



Middlebury

# Middlebury College

Emergency Action Plan (EAP)

Building Emergency  
Action Plan (BEAP)

March 2024

|  |          |
|--|----------|
| <b>ANNEX I EMERGENCY ACTION PLAN/BUILDING EMERGENCY ACTION PLAN</b>            |          |
| <b>SECTION 1 – ACKNOWLEDGEMENT AND INTRODUCTION.....</b>                       | <b>3</b> |
| <b>SECTION 2—NOTIFICATION.....</b>   | <b>3</b> |
| How Do I Report an Emergency and Summon Help?.....                             | 3        |
| Middlebury College Emergency Contact Numbers.....                              | 4        |
| Life-Threatening Emergencies.....  | 4        |
| All Other Emergencies.....   | 4        |
| Facilities Problems.....   | 4        |
| How Will I Be Notified of Mass Emergency and Receive Status Updates?.....      | 4        |
| <b>SECTION 3—EVACUATION.....</b>   | <b>5</b> |
| Guidelines for Evacuation.....   | 5        |
| Evacuation for Residents Needing Assistance Due to a Disability or Injury..... | 6        |
| Individuals Who Are Blind or Have Low Vision.....                              | 6        |
| Individuals Who Are Deaf or Hard of Hearing.....                               | 7        |
| Individuals With Mobility Disabilities.....                                    | 7        |
| Evacuation Plans.....  | 7        |
| Shelter-In-Place Order.....  | 8        |
| <b>Section 4—Building Emergency Leadership and Chain of Command.....</b>       | <b>8</b> |
| Crisis Management Team (CMT).....  | 8        |
| Emergency Management Team (EMT).....   | 8        |
| Emergency Management Team Director.....  | 9        |
| <b>Section 5—Personal Safety Guidance: What to Do If.....</b>                  | <b>9</b> |
| General Safety Preparedness.....   | 9        |
| Active Threat.....   | 9        |
| Bomb Threats.....  | 11       |
| Suspicious Packages, Envelopes, or Substance.....                              | 11       |
| Telephone Threat.....  | 12       |
| Email Threat.....  | 13       |
| Written Threat.....  | 13       |
| Earthquake.....  | 14       |
| Elevator Failure.....  | 15       |
| Excessive Cold.....  | 16       |
| Excessive Heat.....  | 16       |
| Explosions.....  | 17       |
| Fire.....  | 17       |
| Flood.....   | 18       |
| Hazardous Materials.....   | 19       |
| Global Travel Risk.....  | 20       |
| Lockout.....   | 21       |
| Lockdown.....  | 21       |
| Medical Emergency.....   | 21       |
| Pandemic Flu.....  | 22       |
| Power Failure.....   | 22       |
| Severe Weather .....   | 23       |
| Shelter-in-Place .....   | 24       |
| Tornadoes.....   | 25       |
| Transportation Failure.....  | 25       |
| Definitions.....   | 26       |

## ANNEX I: EMERGENCY ACTION PLAN/BUILDING EMERGENCY ACTION PLAN

### SECTION 1—ACKNOWLEDGEMENT & INTRODUCTION

Middlebury College is dedicated to the safety of our students, faculty, staff, and visitors and maintaining a safe and secure environment to work, study, live and thrive. Emergency preparedness, together with calm and thoughtful action, helps effectively mitigate risk to life and property during an emergency.

This Emergency Action Plan (EAP)/Building Emergency Action Plan BEAP facilitates and organizes faculty, staff, and student actions during an emergency where the College occupies the building. Together with Middlebury College's Emergency Operations Plan and related training, drills and practical exercises, this plan is designed to familiarize faculty, staff and students with emergency preparation, prevention, and response insights; emergency reporting procedures and notifications; evacuation routes and procedures; emergency response chain of command and assignments; and, post-emergency reporting to ensure individual and campus safety, minimize risk to facilities, and facilitate timely response to a variety of emergency situations.

This plan, together with the building Fire Protection Plan in Appendix I - V, is intended to meet the requirements of the National Fire Protection Act (NFPA 1 10.8.1), United States Department of Labor Occupational Safety and Health Administration (OSHA) standards (29-CFR 1910.38(a) ([click for link](#)) [1910.38 - Emergency action plans.](#) | [Occupational Safety and Health Administration \(osha.gov\)](#) and applicable Vermont State and local regulations and includes:

- Procedures for reporting emergencies
- Occupant and staff response to emergencies
- Evacuation, relocation, and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards
- Appropriateness of use of elevators
- Design and conduct of fire drills and life safety, security, lockdown, and other drills not associated with fire
- Type and coverage of building fire protection systems
- Other items required by Local, State and/or Federal Government.

Each Middlebury College faculty, staff and student member must be familiar with this Emergency Action Plan and participate in all related training and drills.

The EAP and BEAP shall be reviewed and updated annually. The BEAP will be exercised at least biannually and be reviewed by each employee when initially adopted or when changes in staff assignments, new hires, and/or procedures occur.

Responsibility for developing and maintaining the Building Emergency Action Plan for each campus building and coordinating related training of faculty, staff and students in its contents lies with the AVP of Safety or their designee, Demitria Kirby, [dkirby@middlebury.edu](mailto:dkirby@middlebury.edu), 802-443-5201.

In addition, this BEAP shall be made available to all building occupants (students, faculty, and staff) and posted in the building in conformance with OSHA regulations.

### SECTION 2—NOTIFICATION

#### How Do I Report an Emergency and Summon Help?

Immediate notification of emergency responders improves the ability to mitigate risk and render aid when lives and property are at risk.

Upon discovery of an emergency:

- Render aid if you are able
- Move to a safe place if possible
- Immediately call for help based on information below providing the following:

- Precise location and nature of the emergency
- Concise description of what has occurred
- Number of injured and nature of injuries
- Information about aid provided to victims
- **DO NOT HANG UP UNLESS YOU ARE IN DANGER—stay on the call to provide updates and receive instructions until emergency responders arrive and relieve you.**

### **Middlebury College Emergency Contact Numbers**

Following are the primary emergency contacts and telephone numbers needed to report an emergency and summon help:

#### **Life-Threatening Emergencies:**

##### **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 calls made from a campus extension and will send an officer to the location.

##### **Middlebury Fire Department**

**Call 911 in case of fire or smoke.** The Middlebury Fire Department is the primary responder for fire investigations & response.

