

# Building Emergency Action Plan

## Language Schools



# Middlebury

Appendix I to Annex I of the Emergency Operations Plan

The purpose of this Appendix to Annex I of the Emergency Action Plan is to provide access to general emergency response procedures, and promote planning, education and training for employees and others as required by federal and state law. The Building Emergency Action Plan (BEAP) should be reviewed, updated, and exercised annually (fire drills or other means) by all appropriate personnel. In addition, this BEAP is available to all building employees and/or residents.

This information supports the Middlebury College Emergency Operations Plan located [here](#). This plan can also be accessed on the College's Emergency Response webpage found at [go/er/](#).

ANNEX 1 Emergency Action Plan/Building Emergency Action Plan of Middlebury College located [here](#):

### **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 calls made from a campus phone 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 a campus phone 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 Director - **802-443-3020**

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.

# BUILDING EMERGENCY ACTION PLAN (BEAP)

## SECTION I -- BUILDING FIRE PROTECTION PLAN AND BUILDING SPECIFIC INFORMATION

Middlebury College owns the residential buildings and is responsible for the site Fire Protection Plan approved by the Authority Having Jurisdiction. Following is the approved plan for this site including evacuation routes and plan, floor plans with identified safety equipment and exits (under development), and building fire and life safety systems:

Residential buildings are equipped with a fire alarm system that will activate if it detects smoke or Carbon monoxide (CO). Not all fire alarm systems in the smaller houses report to Public Safety, if the alarm sounds, evacuate the building and when you are safe call the Department of Public Safety at 802-443-5911. The fire alarm system can also be activated with pull stations located throughout many of the buildings. Most residential buildings also have a sprinkler system that will activate automatically if needed. These systems, when activated, immediately transmit a signal to the Department of Public Safety who then dispatch the appropriate emergency responders.

In the event of a fire or suspected fire, **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.

**Section II — Muster Points Located [here](#):**

### Section III 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, residential, Academic, and administrative buildings do not require anyone to remain within the building to secure any building systems. Residents and occupants will immediately evacuate the building when notified of an emergency evacuation, such as a fire alarm or Carbon Monoxide alarm activation.

### Section IV - Contact Information for Language Schools:

|                                 |             |          |              |                        |
|---------------------------------|-------------|----------|--------------|------------------------|
| Acting Dean of Language Schools | Tim Page    | SDL 208  | 802-443-5396 | tpage@middlebury.edu   |
| Associate Dean                  | Molly Baker | SDL 210  | 802-443-5028 | mjbaker@middlebury.edu |
| Operations Director             | Eman Hayyat | SDL 203B | 802-443-5230 | ehayyat@middlebury.edu |

### Section V – Building Floor Plans...Under Development

