



# Middlebury Institute of International Studies at Monterey

## Emergency Response Guidelines

### Purpose

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

### Description of Campus

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

### Central Gathering Areas

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

### Emergency Conditions

**In all cases of emergency, notify Campus Security immediately by calling 831-647-4153 (ext. 4153 from campus phones) or by picking up a blue campus phone, which will connect directly to Security. Security Administration can also be contacted at 831-647-6519.**

### **Fire:**

- Upon detection of smoke, NOTIFY a building or floor emergency coordinator (see Appendix B – Emergency Coordinators), who in turn will notify Fire Department, if necessary.
- If the fire is not contained or cannot be immediately and safely extinguished, call 911, activate fire alarms, and evacuate the area.
- When in doubt, call 911.
- Trained staff will operate fire extinguishers to CONTROL the fire, if it is safe to do so. All staff will be encouraged, if not required, to receive fire extinguisher training.

- The emergency coordinator or staff in charge should determine if evacuation from the premises is necessary and if so, should activate the FIRE ALARM and proceed with the outlined EVACUATION procedures.

### **Earthquake:**

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

### **Tsunami:**

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

- Shovel mud while it is still moist to give walls and floors an opportunity to dry (after incident).
- Fresh food that has come in contact with floor waters may be contaminated and should be thrown out. Have tap water tested by the local health department (after incident).

**Blackout:**

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

**Explosion/Plane Crash:**

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

**Bomb Threat:**

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

**Riot/Civil Disobedience:**

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

**Shooting/Hostage:**

- If there is a shooting or hostage situation on or near campus, keep people away from the area of the perpetrator.
- Call police. Call Campus Security. Inform personnel within the threatened area and instruct them to stay clear of the assailant.
- If evacuation would cause possible risk to personnel, instruct them to lock themselves inside a secure room and to stay low, away from windows and doors.
- Convey all details to police at the scene.

**Harassment, Physical Confrontation, or Robbery Attempt:**

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

### During an Evacuation

- Evacuate buildings in a calm and orderly manner.
- Walk quickly, but do not run to the nearest safe exit via the stairway. **NEVER USE ELEVATORS.**
- Seek out and give assistance to the disabled or injured people in the area.
- Keep clear of responding emergency personnel.
- Keep away from other damagers and moving vehicles.

### Post Disaster/Evacuation Guide

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

### Emergency Preparedness/Organization

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

### **Emergency Coordinators**

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

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

### **Roll Call**

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

### **Emergency Procedure Documentation**

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

Communications

**Protocol**

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

- Executive Director of Communications
- President
- Provost
- Executive Director of Finance and Business Operations

**Important Phone Numbers**

EMERGENCY RESPONSE	911
Monterey Police/ Dispatch	646-3911
Monterey Fire Department	646-3900
Poison Control Center	1-800-662-9886
Pacific Gas & Electric	375-9811
California American Water Co.	373-3051
A/R Plumbing (pipe shut down)	394-7221
Provost	ext. 4116
Executive Director of Communications	ext. 3516
Manager of Human Resources	ext. 3520
Director of Student Services	ext. 4654
Executive Director of Finance and Business Operations	ext. 3537
Facilities	ext. 6578 & 3533 (AM) ext. 7175 (PM)
Campus Security	ext. 4153
Security Administration	ext. 6519