##### **Middlebury Police Department**

**Call 911 if you need police assistance.** The Middlebury Police Department (MPD) is the primary responder for police emergencies.

#### **All Other Emergencies:**

##### **Department of Public Safety — 802-443-5911**

Campus Emergency response number. Calls are received in the telecommunications center.

#### **Facilities Problems:**

##### **Facilities Services, Customer Service Desk from 8:00 am to 4:00 pm — 802-443-5472**

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

After normal business hours call Department of Public Safety --- 802-443-5133

### **How Will I Be Notified of an Emergency and Receive Status Updates?**

Emergency notifications issued by the College will be identified as “Midd Alert” Middlebury College **may** utilize any of the following mechanisms to notify the campus community of an emergency:

**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. For students, if you have not already done so, please sign up for RAVE today at BannerWeb, <http://go.middlebury.edu/bw>. For employees, enter your information in Oracle HCM.

**MiddAlert.net (Emergency Web Alert System) — MiddAlert.net** is a high-availability website, hosted by Google that authorized administrators can use to post current information about emergencies. MiddAlert.net is not dependent on the College's IT (Information Technology) infrastructure. This page was created to help quickly disseminate emergency information to members of the campus community and the public.

In the event of an emergency, notifications may also be displayed as “banners” across the College’s primary website, <http://www.middlebury.edu>. The notifications may display information or redirect to MiddAlert.net.

**Lightning warning system** --- The system will alert the campus of lightning within a certain distance.

**NOAA Weather Radios** — For weather-related emergencies, The National Weather Service will post an alert message on NOAA weather radios.

**VTAlert-** VT-Alert is a subscription service that local and state responders utilize to send notifications on topics such as: severe weather advisories, evacuation information, shelter in place alerts, and roadway interruptions. More information can be found [at http://vem.vermont.gov/vtalert](http://vem.vermont.gov/vtalert).

## **SECTION 3—EVACUATION**

### **Guidelines for Evacuation**

Everyone must evacuate a building when (a) a fire alarm is sounded, (b) the Department of Public Safety orders an evacuation, or (c) RAVE or MiddAlert, the College’s emergency notification systems, broadcasts a mass alert to evacuate.

- Remain calm.
- Leave the lights on.
- **DO NOT** hesitate or try to save valuables.
- 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. 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 encounter smoke in a hall or stairway, consider another exit.
  - If all exits are blocked, return to your room, close the door, and call 911 for help.
- **DO NOT** use elevators. Elevators will automatically be recalled to the lobby floor or first floor with doors locked open for use at the discretion of the Fire Department.

Once out of the building, move to the designated Muster Points and wait for further instructions.

- When it is safe, Public Safety, Fire Department, or Police will notify you that it is safe to re-enter the building. **No one can re-enter an evacuated building until it is determined to be safe by the emergency service personnel.**
- If the building remains closed and/or unsafe to enter, emergency service personnel will give instructions on how and where to relocate.
- Community members who are familiar with the evacuation procedures should alert others in the building to follow the same procedures. Swift safe evacuation is your first concern. If others do not heed the warning do not hesitate. Note their location and relay location information to first responders.
- Community members 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, the Police, or the Fire Department of any occupants remaining inside who need assistance exiting because of limited mobility, injury, or incapacitation.

Muster Point locations are predetermined and can be found in Appendix II. Since you may be away from your office when an emergency occurs, it is important to know the evacuation route for each floor from memory.

Fire drills will be conducted regularly and designed and conducted by the Department of Public Safety. Your participation is required and a fundamental responsibility in managing your own safety. You must

know the locations of emergency exits, stairways and fire extinguishers indicated on the floor plan if posted and in Appendix V Fire Protection Plan for your building.

Other drills not associated with fire that may be conducted throughout the year may include life safety, security, shelter in place, lockdown, and lockout. These drills will be designed and conducted by the Department of Public Safety and include other departments as needed. Advance notification for the affected people will be given for drills other than for fire.

### **Accountability**

It is exceedingly difficult to have an accurate account of how many people are in any building at any time. To ensure all occupants have evacuated a building safely every faculty, staff, student, and visitor at Middlebury College should immediately report to first responders the location of anyone remaining in the building following an evacuation. When appropriate, the Department of Public Safety will enter and sweep the building, ensuring everyone has evacuated. If it is unsafe for Public Safety to do so, the Middlebury Fire Department and/or the Middlebury Police Department will check the building. Middlebury College uses several methods to account for its community members during and following an incident. These methods may include Rosters for dorms, class schedules, and polling options within the Emergency Notification System.

### **Evacuation for Residents Needing Assistance Due to a Disability or Injury**

People who are physically unable to safely evacuate a building should "Defend in Place" and move to a "Defend in Place location" in the building when the alarm sounds. An office with a door and a phone or an enclosed stairway landing, if large enough, can be used for this purpose if there is not an "Area of Safe Refuge" available. Some buildings on campus have designated "Areas of Safe Refuge." Refer to the Emergency Action Plan Appendix I to see if there is one in your building. Elevators are not safe for use during fires. If you are evacuating and encounter a person who is not self-evacuating inform the first arriving fire personnel or Public Safety Officer of that person's location.

### **If you are remaining in the building instead of evacuating:**

- Call Middlebury College Department of Public Safety 802-443-5911 and/or call 911
  - Report your name, location (room number or area of the building)
  - If planning to go to an emergency exit/stairwell, give the exact location.
  - Report on your situation – What assistance do you require? (e.g., Wheelchair, oxygen, first responder to assist with evacuation, etc.)
  - Ask others as they leave the building to inform emergency responders of your name, location, and assistance needed.

Information provided to the Disability Resource Center on individuals that may need assistance with evacuating their residence hall is sent to the Department of Public Safety and entered in the fire alarm receiving station. When an alarm comes in, the Telecommunicator will then relay this information to the first responders so they can assist the person with evacuation if needed.

### **Assisting Persons with Disabilities**

#### **Individuals Who Are Blind or Have Low Vision**

- **Communicate Nature of Emergency:** Describe nature of emergency and the location if relevant and provide simple instructions for exiting the building.
- **Offer Assistance:** Offer to assist the individual, and ask them how you can assist them best, i.e., hold hands, follow voice, etc.
- **Verbally Communicate:** Provide details about where you are going and any obstacles the person may encounter along the route.

