Berkeley City College

# EMERGENCY

## CLIPBOARD

### Floor Monitors

Revised 10.29.14

BERKELEY CITY COLLEGE

**Instructions for Evacuation**

**Floor Monitors:**

* When the alarm sounds begin to evacuate the building.
* **TAKE THE CLIPBOARD**.
* DO NOT USE THE ELEVATORS.

***Note: The elevators will continue to operate unless there is a fire in the Atrium. Please direct everyone to the stairs. Those with mobility concerns CAN USE the elevator or they can go to the stairwell and wait for assistance.***

* Evacuate by the northwest staircase (front) or center staircase (back).
* Exit to the park located between Martin Luther King and Center Street.
* Once your floor has assembled outside:
* Take roll call.
* Report roll call to Safety Coordinators, Shirley Slaughter,

Brenda Johnson.

* “All present,” or
* “All but so-and-so accounted for,” or
* “Disabled person needs rescue in Room #, southeast stairwell or center stairwell or 2nd floor elevator.” **Note: Convey this information ASAP!**

When all are accounted for, return to the building only when instructed to do so.

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| **Emergency Preparedness** | | | |
| **Floor Monitors** | | | |
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| **FLOOR** | **LOCATION** | **PRIMARY** | **SECONDARY** |
| **Annex** | Classrooms | Securitas |  |
|  |  |  |  |
| **Atrium** | Custodial Services, Classrooms, and Auditorium, Eastside of Building | Javier Lopez |  |
|  | Associated Students, Classrooms and both restrooms. Westside of Building | Roger Toliver | Loan Nguyen |
|  |  |  |  |
| **1st Floor** | Business Office, Financial Aid, A & R Restrooms and the Duplicating Center | John Pang | Joanna Louie |
|  | LRC, Library and Computer Labs | Gail Pendleton | Louisa Roberts |
|  |  |  |  |
| **2nd Floor** | Counseling, DSP&S – West Wing | Jasmine Martinez | Windy Franklin |
|  | Classrooms, Labs, ASL – East Wing | Phu Lee |  |
|  | Roberto Gonzalez | Paula Coil | Jasmine Martinez |
|  | Lynn Massey | Dwayne Cain | Javier Lopez |
|  |  |  |  |
| **3rd Floor** | Classrooms/Labs/Restrooms - East Wing | Vincent Koo | Fatima Shah |
|  | 3rd Floor Faculty Offices, EOPS, CalWORKS,TRIO, TLC, - West Wing | Ramona Butler | Ally Tomas |
|  |  |  |  |
| **4th Floor** | Administrative Suite - West Wing | Marilyn Montague | Cynthia Reese |
|  | Classrooms/Labs, Restrooms – East Wing | Johnny Dong | Catalina Herrerra |
|  |  |  |  |
| **5th Floor** | Faculty Offices – West Wing | Donna Dorsey | M.K. Bergman |
|  | Classrooms, Student Lounge, Bookstore, East Wing | Sylvia Espinoza | Francine Lewis |

ROLL CALL

**Atrium**

|  |  |  |
| --- | --- | --- |
| **ROOM NUMBER** | **NAME OF OCCUPANTS** | **REMARKS** |
| **51/57** | **Associated Students** |  |
| **52** | **Classroom** |  |
| **053** | **Classroom** |  |
| **054** | **Classroom** |  |
| **055** |  |  |
| **056** | **Security Room** |  |
| **Auditorium** |  |  |
| **034** | **Classroom** |  |
| **033** | **Classroom** |  |
| **032** | **Classroom** |  |
| **031** | **Classroom** |  |
| **026** | **Engineers Office** |  |
| **025** | **Custodians** |  |
| **024** |  |  |
| **016** | **Javier Lopez/** |  |
| **015** | **Classroom** |  |
| **014** | **Classroom** |  |
| **Restrooms** |  |  |
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**ROLL CALL**

**FIRST FLOOR OFFICES**

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| --- | --- | --- |
| **Room**  **Number** | **Office**  **Description** | **Occupants** |
| **112** | **Learning Resource Center** |  |
| **113** | **Vacant** |  |
| **114** | **TBD** |  |
| **121** | **Assessment** | **Gail Pendleton** |
| **122** |  |  |
| **124A** | **Outreach** |  |
| **124B** |  |  |
| **124C** | **EOPS Counselor** | **Amy Herrera** |
| **125** | **Basic Skills Lab** |  |
| **126** | **Assessment/Library Computer Lab** |  |
| **141** | **Business Services Suite** | **Roger Toliver and Joanna Louie** |
| **142** | **Business Manager** | **Shirley Slaughter** |
| **143** | **Business Supervisor** | **John Pang** |
| **152** | **Admissions & Records** | **Loretta Newson/Elinor Chin** |
| **153** | **Bursar/Cashier** | **Guang Chen/Yolanda Young** |
| **156** | **Duplicating Center** | **Karen Shields** |
| **165** | **Financial Aid** | **Loan Nguyen/Catherine Nichols/Tammy Perry/Jackie Vo/Nghi Dong/Ada Clark** |

