.justice.gov/dea/druginfo/factsheets.shtml>.

For more information about alcohol please visit the health and wellness education site on drugs, including the relationship between marijuana, anxiety, and depression, and non-medical prescription drug use and medication storage safety.

National resources and references on drugs include:

National Institute on Drug Abuse: <http://www.drugabuse.gov/>

Firearms and Weapons Policies

The Middlebury Institute's Student Code of Conduct Policy states:

Illegal or unauthorized possession or storage of firearms, explosives, other weapons, or dangerous chemicals on Middlebury Institute premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

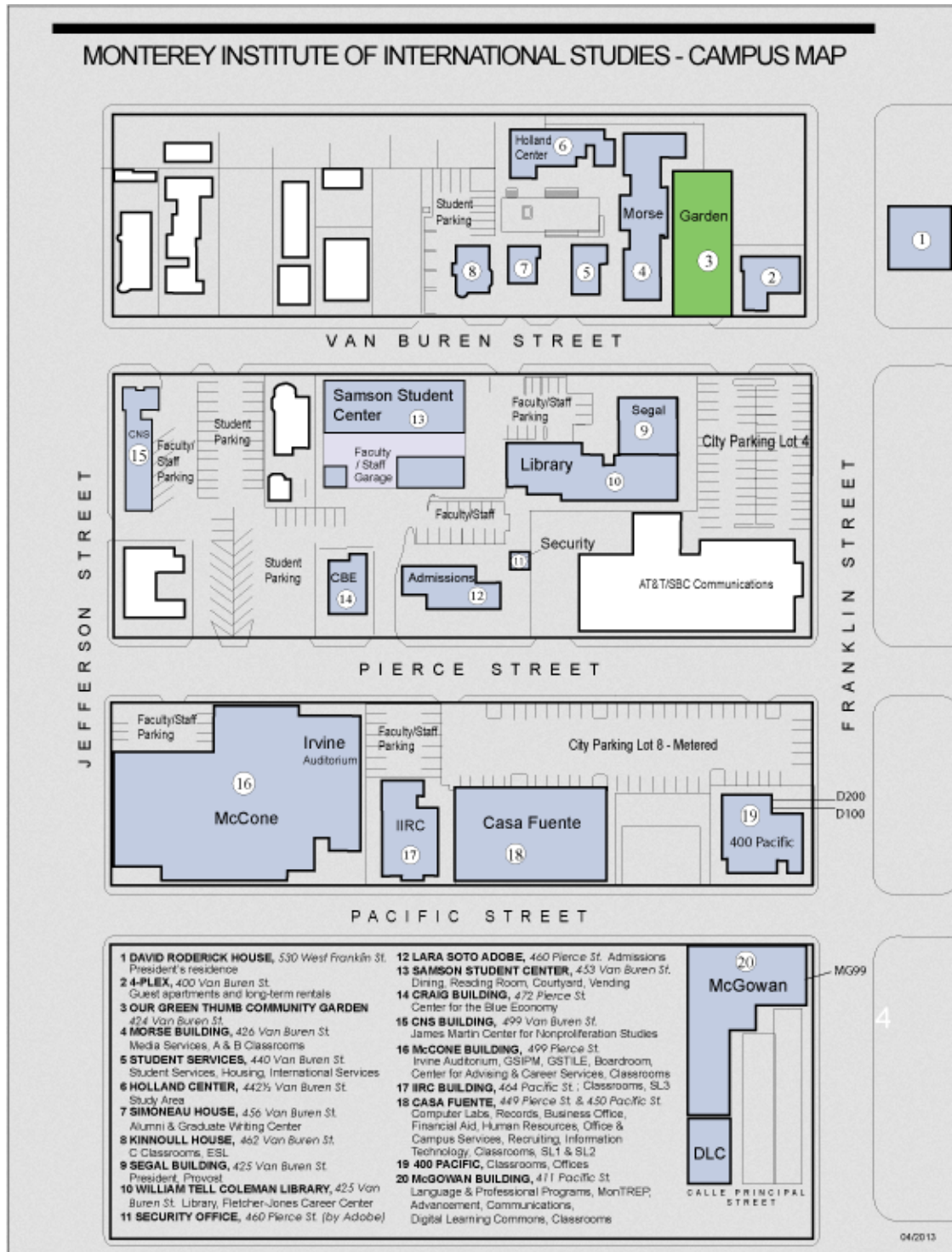
Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by Middlebury Institute regulations, or public intoxication. Alcoholic beverages may

not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

The Institute Employee Handbook states:

Carrying firearms or any other dangerous weapons on Institute premises, including parking lots, at any time.

Middlebury Institute of International Studies at Monterey



Middlebury Institute of International Studies campus maps can be found online at:
<http://www.miiis.edu/about/monterey>