- **Communicate and Orient:** Once at a safe location, orient the individual to their location and inquire if further assistance is needed before leaving them.
- **Service Animal:** Ensure the service animal is not separated from the owner/handler and realize that the animal may be anxious or acting out in an emergency.

#### Individuals Who Are Deaf or Hard of Hearing

- **Alert Individual:** Turn the lights on/off, wave your arms, or touch the person on the elbow or shoulder to gain their attention.
- **Offer Assistance:** Ask the individual how you can assist them best, i.e., written information and directions.
- **Communication:** Face the person, speak clearly and/or indicate directions with gestures. Alternatively, and with time permitting, write a note with evacuation instructions.
- **Assist as Needed:** The individual may need to be guided outside of the building if information cannot be clearly communicated.

#### Individuals With Mobility Disabilities

- **Ask what kind of assistance is needed:** Non-ambulatory people's needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.
- **Person On the Ground Floor:** If an individual with a mobility disability is on the ground floor, they may choose to evacuate themselves with minimal assistance.
- **Ensure Clear Path of Travel:** If debris is present, it may be necessary to clear a path to the exit route.
- **No Imminent Danger:** If there is no imminent danger, they may choose to remain where they are in the building or be directed to a "Defend in Place location" or an "Area of Safe Refuge" until emergency personnel arrive.
- **Imminent Danger:** If danger is imminent and the individual does not wish to be separated from their Mobility Device, assist them to a location where they can "Defend in Place" or an "Area of Safe Refuge" if present, and notify emergency personnel immediately.
- **Carrying a Person:** Consult with the individual on the best carry options, e.g., two-person cradle carry, office chair evacuation.
- **Mobility Aid(s) and Device(s):** Ensure any mobility aids or devices are reunited with the person as soon as possible.
- **Notify Emergency Personnel:** Ensure you notify emergency personnel immediately of any individuals remaining in the building and of their location.

#### **Evacuation Plans**

##### **DO NOT USE ELEVATORS DURING EVACUATION.**

Once evacuated, remain in Muster Points for further instructions.

- To ensure all occupants have evacuated a building safely every faculty, staff, student, and visitor at Middlebury College should immediately report to first responders the location of anyone remaining in the building. When appropriate, the Department of Public Safety will enter and sweep the building, ensuring everyone has evacuated, if it is unsafe for Public Safety to check the building, Middlebury Fire Department and/or the Middlebury Police Department will check the building.

*Detailed evacuation plans are found in the Appendixes, Building Fire Protection Plan, Floor Plans and Evacuation Routes.*

### **Shelter-in-Place Order**

On occasion, it may be determined that it is safer to Shelter-in-Place in a safe location inside the building instead of evacuating. This is necessary when the threat outside is greater than remaining in place—such as a severe windstorm, outside flooding, an active threat outside, hazardous materials exposure outside, or other similar threat.

Building occupants may be notified using any or all the following methods: through the College’s emergency notification system, building fire PA system if available, and verbally from onsite authority, if available, who will give further information on how and where to Shelter-in-Place, more details on page 27.

## **SECTION 4—BUILDING EMERGENCY LEADERSHIP AND CHAIN OF COMMAND**

### **Crisis Management Team (CMT)**

The Crisis Management Team (CMT) is the executive level oversight and strategic decision-making body for Middlebury during a potential or actual crisis. When activated, the CMT is responsible for and has the authority to:

- Make policy and strategic decisions related to the crisis that have significant implications for Middlebury.
- Identify/forecast/manage key issues and consequences stemming from the incident or event.
- Provide strategic guidance to the EMT (Emergency MANAGEMENT Team) when activated.
- Approve the communications strategy and key message points for both internal and external stakeholders.
- Guide the overall recovery strategy including sequence and resumption of campus activities, large expenditures and capital improvements or reconstruction.

**Crisis Management Team Leader (Primary): Sue Ritter, Chief Risk Officer, [sritter@middlebury.edu](mailto:sritter@middlebury.edu), (802) 443-3289**

### **Emergency Management Team (EMT)**

The Emergency Management Team manages the College’s response to an emergency event or incident consistent with the Incident Command System (ICS) in alignment with the intent and purpose of FEMA’s National Incident Management System (NIMS). This response includes setting operational objectives and priorities; developing an Incident Action Plan to stabilize the emergency and mitigate threats; conducting tactical operations necessary to accomplish the plan; directing all tactical, care and shelter and recovery resources; and guiding business recovery operations.

The EMT operates using the multidisciplinary Incident Command structure to ensure unity of command, control, accountability, and coordination between the University and other emergency response agencies. Examples of the EMT’s responsibilities include:

- **Saving/Protecting Lives**—Mitigating life-safety threats by supporting the appropriate first responders in stabilizing emergency conditions, managing building evacuations, fire suppression, search and rescue, medical aid, communication, and utility stabilization
- **Protecting College Environment, Systems, Property and Critical Programs**—Performing building inspections, establishing facilities security, shelter, food, and water
- **Restoring Operations**—Securing vital College records, securing, and reoccupying buildings or relocating space, obtaining emergency recovery supplies through mutual-aid arrangements



- **Supporting Community Needs**—Providing available space to external agencies, assisting outside organizations (i.e.: Red Cross, Middlebury PD, Middlebury FD) as well as neighboring residents with care and shelter resources

### **General EMT Member Emergency Assignments**

The Emergency Management Team Director will determine activation of emergency responders and notify the CMT Leader of the activation as appropriate.

- All activated members should report to the location designated by the EMT Director.
- Do not leave the command station for any reason unless specifically relieved by the Emergency Management Team Director or there is an immediate threat to your personal safety.
- See Other Resources: Emergency Operations Plan and related checklists for additional Emergency Management Team activation and operational guidance.

### **Emergency Management Team Director**

Primary: Demitria Kirby, Associate Vice President of Safety at [dkirby@middlebury.edu](mailto:dkirby@middlebury.edu) or (802) 443-3650

## **Section 5—Personal Safety Guidance: What to Do If...**

### **General Safety Preparedness**

Emergency preparedness is 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:

- To receive RAVE alerts
  - students must provide current contact information through Banner Web <http://go.middlebury.edu/bw>
  - Faculty and Staff must provide current contact information through Oracle HCM.
- Make plans and preparations before an incident occurs.
- 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 to the Department of Public Safety immediately.
- Remain aware of your surroundings and immediately call 802-443-5911 to report suspicious persons or activities. For life threatening concerns, please call 911.
- Actively participate in safety training, including fire extinguisher training, fire evacuation drills, and Active Threat training.
- Visit the Middlebury College Emergency Response website at <http://middlebury.edu/er> or [go/er/](http://go/er/) regularly for resources, training, and updates.

