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 Nicolopulos

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 - Jacqulyn 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