

SECTOR COORDINATOR CHECKLIST NORTH CAMPUS

Date: _____

Coordinator: _____
(Print Name)

Time: _____

- CODE RED (FIRE, EXPLOSION, OR FIRE ALARM ACTIVATION)
- CODE BLUE (TORNADO WARNING)
- CODE RED (BOMB THREAT) DO NOT USE WALKIE TALKIE—TURN OFF RADIO/CELL PHONE

- Issue PA announcement (verbiage located by PA system).

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

- Notify Campus Police via radio.

- If **Code Blue** issued, check exterior of building for students and direct them inside to a severe weather shelter.

- Issue a “**CSO Ready**” over the walkie-talkie. North Campus staff should be on Channel 4.

If **Code Blue**: CSO should now evacuate to a severe weather shelter and await sector clear transmissions from sector leaders.

If **Code Red**: CSO should now evacuate outside to meet emergency personnel and wait for sector clear transmissions from the sector leaders.

- Sector Clear** received from sector leaders:

Sector 1 Clear received:

SC Respond “Sector 1 Clear Confirmed”

Sector 2 Clear received:

SC Respond “Sector 2 Clear Confirmed”

Sector 3 Clear received:

SC Respond “Sector 3 Clear Confirmed”

Sector 4 Clear received:

SC Respond “Sector 4 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 and over the public-address system.

- Complete any necessary Campus Police reports.