### **Active Threat**

While the probability of an active threat situation on campus may be low, it is vital to be aware of the possibility and think through the actions you can take to stay safe. There are many rapidly occurring factors that impact your safety in such a situation and there is not a single best approach to remaining safe. It is most important to remain as calm as possible and use your best judgement given the information available to you. Middlebury College supports the **Run - Hide - Fight** personnel protection strategy recommended by the US Department of Homeland Security for use during Active Threat events.

The three primary action options to consider are Run, Hide and/or Fight as the situation and your best judgement guides you. [This video](#) provides a short orientation and illustration of the Run-Hide-Fight strategy. (Full link: <https://www.youtube.com/watch?v=5VcSwejU2D0>)

Active Shooter Response Guidelines by US Department of Homeland Security ([click for link](#))

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

## Checklist:

### *Before*

- Be familiar with your surroundings
- Identify the nearest safety exits and a route you can use to exit the building from your area
- Look for places to hide and consider rooms that can be locked from the inside or barricaded in some way such as offices, conferences rooms, storage rooms
- Consider methods to barricade a door using items around you such as door stopper, belt wrapped around the door hinge, desk, file cabinets or other heavy office equipment
- Consider items that could be used as makeshift weapons such as scissors, portable fire extinguishers, etc. should you need to fight
- If you see something, say something.
- Report suspicious circumstances to the Police, Public Safety, your supervisor, or other appropriate authority.
- Suspicious activity is any observed behavior that could indicate a threat related to crime. This includes, but is not limited to:
  - Extreme erratic behavior or threats of violence or actual violent behavior targeting people or places: such as threats to shoot co-workers, blow-up a building, etc.
  - Unusual items or situations: A vehicle is parked in an odd location, a package/luggage left unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations
- Eliciting information: A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.
- Observation/surveillance: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); or unusual, repeated, and/or prolonged observation of a building

### *During*

#### **Run-Hide-Fight**

##### **If you can safely leave the area:**

- Exit the building immediately ("Run").
- Tell anyone you may encounter to exit the building also.
- Leave the campus if you can safely do so. Attempt to let a supervisor or fellow worker know that you are leaving so that everyone can be accounted for.
- Call 911 and the Middlebury College Department of Public Safety emergency line 802-443-5911.
- Give the dispatcher the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of armed people involved (if known)
  - Identification or description of armed persons
  - Number of persons who may be at risk
  - 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.
- Silence your cell phone.
- DO NOT answer the door.
- Be aware that a fire alarm might have been pulled by an intruder.
- Identify/obtain an object in the room that can be used to incapacitate the armed person if she/he enters the room.
- If possible, call (or text, but only if you cannot speak safely) 911 and call the Middlebury College Department of Public Safety, 802-443-5911.
- Give the dispatcher the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of armed people involved (if known)
  - Identification or description of armed persons
  - Number of persons who may be at risk
  - Your contact information and location
- Wait for local police or Public Safety to assist you outside of the building.

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

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

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

*After*

- When you are safe, call 9-1-1 and be prepared to provide information to the operator including location of the incident, number of injured and details about the attacker(s)
- Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care
- After law enforcement arrives:
  - Remain calm and follow officer’s instructions
  - Always keep your hands empty and visible
  - Avoid making quick movements toward officers
  - Do not stop to ask the officers for help or directions when evacuating - just proceed in the direction from which they entered the premises
  - Report to designated areas to provide information and get help
  - Cooperate with the post-event police investigation as appropriate

**Bomb Threats**

- For your safety and that of others, treat each threat seriously by notifying Public Safety. Immediately.
- Call 911 immediately if there is an imminent, clear, and present danger

**Suspicious Packages, Envelopes, or Substances**

*If you suspect a bomb:*

- Keep others away.
- Do not touch the package.
- Call 911 or the Public Safety emergency line 802-443-5911 immediately.

*If item is suspicious but threat is unknown:*

- Do not handle the item if possible.
- Contact the Department of Public Safety at 802-443-5911
- Report the item to your supervisor.
- Notify co-workers and others in the immediate area of the issue.
- A public safety officer will determine if the police need to be contacted.

*If you find an opened suspicious package:*

- Do not touch the package.
- Report the package to your supervisor.
- Secure the area and do not allow entry.
- Call the Department of Public Safety at 802-443-5911 and advise them of the package.
- Any employee who had direct contact with the package should wash her/his exposed skin with soap and water.
- Wait for emergency responders to arrive and follow their directions.
- Provide emergency responders with information about who was in the area around the time the package was discovered.

*Characteristics of suspicious packages and envelopes:*

- Have a powdery substance on the outside.
- Are unexpected or are from someone unfamiliar to you
- Have excessive postage, handwritten or poorly typed addresses, incorrect titles with names, or misspellings of frequently used words.
- Are addressed to someone no longer with your organization or the addresses are outdated.
- Have no return address or an address that cannot be verified as legitimate.
- Addresses not consistent with postmarks.
- They are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape, string, or other wrapping material on them.
- Are marked with restrictive endorsements, such as "Fragile" or "Personal" and "Confidential" or "Rush-Do-Not-Delay."
- They have strange odors or stains.

## **Telephone Threat**

- Remain calm!
- Note the current time and number displayed on caller ID.
- Try to ascertain:
  - The location of the bomb
  - The time the bomb is expected to go off
  - What does it look like
  - What kind of bomb is it
  - What will make it explode
  - What is your name
- Listen to the voice carefully and try to determine:
  - Accent of the caller
  - Estimated age of the caller
  - Sex of the caller
  - Is there any background noise that might identify where the caller is
- If you receive the call on voicemail, save the voicemail
- Write down all your observations and the information given to you
- Once the call is disconnected:

- Immediately call Public Safety at 802-443-5911.
- Await further instructions

#### **Email Threat**

- Do not delete the email and avoid replying to it.
- Preserve the email as it can serve as important evidence.
- Analyze the sender's email address and note the time it was received.
- Be cautious of any attachments in the email and refrain from clicking on them.
- Call Public Safety immediately
- Notify your immediate supervisor
- Avoid the area where the bomb is alleged to be until Public Safety and/or Law Enforcement issue an "All Clear."

