

SECTOR LEADER CHECKLIST GRUNDY EDUCATION CENTER

Date: _____

Sector Leader: _____
(Print Name)

Time: _____

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

Notify Campus Police via telephone.

If **Evacuation to Shelter Areas** issued, check exterior of building for students and direct them inside to a severe weather shelter.

Begin Evacuation Procedures.

When **Evacuation to Shelter Areas complete**, sector leader should evacuate to shelter area.

When **Building Evacuation complete**, sector leader should evacuate building to meet emergency personnel.

Issue All Clear (or other directions as appropriate) to evacuees.

Send copy of this checklist to Campus Police.