

SECTOR COORDINATOR CHECKLIST MAIN CAMPUS

Master Sector # _____

Date: _____

Coordinator: _____

(Print Name)

Time: _____

If bomb threat, ALL communication must take place when OUTSIDE of the building.

Main Campus Master Sector # _____ staff should be on Channel _____.

If Evacuation to Shelter Areas: Sector Coordinator should complete their own sector evacuations and then evacuate to a severe weather shelter and await sector clear transmissions from sector leaders.

If **Building Evacuation:** Sector Coordinator should complete their own sector evacuations and then evacuate outside to a designated safe area and await sector clear transmissions from sector leaders.

Sector Clear received from sector leaders:

Sector _____ Clear received:

SC Respond "Sector _____ Clear Confirmed"

Sector _____ Clear received:

SC Respond "Sector _____ Clear Confirmed"

Sector _____ Clear received:

SC Respond "Sector _____ Clear Confirmed"

Sector _____ Clear received:

SC Respond "Sector _____ Clear Confirmed"

Sector _____ Clear received:

SC Respond "Sector _____ Clear Confirmed"

Sector _____ Clear received:

SC Respond "Sector _____ Clear Confirmed"

If a "sector clear" has not been received from a sector leader within a reasonable amount of time, request a "sector (clear status?)" until a "sector clear" is received from the sector leader.

Issue All Clear (or other directions as appropriate) to sector leaders via walkie-talkie.