#### **Written Threat**

- Call Public Safety immediately
- Notify your immediate supervisor
- Avoid unnecessary handling of the message to preserve evidence and keep it in a safe place until Public Safety and/or Law Enforcement arrive
- Avoid the area where the bomb is alleged to be until Public Safety and/or Law Enforcement issue an "All Clear."

**BOMB THREAT CALL RESPONSE**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain and record information with the checklist on this sheet.

**If you receive a bomb threat:**

1. Remain calm. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. Complete the Bomb Threat Checklist. Record as much detail as you can. Try to get exact words.
5. If possible, write a note to a colleague to call 9-1-1 or, as soon as the caller hangs up, immediately notify 9-1-1 yourself. Provide information and await instructions.
6. Notify the DPS (Department of Public Safety) at 802-443-5911.



**Middlebury  
College**

**BOMB THREAT CHECKLIST**

**Ask Caller:**

- Where is the bomb located? (Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes/No. Who? \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

**Exact Words of Threat:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Information About Caller:**

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

| Caller's Voice  | Background     | Threat Language |
|-----------------|----------------|-----------------|
| Accent          | Animal noises  | Incoherent      |
| Angry           | House noises   | Message read    |
| Calm            | Kitchen noises | Taped           |
| Clearing Throat | Street noises  | Irrational      |
| Coughing        | Booth          | Profane         |
| Crackling voice | PA system      | Well-spoken     |
| Excited         | Music          | Directed to     |
| Female          | Motor          |                 |
| Laughter        |                |                 |
| Male            |                |                 |
| Raspy           |                |                 |
| Others          | Others         | Others          |

Number call received from: \_\_\_\_\_

Time and Date received: \_\_\_\_\_

Time ended: \_\_\_\_\_

## Earthquake

### *Before*

- Assess your surroundings and take preventative measures
- Look around the places where you spend time (dorm, classroom, or office) and identify safe places, such as under a sturdy piece of furniture, should an earthquake occur
- Create an Emergency Preparedness Kit (gloves, flashlight, batteries, medication you may need, bottled water, emergency blanket, first aid supplies, non-perishable snacks)
- Plan how you will communicate with friends and family members during an emergency. E-mail, text, and social media may be best as phone networks may become overloaded
- Identify a meeting point in an open space and at least two routes to get there
- Secure items that could fall and cause injuries (e.g., bookshelves, mirrors, light fixtures)

### *During*

- Stay calm!
- If indoors:
  - Do not run outdoors! Stay where you are. **Drop, Cover and Hold On!**
  - If you cannot get under a sturdy piece of furniture, get near a corner of a room or in a doorway away from windows and objects that could fall on you
- If outdoors:
  - Move away from buildings, trees, streetlights, and utility wires
  - **Drop, Cover, and Hold On!**

### *After*

- Assess and move to safety
- When the shaking stops, look around and assess your situation
- If there is a clear path to safety, leave the building and go to your muster point in an open space away from damaged areas
  - Do not use elevators!
  - When exiting the building, move along walls, including when walking downstairs, as these areas are sturdier
  - Once outside, stay away from buildings and head towards your muster point
  - Do not use lighters or open flame tools, as there could be a gas leak in the area
  - If you become trapped during the earthquake, do not move around, or kick up dust. If possible, use your cell phone to call or text for help. If not tap on a pipe, wall, or whistle so that rescuers can locate you.

## Elevator Failure

### *Before*

- Be aware of your surroundings including the condition of the building elevators
- Take note of the emergency procedures and emergency alarm button in the elevator

### *During*

The elevator(s) may be out of service for a variety of reasons such as needed repairs, malfunction, power failure, fire alarm, or other type emergency.

If you find yourself stuck inside an elevator:

- Remain calm
- Activate the emergency alarm button if present on the elevator panel to summon help and call Public Safety at 802-443-5133 if no one answers the emergency call button
- Report any medical emergency or needs occurring within the elevator

Public Safety is responsible for responding to elevator emergencies and reporting the issue to Facilities Services and the Fire Department, as necessary. A member of either the Public Safety or Facilities team will then stay with the elevator to reassure and assist until the emergency is resolved.

Safety precautions to keep in mind:

- Do not climb out of the elevator either through the top or through an open door, especially if the elevator is stuck between floors. It may start up again without warning and injuries could result.
- Do not extend your arms, legs, or your head through a partially open door. Mechanical equipment in an emergency can be unpredictable and severe injuries could result
- Do be patient and wait for the Facilities Team and the Elevator Technician or Fire Department to assist you

### Excessive Cold

*Before*

- Regularly stay informed by following the news and weather alerts. Subscribe to VT-Alert for inclement weather information.
- Make sure checking the forecast is a part of your regular routine so you will know when to expect freezing weather
- If possible, adjust your schedule to avoid being outside during the coldest part of the day, typically the early morning
- Dress for outdoors even if you do not think you will spend much time outdoors

*During*

- Stay indoors and wear warm clothes. Layers of loose-fitting, lightweight, and warm clothes are suggested
- Eat regularly. Keep the body replenished with fluids to prevent dehydration. Avoid caffeine and alcohol.
- If you must go outside:
- Walk carefully on snowy and icy sidewalks. Slips and falls occur frequently in winter weather
- Learn how to [walk like a penguin](#)
- Cover your mouth to protect your lungs from severely frigid air
- Watch for signs of hypothermia and frostbite
- Keep dry. Change wet clothing frequently to prevent a loss of body heat

*After*

- Avoid traveling until conditions have improved
- Check to see if your friends and neighbors are okay

### Excessive Heat

*Before*

- Regularly stay informed by following the news and weather alerts. Subscribe to VT Alert for inclement weather information.
- Shield windows exposed to the sun
- Be aware of both the temperature and the heat index. The [heat index](#) is the temperature the body feels when the effects of heat and humidity are combined
- Check for air leaks and clean the A/C filter
- Refrigerate bottles of drinking water
- If you do not have air conditioning, find places to go to for relief from the heat during the warmest part of the day (schools, libraries, theaters, malls)

*During*



- Stay hydrated by drinking plenty of fluids even if you do not feel thirsty. Avoid drinks with caffeine or alcohol
- Wear loose-fitting, lightweight, light-colored clothing. Avoid dark colors as they absorb the sun's rays
- Slow down, stay indoors, and avoid strenuous exercise during the hottest part of the day. Postpone outdoor games and activities
- Check on family, friends and neighbors who do not have air conditioning
- Check on your animals frequently to ensure they are not suffering from the heat

After

- The National Weather service provides additional information on [heat injuries](#)

## Explosions

Due to safety devices and procedures governing their use, there is little possibility of an explosion from equipment in the building. Nonetheless, accidents happen, and it is possible a device may be brought in from the outside.

