

Building Emergency Action Plan

Middlebury Language School

Employees



Middlebury

BUILDING EMERGENCY ACTION PLAN

EMPLOYEES - Language School

Record of Changes

Date	Changed By	Description of Change
16 June 2021	Rick Christoffersen	Updated to 2021 program
16 May 2022	Rick Christoffersen	Updated to 2022 program
20 June 2023	Rick Christoffersen	Updated to 2023 program

Acknowledgement

The purpose of this BEAP is to establish a directory of key building personnel, provide general emergency response procedures, and promote planning, education and training for employees as required by federal and state law. This BEAP should be reviewed, updated, and exercised annually by all appropriate personnel. In addition, this BEAP should be distributed to all building employees and/or residents.

The following individuals have reviewed and affirm this document for use by campus building occupants to support the emergency planning functions of Middlebury College.

Emergency Management Coordinator Rick Christoffersen date: 6/20/2023

Language School Administrator(s) John Stokes date: 6/24/2023

Prepared By: Rick Christoffersen

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Emergency Contact Numbers

Vermont Public Safety Answering Point (PSAP) — 911

911 calls connect to a Vermont PSAP dispatch center for ALL police, fire, and emergency medical service (EMS) response. If you require any type of emergency response, call 911 from a cellular or any landline telephone. Simultaneously, the campus Department of Public Safety is notified of the call and will send an officer to the location.

Department of Public Safety — 802-443-5911

Campus Emergency response number. Calls are received in the telecommunications center. The College has an enhanced 911 system, which allows for emergency calls from the campus to be sent directly to the statewide-911 dispatching service.

Emergency Management Coordinator — 802-443-5996

Serves as the focal point for emergency planning and preparedness questions, issues and activities.

Environmental Health and Safety Coordinator - 802-443-5726

Provides advice, guidance and resources to the Middlebury community on occupational safety and risk management. Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

Facilities Services, Customer Service Desk - 802-443-5472

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for College-owned buildings/facilities.

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Emergency Notification Systems (ENS)

College Notifications — Middlebury College **MAY** utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **RAVE Alert Emergency Notification System** — RAVE-Alert is an “opt-in” system designed to deliver voice and SMS text, and email messages to those who have registered for the service. RAVE-Alert automatically triggers mass emergency alerts and notifications. Sign up for RAVE at BannerWeb, <http://go.middlebury.edu/bw>.
- **MiddAlert (Emergency Web Alert System) - MiddAlert** was created to assist with the rapid dissemination of emergency information to members of the campus community and the general public. In the event of an emergency, notifications will be displayed as “banners” across the College’s primary website, <http://www.middlebury.edu>. The notifications may display information or redirect to MiddAlert.net.
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — For weather related emergencies, The National Weather Service will post an alert message on NOAA weather radios.

Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at Middlebury College. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system called "RAVE-Alert" at BannerWeb: <http://go.middlebury.edu/bw>
- Keep an Emergency Response Quick Reference Guide near your workspace. If you do not have one, request one through the Emergency Management coordinator (802-443-5996) or download at: <http://middlebury.edu/er/protocols>
- Take the time to visit the Department of Public Safety's website at: <http://middlebury.edu/er> and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your personal area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 5911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the *Emergency Situations* link on the Middlebury website, which provides recommendations for response actions to specific emergency events:

<http://middlebury.edu/er/protocols>

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Emergency Response - FIRE

IN THE EVENT OF A FIRE, OR IF YOU SMELL SMOKE,

1. Pull the alarm (if a fire alarm box can be safely reached). If that is not possible, call 911.
2. Evacuate the building using the evacuation procedures listed below.
3. Do not re-enter the building until told to do so by the appropriate authority (Fire, Police, Department of Public Safety, Environmental Health and Safety, or Facilities Services).

