

## 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