*Before*

- Know where emergency exits are located on your floor
- Know how to get to an exit, even in the dark
- Know where fire extinguishers are located on your floor
- Know where your fire alarm pull stations are located
- Know your muster points
- Participate in Fire Drills
- If you see any suspicious boxes, packages, or containers of any kind, report them to Public Safety and to your supervisor
- If you smell an odor that you cannot identify—especially if it is noxious—evacuate and call Public Safety and/or Facilities and notify your supervisor immediately
- Facilities Services or Public Safety will evaluate the threat and decide what steps to take

### If there is an explosion:

*During*

- Treat it like a fire emergency and follow the evacuation procedures and instructions
- Stay calm
- Render aid if it is safe to do so
- Assist evacuating anyone that is injured or needs assistance

*After*

- Do not re-enter the building until the “All Clear” order has been given by Public Safety

## Fire

*Before*

- Familiarize yourself with your building's evacuation procedures.
- Locate the nearest exits.
- Know how to get to an exit even in the dark
- Know where fire extinguishers are located on your floor
- Know your muster point.
- Participate in Fire Drills

*During*

- If you smell smoke or detect a fire, activate the nearest alarm, if possible, and call 911 from a safe location.
- Evacuate as soon as you hear the alarm.

- Before opening any door, use the back of your hand to test the door's temperature. Also check the doorknob's temperature. If either is hot, leave the door closed, stuff towels or clothes in the cracks, and open a window. Look for another exit.
- 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 avoid inhaling smoke.
- If you encounter smoke in a hall or stairway, consider using another exit.
- Close doors as you leave
- Pull the fire alarm
- Call 911 from a safe location
- Extinguish small fires quickly if it is safe to do so
- Do not look for friends or use the phone to call anyone until you are in a safe area.
- Evacuate building - use stairs never use the elevators in a fire emergency
- Report to your emergency muster point and check in with your Resident Advisor or Student Life representative if appropriate.
- Immediately inform emergency responders or Middlebury staff if you are aware that someone is "defending in place "or missing
- A Public Safety Officer will direct you to another safe location to find shelter in harsh weather.
- Do not reenter the building until Middlebury College Public Safety, administrative staff or the Fire Department personnel has indicated that it is safe to reenter

How to Use a Fire Extinguisher:

All extinguishers are inspected monthly by campus staff and annually by licensed fire protection services

To operate the fire extinguisher:

- Look to ensure the extinguisher is the right type for the fire you are putting out and you can extinguish the fire without endangering yourself or others.
- Hold the unit upright against your body
- Pull the safety pin to break the safety wire or plastic seal
- Hold the fire extinguisher by the bottom-most of the two levers
- Remove the hose from its retaining clip
- Stand 8 to 10 feet away
- **AIM** the hose nozzle at the base of the fire
- **SQUEEZE** the two levers together. This will discharge the fire extinguisher
- **SWEEP** the nozzle side-to-side across the base of the fire
- Always position yourself so you are facing the fire with your back to an exit. Make sure your exit is not cut off by the fire
- If the fire extinguisher is fully discharged and the fire is not out, you must make a quick decision as to whether another fire extinguisher will finish the job or whether it should be left to the Fire Department. By this time, they should be on their way. **Do not be a hero. Protect yourself. When in doubt, leave.**
- Report your progress to Public Safety or the fire department if they are on the scene.

*After*

- Do not re-enter the building until the "All Clear" order has been given and you have been authorized to re-enter by the Fire Department or Public Safety.
- Check the gauge at the top of the fire extinguisher
- The gauge pointer should be in the green area. If it is not, the Fire Extinguisher requires service and should be reported to Facilities Services

**Flood**

Middlebury College has occasionally experienced localized flooding in basements and low-lying areas.

### *Before*

- Regularly stay informed by following the news. Subscribe to VT Alert for inclement weather information.
- Create a communication plan with your family and friends in the event of a disaster. Plan should include a specific person identified to contact for status updates and/or a safe location to meet.
- Assemble an emergency kit (gloves, flashlight, batteries, medication you may need, bottled water, emergency blanket, first aid supplies, non-perishable snacks)
- Know your risk. Is your building in a [floodplain](#)

### *During*

- If you detect water leaking or a flood on Campus, call Public Safety and Facilities Services immediately
- If you are in an area that will flood, and do not feel comfortable, do not wait for the order to leave; evacuate yourself
- Continue listening to local news stations for the latest information and updates.
- Do not walk, swim, or drive through floodwater. Just six inches of fast-flowing water can knock you over and two feet will float a car
- If told to evacuate, do so immediately.
- If you have time, disconnect electronics, appliances, and other electrical devices.
- If water covers the electrical service panel, meter, outlets or if cords are submerged, DO NOT go near the area.
- Remember that water conducts electricity. Do not step into it unless you know it is safe to do so.

### *After*

- Continue listening to local news for the latest updates.
- Let friends and family know you are safe.
- If evacuated, return only when authorities say it is safe to do so.
- Avoid standing water which hides many dangers including toxins and chemicals. There may be debris under the water and the road surface may have been compromised.
- Do not visit disaster areas, your presence may hamper rescue and other emergency operations.
- Pay attention to the road closure and other cautionary signs put in place for your safety.
- Do not enter a flood-damaged building until you are given the “All Clear” by Public Safety.

## **Hazardous Materials**

### *Before*

A Safety Data Sheet (SDS) is available online at [go/sds/](#)

- Read the SDS and be familiar with each substance you use.
- Take precautions to avoid exposure to hazardous materials.

### *During*

- In case of emergency such as injury or illness, major spill, or theft of hazardous material, immediately call 911 to summon emergency responders.
- Notify Public Safety as soon as possible thereafter.

### **If there is chemical exposure to skin:**

- Flood exposed area with running water from faucet or safety shower for at least 15 minutes
- Remove contaminated clothing or jewelry at once.

