

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 manage evacuations, check assigned areas, and coordinate emergency operations as necessary.

Specific Duties Include:

1. Notify building occupants of the emergency situation.
2. Determine the need for evacuation
3. Identify and communicate if evacuation is necessary.
4. Direct Faculty and Staff on the evacuation route.
5. Make certain that all occupants are evacuated from buildings and secure each room indicating the room is clear.
6. Ensure that disabled persons and visitors are assisted in evacuating the building.
7. Report completed tasks to the Incident Commander and/or Administrator in charge at the time of the specific shift.

Whenever there is an imminent or an actual situation:

- Notify Campus Security immediately at 306-3420 or cell number 642-7001. The Campus Security 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

Daytime: Captain – Joan Murphy (Division Assistant, Humanities)
Assistant – Gloria Peña-Bench (Division Assistant, Humanities)

Nighttime: Monday – Mike Nagler
Tuesday – Ronda Chaney
Wednesday – Zachary White
Thursday –

Saturday: none

Building 5

Day: Captain – Aja Butler & Regina Blok

Building 8 – Closed for Fall Semester

Day:

Building 9

Day: Captain - Melissa Raby (Dean, Counseling & Enrollment Services)
Assistant - Jacquelyn Holley (Division Assistant, Counseling & Enrollment Services)

Evening: Monday thru Thursday - Edith Flores for the First Floor only
Alejo Vasquez for the Second Floor only
Paul Gaskins for the Third Floor only

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 (Instructional Aide II) 4:30 to 10:00 p.m.

Saturday: Georgia Clark 9/6-11/15
Victoria Clinton 8/23 – 12/6 from 8:30 a.m. to 12:35 p.m.

Building 16

Day: Nathan Staples

Evening: Tomas Torok

Building 17

Day: Monday & Wednesday – Jessica Einhorn
Tuesday & Thursday – Carol Rhodes

Evening: Monday & Tuesday – Sara Cooper
Wednesday – Tai Nguyen
Thursday – Gary Ciabrone

Building 18

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

Evening: Monday & Tuesday – Sara Cooper
Wednesday – Mohinder Bhatia
Thursday – Myles Kelley

Saturday: Myles Kelley

Building 22

Day: Monday through Friday: Captain – Ricardo Flores
Assistant – Sue Eftekari

Evening: Monday/Tuesdays – Penny Blair & Leslie Baxter
Tuesday/Thursday – Judy Heldberg & Jan Lawrence