GUIDELINES FOR EVACUATION

- Everyone must evacuate a building when (a) a fire alarm is sounded, or (b) the Department of Public Safety orders an evacuation because of hostile threat or other hazard.
- On hearing a fire alarm, all occupants will immediately exit the building using the nearest exit and meet in their designated meeting area (the meeting area should be at least 500 feet from the building).
- 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.
- If the exit is blocked, return to your room, close the door, open a window and call for help.
- Community members who are familiar with the evacuation procedures should alert others in the building to follow the same procedures.
- Occupants may need to assist others in exiting the building if this can be done in a safe and timely manner. Notify the Department of Public Safety or the Fire Department of any occupants remaining inside who need assistance exiting because of limited mobility, injury, or incapacitation.
- Do not use elevators.
- Once the building is evacuated, regroup at the Muster Point. A head count should be taken to ensure that everyone has exited the building.
- The Department of Public Safety or the Middlebury Fire Department will check the building for occupants.
- No one is permitted to re-enter an evacuated building until the building is determined to be safe by the emergency service personnel. The Public Safety Department will advise when re-entry into the building is permitted.

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Emergency Response – Hostile Threat

RUN, HIDE, FIGHT

RUN - 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 the Middlebury College Department of Public Safety at 802 443-5911.
- 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

HIDE – IF 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 safety) 911 and call the Middlebury College Department of Public Safety, 443-5911.
- 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.

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Emergency Response – Hostile Threat, continued

RUN, HIDE, FIGHT

FIGHT - 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.

More Info: http://middlebury.edu/er/protocols/active_threat

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Building Emergency Leadership Roles

Building Coordinator: School Director and/or Bilinguals

Individual(s) responsible for the building that assume a leadership role during an emergency to oversee and assist with the orderly evacuation or sheltering-in-place of all personnel within the building, and physically accounting for those individuals once convened at the Muster Point(s).

Building Coordinator Contact Information

LANGUAGE SCHOOLS ADMIN (MIDDLEBURY)					
Dean of Language Schools	Stephen Snyder	SDL 209	802-443-5979	ssnyder@middlebury.edu	802-989-3308
Associate Dean	Tim Page	SDL 220	802-443-5396	tpage@middlebury.edu	802-388-2368
Assistant to Dean	Laura Bachand	SDL 208	802-443-5292	lbachand@middlebury.edu	802-578-9313
Operations Director (Middlebury)	John Stokes	Remote		jstokes@middlebury.edu	802-282-3346 text only)
Business/Financial Analyst	Emily Kimberly	Remote	802-443-5950	emmiller@middlebury.edu	802-443-5950
Associate Dean, Admissions	Molly Baker	SDL 207	802-443-5028	mjbaker@middlebury.edu	434-962-4997
Admissions Systems Specialist	Kara Doner	SDL 203A	802-443-5727	kdoner@middlebury.edu	802-377-7357
Assistant Registrar	Anna Harrington	Service Building, 2nd flr	802-443-5972	aharrington@middlebury.edu	802-989-5405

Attributes of Building Coordinator

- Individuals identified as Building Coordinators assume the role voluntarily and understand they are not considered emergency responders.
- Able and willing to serve as a liaison to emergency responders and/or College administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Department of Public Safety.
- Must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place. (This may include assisting persons with disability)

Roles of Building Coordinator

Planning and Preparedness Actions

- Establish Internal Emergency Notification list as required.
- Solicit the list of **Self-Identified** Persons with Disability.

Response Actions

- All actions should be done only if it is safe to do so.

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- Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown (see Appendix C if applicable). The Building Coordinator can initiate an evacuation and/or shutdown of the building.
- As required, initiate Internal Emergency Notifications to occupants when emergency has been verified.
- Report observations of persons in need of rescue assistance to emergency responders or to the Department of Public Safety.
- Report observed damage of building systems to emergency responders or the Department of Public Safety.
- Complete Roster of evacuees at Muster Point and to handoff to Public Safety Officer.