- Make sure chemical has not accumulated in shoes.
- Obtain medical attention - if necessary

**If there is chemical exposure to eyes:**

- Immediately rinse the eyeball and inner surface of eyelid with water continuously for at least 15 minutes. Hold eye open to insure effective wash behind eyelids. Be careful not to contaminate the other eye.
- Obtain medical attention as needed.

**If there is smoke, fumes, propane or natural gas odors, gasoline odors, or other airborne contaminants:**

- If you smell an odor which you cannot identify—especially if it is noxious— leave the area and call Public Safety, Facilities Services, and your supervisor immediately.
- If you feel sick, warn others, and leave the area.
- Anyone overcome by smoke or other airborne contaminants should be relocated to an area where there is fresh air.
- Never attempt to enter a location where potentially dangerous air contaminants might place you at risk. Do not enter the space until the odor is identified and rendered safe to enter (or rendered safe for a trained emergency responder with an authorized respirator). If someone is hurt, obtain medical attention.

**If clothing is on fire (Stop, Drop and Roll):**

- Extinguish burning clothing by using the drop and roll technique, dousing with water using an emergency shower, or smothering with a fire blanket. Note: If using a fire blanket, do not allow the person to remain standing
- If possible, remove contaminated clothing and cover injured people to prevent shock.
- Seek immediate medical attention, call 911.

*After*

- Report the exposure incident to your supervisor.

**Incident reporting** – Middlebury employees are responsible for reporting unsafe conditions in our community. Reporting all near misses, hazard recognitions and injuries is a cornerstone of our safety culture. All identified concerns should be reported to our Human Resources and EHS departments by using the [go/WorkSafe](#) shortcut. Accurate timely reporting helps us make a safer work environment for all.

**Global Travel Risk**

*Before*

- Before traveling, check the [State Department](#) website to see if there are any travel restrictions for your destination.
- Make sure all your travel documents (passport, visa, etc.) are up to date and will be valid for the duration of your trip.
- Bring extra belongings (electronics, clothing, money) in case your trip is unexpectedly extended.
- Enroll in the State Department’s Smart Traveler Enrollment Program (STEP), to receive important alerts.

*During*

If There Is a Problem at Your Location Outside the United States

- Contact the nearest American Embassy or Consulate
- Arrange for travel back to the United States or country of origin as quickly as possible.
- If travel is not an option, make plans for an extended stay abroad. Assistance can be provided through Embassy or Consulate
- Stay updated by frequently checking government websites and news outlets as situations can change rapidly.

*After*

- Contact family and friends to advise them of your status and let them know you are safe.
- If traveling on college business, contact your supervisor to advise your status

### **Lockout**

Not all buildings have card access. Only buildings with card access can be locked down remotely. Keyed buildings will need to be locked manually if it is safe to do so. A lockout will allow people with swipe cards and appropriate clearance to access the buildings equipped with this technology, but others cannot.

*Before*

- Keep your card on your person at all times. If your card is lost or stolen, immediately report that to Public Safety.
- Know the kind of locks on the buildings you frequent, not all buildings have card access.

*During*

- If it is safe to do so, lock exterior doors not equipped with card access.
- Stay away from windows.
- Do not open the door for anyone, if they have a card or key, they can gain entry. Law enforcement will be provided with keys.
- Follow the instructions given via the Emergency Notification System.
- Wait for the "All Clear."

*After*

- Contact family and friends to advise them of your status and let them know you are safe.

### **Lockdown**

Not all buildings have card access. Only buildings with card access can be locked down remotely. Keyed buildings will need to be locked manually if it is safe to do so. A lockdown will not allow anyone besides Public Safety and Emergency Responders to enter.

*Before*

- Keep your card on your person at all times. If your card is lost or stolen, immediately report that to Public Safety.
- Know the kind of locks on the buildings you frequent, not all buildings have card access.

*During*

- If it is safe to do so, lock exterior doors not equipped with card access.
- Do not open the door for anyone, law enforcement will be provided keys.
- Follow the instructions given via the Emergency Notification System, wait for the "All Clear."
- If you are locked out, seek shelter away from the threat and await further instructions.

*After*

- Contact family and friends to advise them of your status and let them know you are safe.

### **Medical Emergency**

*Before*

Know location of workplace first-aid supplies

- Maintain a personal emergency medical kit with basic first-aid supplies at your home and office.
- Consider CPR and/or First-aid training for lay persons available through the American Heart Association, Red Cross, and other organizations.

*During*

**If someone is injured or becomes ill in your presence:**

- **DO NOT MOVE** the injured person, unless they are in danger (in a pool, burning building, etc.)
- **Call 911 immediately** if the situation is serious or life-threatening. Stay on the phone with the emergency dispatcher until emergency responders arrive if possible.
- Contact Public Safety as soon as possible.
- Stay with the victim until emergency responders arrive and you are relieved.
- When Public Safety arrives, let them know if 911 was notified. If not called, Public Safety will call 911 if required.
- Public Safety will be in charge until EMS arrives on campus.
- Try to avoid blood or bodily fluids without the aid of protective equipment.
- Automatic External Defibrillators (AED) are available for lifesaving measures in the event of a cardiac arrest and are located throughout the College to be used by anyone, follow the instructions.
- Provide your name, contact information, and statement of what happened to responding authorities as needed.

### **Pandemic Flu**

Middlebury College has an Emergency Plan that includes the threat of severe communicable illness, such as pandemic flu.

College Health Officials monitor websites and press briefings of and may receive direct communication from the Centers for Disease Control (CDC), the World Health Organization (WHO) and the Vermont Department of Health (VDH). In the event that a communicable disease, such as a flu pandemic, presents an immediate threat to the safety of Middlebury students and our community, the College's will evaluate relevant immunization rates, risks to the general and specialized populations (e.g., elders, those with chronic illnesses, etc.) and the capacity to enact relevant quarantine and isolation procedures alongside any safety measures to remain open. In some cases, campus evacuation may be necessary coupled with moving academic and other operations online or institutional closure.

All students are required to have a personal evacuation plan. Should the College evacuate, updates would be provided to students and on the College's home webpage.

More info on a campus evacuation due to a pandemic: <https://www.middlebury.edu/emergency-response/emergency-situations/pandemic-campus-evacuation>

### **Power Failure**

#### *Before*

Regardless of location, you should:

- Know where to find your flashlights and batteries.
- Have a flashlight app on your phone.
- Ensure you have a portable power bank, and that it is fully charged.

