

Fire

In the event a fire is detected in a campus building or campus grounds, proceed as follows:

Activate the fire alarm: Anyone discovering a fire inside a building will immediately activate the nearest alarm box. If the fire alarm fails to function, alert all faculty and classes in the building.

• **WESSON CAMPUS** - notify Campus Police at **(601) 643-8351** or the Dean of Student Services **(601) 643-8318**

• **NATCHEZ CAMPUS** - notify Campus Police **(601) 597-0330** or the Vice President of the Natchez Campus **(601) 446-1211**

• **SIMPSON COUNTY CENTER** notify Campus Police **(601) 849-0145 / (601) 842-6775** or Vice President of the Simpson County Center **(601) 849-0112 / (601) 849-0113**

1. Evacuate the building: When the alarm sounds, all persons will evacuate according to routes indicated on the maps posted in classrooms and halls. Occupants should evacuate to at least 500 feet from the burning building and stay clear of fire fighters and their equipment. Do not return until fire officials declare the area safe. Assist anyone who is physically challenged. If the area is full of smoke, stay low to the floor and exit as quickly as possible. **DO NOT USE ELEVATOR.**
2. Call the campus switchboard: Dial (601) 643-5101 (Wesson), (601) 442-9111 (Natchez) or (601) 849-0113 (Simpson) and report the fire location. The operator will alert all administrators. Campus police will call the local fire department.
3. Count heads: Each instructor, department head, administrator, or dorm supervisor will make sure all his/her students/employees are out of the building and notify the fire department personnel if someone is missing. **TAKE YOUR GRADE BOOK.**
4. Keep access roads open: College personnel will make sure that access roads are kept open for emergency vehicles.
5. Use of the fire extinguishers: Copiah-Lincoln employees trained in the use of fire extinguishers should attempt to put small fires out that appear controllable.
6. Close but do not lock doors.

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