BUILDING COORDINATOR CHECKLIST

Name: ____________________________ Zone: ____________

Building: __________________________ Zone: ____________

Date: ___________________ 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, if 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