**ROLL CALL**

**SECOND FLOOR**

**Counseling, DSPS & Classrooms**

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| ROOM NUMBER | **OFFICE DESCRIPTION** | **NAME OF OCCUPANTS** |
| **252** | **Part Time Counselors** |  |
| **256** | **Part Time Counselors** |  |
| **258** | **Articulation Officer** | Joseph Bielanski |
| **251** |  |  |
| **259** | **Student Services Specialist** | Jennifer Lenehan |
| **257** | **P/T Counselor** |  |
| **259** | **P/T Counselor** |  |
| **251** | **P/T Counselor** |  |
| **253** | **Counselor** | Allene Young |
| **254** | **Counselor** | Tamara Harris |
| **255** | **Counselor** | Hermia Yam |
| **263** | **DSPS** |  |
| **261** | **DSPS** | Lynn Massey/Delores Harshaw |
| **265** | **DSPS** |  |
| **256** | **P/T Counselors** |  |
| **242** | **VP of Student Services** | May Chen |
| **241** | **Staff Assistant** | Jasmine Martinez |
| **243** | **Transfer Center** | Paula Coil |
| **244** | **Alternate Media** | Roberto Gonzales |
| **Restrooms** |  |  |
| **211** | **Print Room** |  |
| **213** | **Computer Lab** |  |
| **214** | **Classroom** |  |
| **216** | **Classroom** |  |
| **218** | **Digital Video Lab** |  |
| **222** | **ASL Faculty Office** |  |
| **223** | **Classroom** |  |
| **225** | **ASL Testing Room** |  |
| **226** | **Classroom** |  |
| **227** | **Computer Lab** |  |

**ROLL CALL**

**THIRD FLOOR**

**CLASSROOMS/LAB**

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| **ROOM NUMBER** | **Office Description** | **REMARKS** |
| **311** | **Classroom** |  |
| **312** | **Lab** |  |
| **313** | **Writing Lab** |  |
| **315** | **Classroom** |  |
| **316** | **Classroom** |  |
| **321** | **Lab** |  |
| **322** | **Classroom** |  |
| **323** | **Computer Lab** |  |
| **324** | **Computer Lab** |  |
| **Restrooms** |  |  |
|  |  |  |
| **341A** | **Teaching & Learning Center** |  |
| **342** | **EOPS Director** | **Fatima Shah** |
| **344** | **EOPS Counselor** | **Carlos Romero** |
| **345** | **Vacant** |  |
| **346** | **CalWORKS Counselor** | **Humah Talai** |
| **347** | **P/T Faculty Offices Math** |  |
| **349** | **Vacant** |  |
| **351** | **TRIO Counselors** | **Denise Jones Robert Alexander** |
| **352** | **Dean of Student Services** | **Brenda Johnson** |
| **353** | **PACE** |  |
| **354** | **Staff Assistant to Dean** | **Ramona Butler** |
| **355** | **Faculty Offices** |  |
| **356** | **IT Department** | **Phi Le, Phu Le and Vincent Koo** |
| **357** | **Audio Visual Department** | **Bryan Gibbs** |
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**ROLL CALL**

**FOURTH FLOOR**

**ADMINISTRATIVE SUITE**

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| --- | --- | --- |
| **ROOM NUMBER** | **OFFICE DESCRIPTION** | **OCCUPANTS** |
| **443** | **President’s Office** | **Debbie Budd** |
| **441** | **President’s Executive Assistant** | **Cynthia Reese** |
| **442** | **VP of Instruction** | **Tram Vo-Kumamoto** |
| **452** | **VPI’s Assistant** |  |
| **450A** | **Switchboard** | **Marilyn Montague** |
| **450B** | **Staff Assistant** | **Donna Dorsey** |
| **450C** | **Staff Assistant** | **Nancy Cayton** |
| **450D** | **Staff Assistant** | **Sylvia Espinosa** |
| **450E** | **Contract Ed** | **Francine Lewis** |
| **450F** | **Staff Assistant** | **Catalina Herrera** |
| **453** | **VPI Student Assistants** | **Cynthia Reese** |
| **454** | **Dean** | **Carlos Cortez** |
| **455** | **Dean** | **Antonio Barreiro** |
| **456** | **Program Specialist** | **Johnnie Dong** |
| **457** | **Director** | **Katherine Bergman** |
| **458** | **PIO** | **Shirley Fogarino** |
| **459** | **Workroom** | **Student Workers** |
| **431** | **Tiered Classroom** |  |
| **411** | **Art Studio** |  |
| **Restrooms** |  |  |
| **421** | **Classroom** |  |
| **422** | **Classroom** |  |
| **423** | **Classroom** |  |
| **424** | **Classroom** |  |
| **425** | **IT Storage** |  |
| **426** | **Head Custodian** | **Dwayne Cain** |

**FIFTH FLOOR**

**FACULTY SUITE/IT Department**

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| --- | --- | --- |
| **Room** | **Description** | **Occupants** |
| 523 | Science |  |
| 541 | Distant Education |  |
| 543 | Faculty Conference Room |  |
| 551 | Science |  |
| 552 | Vacant |  |
| 553 | Multi Media |  |
| 554 | Modern Languages |  |
| 555 | Art |  |
| 556 | CIS |  |
| 557 | Political Science/Sociology |  |
| 558 | ESL |  |
| 560 | English |  |
| 562 |  |  |

**ROLL CALL**

**FIFTH FLOOR**

**CLASSROOMS**

|  |  |  |
| --- | --- | --- |
| **ROOM NUMBER** | **DESCRIPTON** | **OCCUPANTS** |
| **511** | **Internation ED** |  |
| **512** | **Physical Science Service** |  |
| **513** | **Physical Science**  **Lab** |  |
| **514** | **Classroom** |  |
| **515** | **Classroom** |  |
| **516** | **Student Lounge** |  |
| **517** | **Bookstore** |  |
| **518** | **Classroom** |  |
| **521** | **Chemistry Lab** |  |
| **522** | **Biology Lab** |  |
| **523** | **Science Department** |  |