

# MILLSAPS COLLEGE EMERGENCY PROCEDURES

CALL CAMPUS SAFETY AT 601-974-1234

## MEDICAL EMERGENCY

Call 911 or Campus Safety at 601-974-1234 immediately; do not wait to render first aid or other assistance if trained to do so

## TORNADO WARNING

- Shelter using an interior hallway or room
- Stay away from glass windows or doors
- Stay sheltered until an all clear is issued

## HOSTILE/DISRUPTIVE BEHAVIOR

- **Stay calm.** Get yourself and others away from the problem area/person
- Call 911 or Campus Safety at 601-974-1234
- Do not confront the subject or block the subject's exit as it could be dangerous
- Get to an area where you can lock the door
- Follow shelter-in-place procedures

## BOMB THREAT

- If you find a suspicious device, do not touch it and clear the area
- Call 911 or Campus Safety at 601-974-1234 immediately; do not wait

### If you are advised of a bomb by phone:

- Ask the caller where, when, how and why the bomb was placed
- Note the age, gender, speech, attitude, noises, accent or any other identifiers
- Record the caller ID information from your phone
- Report information to Campus Safety immediately at 601-974-1234

### If advised of a suspicious package in writing or by email:

- Try not to handle the letter, save the original
- Contact Campus Safety immediately at 601-974-1234

## ACTIVE SHOOTER

- React immediately and shelter yourself in a lockable area such as a classroom or office
- If you are in a hallway or lobby, go to the nearest classroom or office
- If you are outside, get to the nearest solid cover and lie down flat
- Lock doors, close blinds, turn off lights and stay calm down on the floor. Use room furnishings as barricades to get behind if possible
- Stay away from windows and doors
- Silence your cell phone
- Run away from gun fire; do not try to help
- Keep hands visible at all times. Obey all commands given by law enforcement
- Do not unlock the door for anyone
- Your area will be cleared by law enforcement and you will be escorted to safety or given the all clear

## FIRE ALARM/BUILDING EVACUATION

- If a fire alarm sounds, evacuate the building
- If you see fire or smoke but the alarm has not sounded, activate the nearest alarm station if available and evacuate
- Call 911 or Campus Safety at 601-974-1234 immediately; do not wait
- Do not use elevators; always use stairs
- Assist elderly and disabled persons
- Classes should stay together
- Move at least 200 feet away from the fire or further if directed

**REPORT ALL INCIDENTS AND  
SUSPICIOUS PEOPLE TO CAMPUS  
SAFETY AT 601-974-1234.**

**SEE SOMETHING, SAY SOMETHING.**