

# MILLIGAN

## EMERGENCY PROCEDURES

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### Medical Emergency

- Call 911
- Call Milligan Clinic if M-F 9a-2p at 423.461.8667 or 423.430.0581
- Do not move injured person
- Keep injured person warm
- If trained, provide CPR, utilizing AED if available
- Have someone meet ambulance and direct emergency personnel to scene
- Remain with victim until emergency personnel arrive
- AED machines located at: Sutton Hall Lobby, Lacy Fieldhouse, Quillen Fieldhouse, Derthick Hall 2<sup>nd</sup> Floor, Gilliam Wellness Center, BD Phillips Building, Thompson Center

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### Severe Weather/Tornado

#### Indoors:

- Move quickly to a safe interior area without windows (hallways, basements, restrooms)
- Move to the lowest level of the building
- If possible, close all doors as you leave an area
- Stay away from windows, doors, and exterior walls
- Do not go outdoors

#### Outdoors:

- Get inside, if possible
- Stay away from trees, power lines, utility poles, and other hazards
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck

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### Emergency Phones

- Phones connect directly to 911 in the event of an emergency
- Identified by blue light above phone
- Located at: Sutton Hall, between Hart Hall and Lacy Fieldhouse, Milligan Village (2), SUB parking lot

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### Suspicious Person

- Do not physically confront the person
- Do not let anyone into a locked building, room, or office
- Don't block person's access to an exit
- Call 911 or 423.461.8911
- Provide as much info as possible

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### Suspicious Object

- Do not touch or disturb objects
- Do not use a cell phone
- Move away from object and call 911 on a landline phone
- Notify your instructor or supervisor
- Be prepared to evacuate the building

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### Fire

- Activate nearest fire alarm
- Call 911
- Evacuate the building
- Do not use elevators
- Do not re-enter the building until authorized by emergency personnel

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### Hazardous Materials Release

- Move away from the site of the hazard to a safe location and call 911
- Follow the instructions of emergency personnel
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed or have information about the release

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### Shooter/Intruder/Hostage

**RUN:** If there is an accessible escape path, attempt to evacuate the premises

- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where active shooter may be
- Call 911 when you are safe
- Follow police instructions

**HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you

- Remain calm and quiet
- Dial 911, if possible
- Lock/barricade doors when possible
- Silence your cell phone and/or pager
- Hide behind large items

**FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate active shooter

- Act as aggressively as possible
- Throw items and improvise weapons
- Yell and make loud noises
- Commit to your actions

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### Evacuation

- Remain calm
- Evacuate using the nearest exit
- Do not use elevators
- Gather personal belongings only if safe to do so
- Follow directions given by emergency personnel
- Assist persons with disabilities or injuries when safe to do so
- If you are unable to evacuate due to a physical disability, go to a safe location (stairwell near an elevator), and wait for assistance. Ask others to inform emergency personnel of your location

**EMERGENCY:  
CALL 911 or  
423.461.8911**

**Milligan Clinic:  
423.461.8667 or 423.430.0581**

Sign up for emergency alerts:  
<https://www.getrave.com/login/milligan>