**Local Radio Stations**

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

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

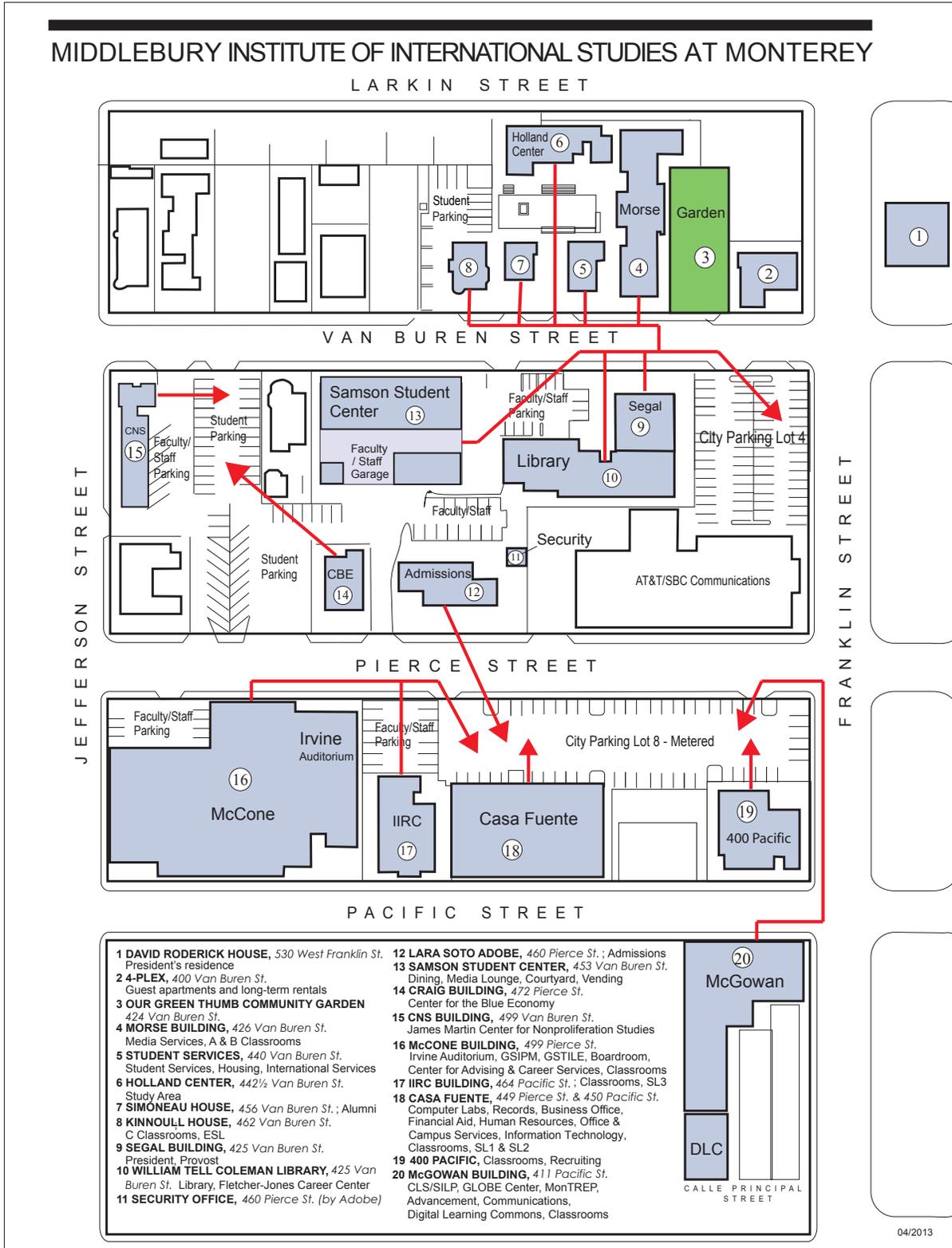
**First Aid Kits and Emergency Supply Locations**

AV Center  
Records Office

Student Services  
Human Resources (Casa Fuente)  
Security  
Office Services  
Library  
Segal Building  
Alumni  
CACs, GSTILE & GSIPM reception desks

# Appendix A

# MIIS EVACUATION AREA MAP



# Campus Map

## MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES AT MONTEREY CAMPUS MAP



01/2015

**Appendix B  
Emergency Coordinators  
as of January 2015**

Katie Dutcher	Kinnoull Building
Maureen Anda	Simoneau House
Maria Osorio	Student Services Building
Vincent Mascall	Morse Buildings
Stacie Riley	Segal Administration Building
Kristen Cardoso	Library
Melissa Jennings	DLC
Laurel Hogan	Admissions Adobe
Lauren Patron	1st Floor McCone
Angie Quesenberry	2nd Floor McCone
Grace O'Dell	3rd Floor McCone
Jill Buntentbach	499 Van Buren
Pam Ventura	2nd Floor Casa Fuente (Business Office)
Jan Dahlstrom	2nd Floor Casa Fuente (Human Resources- Financial Aid)
Greg Harris	3rd Floor Casa Fuente
Patricia Aportela	1st McGowan CLS
Dollie Pope	3rd Floor McGowan
Student Body Representative	Student Council
Jeremy Vonden-Benken	Security Representative