

BUILDING COORDINATOR CHECKLIST

Name: _____

Building: _____

Date: _____

Zone: _____

Time: _____



Shelter-in-Place OR Secure-in-Place

Shelter/Secure-in-Place Priorities:

- Personal safety
- Directing others to follow procedures
- If possible, proceed to pre-designated interior safe areas

Secure-in-Place (Police Activity):

Follow the steps below, and direct others to do so, if safe:

- Implement Secure-In-Place procedure following zotALERT notification – remain calm
- Find an interior room, lock or barricade doors, draw blinds, turn off lights, and silence phones
- If outside seek shelter in a nearby building - if no building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage
- Fill out and post Shelter/Secure-in-place sign on all exterior doors, if safe to do so
- Move away from doors and windows
- Provide notification and status updates to Zone Captains and Floor Wardens
- If you hear the fire alarm, stay put unless you see fire, smell smoke, or are given directions to evacuate by first responders
- Follow instructions from Zone Captain, police, fire, and other first responders
- DO NOT leave until an all-clear message is received - notify Floor Wardens and occupants
- Restore building to normal function following all clear message and inventory and replace any items used during the event

Shelter-in-Place (HazMat):

Follow the steps below, and direct others to do so, if safe:

- Implement Shelter-In-Place procedure following notification from Zone Captain or zotALERT
- Notify Floor Wardens and building occupants
- Shut down all experiments/operations
- Move to floors above ground level and/or to an interior room with the least number of windows
- Shut and lock all windows, exterior and interior doors. Close window shades, blinds, or curtains
- Limit use of telephones to emergency calls only
- When directed: close vents, seal openings with wet cloths and shut-off HVAC (or set to "Recirculation")
- Do not use elevators
- Fill out and post Shelter/Secure-in-place sign on all exterior doors, is safe to do so
- Provide notification and status updates to Zone Captains and Floor Wardens
- Remain indoors and, to the best of your ability, do not allow exit/re-entry until advised by emergency personnel or Zone Captain
- DO NOT leave until an all-clear message is received - notify Floor Wardens and occupants
- Following the all-clear announcement, open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air