#### *During*

When the power goes out:

- Do not use candles, only use a flashlight.
- Unplug any electronics such as computers, televisions, and stereos.
- If you are at work, await instructions from the building staff.
- If an evacuation is ordered, follow the instructions given.
- Close windows and doors before you leave.
- Follow evacuation Procedures outlined in Section 3
- Use the stairs—do not use elevators in an evacuation.

- Wait at the evacuation Muster Point for further instructions.
- If you are cooking, turn off the oven and stove.
- Do not touch any downed power lines.
- Avoid standing water due to the possibility of electrocution from downed power lines.

*After*

- Check your electrical equipment for damage.
- Throw away any food that has been exposed to temperatures 40° F (4° C) or higher for 2 hours or more or that has unusual odor, color, or texture. When in doubt, throw it out!

**Severe Weather**

*Before*

- Regularly stay informed by following the news and National Weather Service reports
- Create a communication plan with your family and friends in the event of a disaster - Plan should include, specific person identified to contact for status updates, and/or a pre-determined safe location to meet.
- Assemble an emergency kit.
- Know your risk whether your home, place of employment or school is in a high-risk area.
- Subscribe to VT-Alert to receive emergency alert notifications.
- Middlebury College is equipped with a lightning detection alert system – In the event there is lightning within a designated area the horn will sound alerting everyone outside to seek shelter due to the proximity of lightning. Take cover in a building when the alert has sounded, wait for all clear before exiting the building.

*During*

Should a storm or high wind conditions occur, there could be damage to our community.

**In case of high winds:**

- Each day when you leave, secure your office and home by locking the windows and doors, and turning out the lights.
- If a window should suddenly blow open, move away from it to avoid flying glass or other objects.
- Doors to the outside should be treated the same way.
- Monitor emergency alerts and building announcements for warnings and instructions.

**When on campus:**

- Call Facilities and/or Public Safety immediately to report building damage
- In case of severe or life-threatening injuries, call 911. Follow the medical emergency procedures and directions of the 911 Emergency Dispatcher
- In case of a severe storm warning, a decision will be made by the EMT Director or designee to close the building.
- If conditions are so severe that leaving the building is unsafe or impossible, then a decision may be made to move occupants to rooms without exterior windows or doors to take cover.

*After*

- Assess for injuries and call for help as needed.
- Use care to avoid broken glass and fallen objects as you exit the building and/or clean-up.
- Campus clean-up will be coordinated by Facilities Services

## Shelter-in-Place Order

### *Before*

- Know your building and floor plan including safe spaces away from windows and doors.
- Participate in drills to prepare yourself for an emergency.
- Keep an emergency kit in your home and workspace including flashlight, extra batteries, latex gloves, work gloves, first-aid kit, non-perishable food items, and other supplies you may need.
- Monitor the news and emergency notification alerts.
- Keep your cell phone charged and carry a spare charging unit.

### *During*

- Close the building. If there are visitors in the building, provide for their safety by asking them to stay - not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately.
- Do not drive or walk outdoors.
- Unless there is an imminent threat, encourage students, faculty, staff, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the Campus has voice mail or an automated attendant, change the recording to indicate that it is closed, and that students, staff, and visitors are remaining in the building until authorities advise it is safe to leave.
- Quickly lock exterior doors and close windows and air vents.
- Facilities will work with the building manager or designated employees familiar with the building's mechanical systems to turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems may need to be turned off, sealed, or disabled.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Gather your emergency kit and essential disaster supplies, such as nonperishable food, bottled water, flashlight, etc. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy rooms, and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- Take your emergency supplies with you into the room you have designated. Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

### **If you are on campus:**

As directed by the Emergency Management Team (EMT) Director or Operations Chief, the building will be closed. If there are visitors in the building, provide for their safety by asking them to stay - not leave.

- Follow the instructions given and the safety measures listed above.
- Write down the names of everyone in the room and their affiliation with the Campus and provide it if requested.
- The EMT Director or Operations Chief will coordinate with local officials to provide updated information when it is safe to do so.



- Wait for the “All Clear” order or “Evacuation” Order before leaving your safe shelter location.
- Follow the updated directions of the Emergency Management Team through the resolution of the emergency.

*After*

- Assess property damage and injuries.
- Seek medical attention as needed.

**If you are off campus:**

- Follow the instructions of the authorities where you are.
- If the Shelter in Place Order is for Middlebury College Campus DO NOT RETURN until the Shelter in Place Order is lifted.
- Monitor the news and emergency notification alerts.

**Tornadoes**

*Before*

- Regularly stay informed by following the news and National Weather Service's Reports.
- Identify an underground shelter, basement, or safe room. If none are available, a small windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.

*During*

- Seek shelter in a basement or sturdy building.
- Stay away from windows and do not go to large open rooms such as cafeterias, gymnasiums, or auditoriums.
- Stay away from bridges/highway overpasses.
- Do not go outside until the warning has passed.

*After*

- Continue to listen to local news for updated information and instructions.
- If you evacuated, return only when authorities say it is safe to do so.
- Let friends and family know you are safe.
- Contact local authorities if you see power lines down. Stay out of damaged buildings.
- If you come across people that are injured, provide first aid to victims if needed until emergency responders arrive.

**Transportation Failure**

*Before*

- Always be aware of alternate forms of transportation in case your primary form is out of service.

*During*

- If needed take bus service to your destination if it is available
- Consider carpooling with a friend or colleague.
- If all other services are unavailable and weather permits, consider walking or using a bike-sharing service.
- If all other options are unavailable, stay home or shelter at Middlebury, cancel your impacted appointments, and report your status to your supervisor or professor as appropriate.

*After*

- Reschedule your appointments.
- Make alternative transportation arrangements for the remaining period if the transportation failure is ongoing.

## DEFINITIONS

**Active Threat-** an individual who may or may not be armed who intends to cause physical harm to others.

**Defend in Place Location** — An area where people, including those with disabilities, can go to await assistance if they are not able to evacuate or get to another area of safety.

**Area of Safe Refuge** — Is an area that is engineered for this purpose with fire protection and a phone to allow someone to safe refuge while they wait for assistance in an emergency.

**Defend in Place** — Is a term used when someone is remaining in the building instead of evacuating.

**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 safety, and facilities services personnel.

**Muster Point** — The location outside the building where evacuees will convene once they have evacuated from the building.

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