

Building Captains and Assistants

Responsibilities:

Building Captains are responsible for the safety of individuals and property in their areas of responsibility. Each Building Captain will check assigned areas as noted below.

Specific Duties Include:

- 1. Communicate if evacuation is necessary.**
- 2. Direct Faculty and Staff on the evacuation route, if needed.**
- 3. Make certain that all occupants are evacuated from buildings, check elevators, and secure each room indicating the room is clear (this can be done by putting a piece of masking tape or blue tape on the door).**
- 4. Ensure that disabled persons and visitors are assisted in evacuating the building.**
- 5. Take student head-count at evacuation zone.**
- 6. Report completed tasks to the Incident Commander and/or Administrator in charge at the time of the specific event.**

Whenever there is an imminent or actual situation:

- **Call 911 (or 9-911 from a campus phone) then notify the Public Safety Department immediately at 306-3420 or cell number 642-7001. The Public Safety Officer on shift will contact any appropriate emergency responders.**
- **Evacuate staff and students from the problem area only.**

Building 1

Day: Captain - Nick Carr (Instructional Aide, Fitness Center)
Assistant - Mike Garcia (Athletic Director)

Evening: Monday/Wednesday – Nick Carr
Tuesday/Thursday – Jose Peña
Saturday – Steve Nicolopoulos

Building 2

Day: Captain - Jai Kumar (Cañada Bookstore Manager)
Assistant – Brian Horwitz (Shipping/Receiving Clerk, Cañada Bookstore)

Evening: Monday thru Thursday - Brian Horwitz (Shipping/Receiving Clerk, Cañada Bookstore)

Building 3

Day: Captain – Jenny Castello (Interim Dean, Humanities & Social Sciences)
Assistants– Katie Beverly (Division Assistant, Humanities & Social Sciences)
Gloria Peña-Bench (Office Asst., Humanities & Social Sciences)

Evening: Monday – Mike Nagler
Tuesday – Robin Meyerowitz
Wednesday –
Thursday – Mike Nagler
Friday – No Evening Classes

Saturday: Harold Borrero

Building 5

Day: Captain – Aja Butler & Regina Blok

Evening: Monday – Julie Mooney
Tuesday -
Wednesday – Bart Scott
Thursday – Regina Blok

Building 7 (Facilities)

Day: Captain – Tatiana Degai

Evening: Captain – Ignacio Carlos

Building 8 –

Day: Monday through Friday - Christine Huynh
Saturday – Jose Pena

Evening: Monday – Julie Mooney
Wednesday – Bart Scott
Building is closed on Tuesday and Thursday evenings

Building 9

Day: First Floor
Captain – Kathy Sammut (Dean, Counseling & Enrollment Services)
Assistant – Helia Ying (Division Assistant, Counseling & Enrollment Services)
Second Floor
Captain – Rita Sabbadini
Assistant – Romeo Garcia
Third Floor
Captain – Dave Patterson
Assistant – Mike Ferrari

Evening: Monday thru Thursday -
First Floor only - Edith Flores
Second Floor only – Susan Traynor on Monday, Wednesday, Thursday
- Rita Sabbadini on Tuesday
Third Floor only- Paul Gaskins

Building 13

Day: Captain - Peter Tam (Accounting Technician, Business & Workforce Development)
Assistant – Jonna Pounds (Division Assistant, Business & Workforce Development)

Evening: Monday thru Thursday – Charlene Suda

Saturday: Vicki Clinton

Building 16

Day: Nathan Staples

Evening: Tomas Torok

Building 17

Day: Monday & Wednesday – Rich Follansbee
Tuesday & Thursday – Carol Rhodes

Evening: Monday – Nicamer Tolentino
Tuesday – Tomas Torok
Wednesday – Diego Nieto
Thursday – Gary Ciabrone

Building 18

Day: Captain: Monday through Friday - Georgia Clark
Assistant: Roslind Young

Evening: Monday & Wednesday – Jett Chinn
Tuesday & Thursday – Sara Cooper

Saturday: Myles Kelley

Building 19

Day: Gabe Prochter

Evening: Tuesday & Thursday - Jeanne Digel
Wednesday – Gabe Prochter

Building 20

Day: Gabe Prochter

Evening: Tuesday & Thursday - Jeanne Digel
Wednesday – Gabe Prochter

Building 21

Day: Gabe Prochter

Evening: Tuesday & Thursday - Jeanne Digel
Wednesday – Gabe Prochter

Building 22

Day: Monday, Tuesday, Wednesday, Friday - Sue Eftekhari
Thursday - Maria Huning & Lina Mira

Evening: Monday & Tuesday – Paul Naas
Wednesday – Val Goines
Thursday – Penny Blair