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Buddy: A volunteer that assists a person with disability with emergency notification, evacuation or sheltering procedures. A Buddy assumes the role voluntarily and understands they are not considered emergency responders.

Buddy Response Actions: All actions should be done only if it is safe to do so.

As the buddy is exiting the building, the buddy should determine if it is safe to enter the Person With Disability room or space. If it is safe:

- Identify yourself
- Announce the type of emergency if the person is not aware of the need to evacuate.
- Offer assistance. For visually impaired, offer your arm for guidance, and tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.
- Notify DPS that you've assisted the person with disability and where they are located.
- **Notify DPS if you are not able to assist the person.**

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Persons with Disability

The following information has been voluntarily provided by those who have self-identified as having a disability. This information, since it is part of the BEAP, will be shared with employees / residents within this building.

The following are persons with disabilities who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

Buddy: A volunteer that assists a person with disability with emergency notification, evacuation or sheltering procedures. A Buddy assumes the role voluntarily and understands they are not considered emergency responders.

Buddy Response Actions: All actions should be done only if it is safe to do so.

As the buddy is exiting the building, the buddy should determine if it is safe to enter the Person With Disability room or space. If it is safe:

- Identify yourself
- Announce the type of emergency if the person is not aware of the need to evacuate.
- Offer assistance. For visually impaired, offer your arm for guidance, and tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.
- Notify DPS that you've assisted the person with disability and where they are located.
- **Notify DPS if you are not able to assist the person.**

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Definitions

Area of Rescue Assistance — An area where people, including those with disability, can go to await assistance if they are not able to evacuate or get to another area of safety.

Buddy – A volunteer that assists a person-with-disability with emergency notification, evacuation or sheltering procedures. Individuals identified as a Buddy assume the role voluntarily and understand they are not considered emergency responders.

Building Coordinator — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the Muster Point(s).

Building Emergency Action Plan (BEAP) — A document that consists of emergency procedures to help facilitate and organize building occupant actions during an emergency.

Building Evacuation — Action taken to leave an area for personal safety.

Emergency Responders — Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

Muster Point — The location where all evacuees will convene once an order to evacuate is given.

Person with Disability — An individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

Shelter-in-Place — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Storm Refuge Area — Specific locations within College buildings/facilities that provide reasonable protection from severe weather. Not all College buildings/facilities have Storm Refuge Areas.

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Appendix A — Muster Points

MUSTER POINTS – Employees ‘22		
Building	Muster Point A (Primary)	Muster Point B (Secondary)
Jewett House	Front sidewalk, away from house (as safety dictates)	Twilight Hall
Meeker House	Outside Munford	Center for the Arts
Porter House	Outside Self-Reliance House	Meeker House
Ridgeline View Townhouse S	Outside adjacent Ridgeline Townhouse	Brackett Common Area
119 S. Main, Apt 3	Front sidewalk, away from house (as safety dictates)	As Assisted by Public Safety
33 ADK View	Parking Lot M	Proctor Dining
30 College St	Front sidewalk, away from house (as safety dictates)	Twilight

- Muster Point A is the Primary location where you should always report to first.
- If conditions require an inside muster location (due to weather or other issue), then a Language School staff member will work with Public Safety to make the decision to relocate to Muster Point B.

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Appendix B — Resident Evacuation Accountability Form

Persons within Area of Responsibility	Evacuation Sign-Off

Persons within Area of Responsibility	Evacuation Sign-Off

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Persons within Area of Responsibility	Evacuation Sign-Off

Persons within Area of Responsibility	Evacuation Sign-Off

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Appendix C — Building Shutdown

OSHA Standard 1910.38(c)(3) requires, "Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;"

Middlebury College residence halls and residential buildings do not require anyone to remain within the building to secure any building systems. Residents will immediately evacuate the building when notified of an emergency evacuation, such as a fire alarm or Carbon Monoxide alarm activation.