



EMERGENCY PROTOCOLS



FIRE/BUILDING EVACUATION

- When the alarm sounds, all persons will evacuate the building. Everyone **MUST** evacuate.
- **DO NOT USE ANY ELEVATOR.**
- Call Campus Police to report the fire location.
- Make sure all students/employees are out of the building and notify the fire department personnel if someone is missing.
- Take your belongings with you and close the doors (Do Not Lock).
- **ASSIST** the elderly or disabled.



MEDICAL EMERGENCY

If a sick or injured person is in need of assistance:

- Call Campus Police.
- Stay calm. Check the scene for safety.
- Render first aid or assistance if properly trained.
- All safety precautions should be enforced and the injured person should not be moved until they have been checked by certified medical personnel, unless they are in a life threatening situation.
- A full report should be given to the Dean of Students (Wesson), Vice President of the Natchez Campus or Vice President of the Simpson County Center by the person(s) administering aid to the individual.



TORNADO WARNING

- Listen for the alert or other warnings.
- Go immediately to the inner hallways / rooms away from windows and exterior doors. Always go to the lower level of a multi-story building if possible.
- Stay low, facing the wall with head covered.
- Do not leave the building until the "all clear" signal is given.
- If you are outside, take cover.



HOSTILE DISRUPTIVE BEHAVIOR

- Call Campus Police and let them know whether the person is armed, his/her last known location, a description, and other pertinent information.
- Campus Police will secure the area, locate the vehicle, maintain evidence for state and local law enforcement agencies and may set off an appropriate alarm/notification message if necessary. Refer to your Emergency Packet if needed.
- Keep students in classroom; lock door; check to see if stray students are outside and get them into a room. **DO NOT OPEN DOOR** until school or law enforcement authorities authorize you to do so.
- Be prepared to give all available information to officers (state and local) (names, description of vehicle, place and time, and other pertinent information).

WARNING SIGNALS

TORNADO: Continuous Siren

LOCKDOWN: Alternate High/Low

EVACUATION: Repeated Tone



LOCK-DOWN

Corrective measures for civil disturbance / intruder / abduction:

- Call Campus Police and let them know whether the person is armed, his/her last known location, a description, and other pertinent information.
- Campus Police will secure the area, locate the vehicle, maintain evidence for state and local law enforcement agencies and may set off an appropriate alarm/notification message if necessary. Refer to your Emergency Packet if needed.
- Keep students in classroom; lock door; check to see if stray students are outside and get them into a room. **DO NOT OPEN DOOR** until school or law enforcement authorities authorize you to do so.
- Be prepared to give all available information to officers (state and local) (names, description of vehicle, place and time, and other pertinent information).



BOMB/ BOMB THREAT

- Attempt to obtain information from the caller (time set to detonate, location of the bomb, what it looks like, what kind of bomb it is; keep the caller on the line as long as possible; observe the age and sex of the caller, speech patterns, accent, and background noise).
- Check the caller ID on your phone and write down the number.
- Activate fire alarm to evacuate the building. Walk quickly but calmly to exits.
- **DO NOT TOUCH OR MOVE SUSPICIOUS OBJECTS.**
- Assist the elderly or disabled.



Get WOLF ALERT to get updates!

- Updates on weather & dangers immediately
- See when class is cancelled.

**REPORT ALL INCIDENTS AND SUSPICIOUS ACTIVITY
TO CAMPUS POLICE OR ADMINISTRATOR**

Wesson Campus

(601) 643-8351 / (601) 643-8318

