

SECTOR LEADER CHECKLIST

- Place batteries in walkie-talkie and turn it on (unless bomb threat)**
- Switch to designated channel**
- Put on your vest**
- Note immediate area conditions**
- If conditions warrants report immediately to your sector coordinator**
- Report to your sector coordinator a “ready status”**
- Begin evacuating your sector**
- Report any unusual findings (fire, injuries, bomb, etc.)**
- Call for additional help if needed**
- After sector is evacuated report all clear to your sector coordinator**
- Outside move all people to farthest area of the parking lot safely**
- Perform additional tasks that are assigned to you**
- Return people to building after “All Clear” notice is given**
- Turn off walkie-talkie and remove batteries**
- Return clipboard to “ready status”**
- Return to work**