

(DON'T) PANIC SHEET for DEANS & CHAIRS

Emergencies

Topic	Responsible Unit	Contact Information
Urgent Medical Attention	UCPD	911 (land line) or 642-3333 (cell)
Aggression or Immediate Physical Threat	UCPD	911 (land line) or 642-3333 (cell)
Threat of Imminent Suicide	UCPD	911 (land line) or 642-3333 (cell)
Smoke/Fire	UCPD	911 (land line) or 642-3333 (cell)
Crime in Progress or Just Concluded	UCPD	911 (land line) or 642-3333 (cell)
Hazardous Material or Toxic Spill (ground or water)	EH&S (business hours)	642-3073
	UCPD (evenings and weekends)	911 (land line) or 642-3333 (cell)
Flooding	Facilities Services	642-1032
Campus Emergency Ongoing Updates	http://emergency.berkeley.edu	(800) 705-9998
Travelers in Distress (medical emergencies, emergency evacuations)	Risk Services	510-289-8282 (24hr/7 days a week)

Emotional Distress & Behavioral Concerns

Topic	Responsible Unit	Contact Information
Students of Concern	Student of Concern Committee & Center for Support and Intervention	Alfred Day, Director, 664-4218, alfred.day@berkeley.edu Submit a CARE Report
Emotional Distress or Behavioral Risk Assessment For Students For Faculty or Staff	Counseling and Psychological Services	Claytie Davis III, Interim Director, 642-9494
	Employee Assistance	Craig Mielcarski, Director, 643-7754

Minimizing University Liability

Topic	Responsible Unit	Contact Information
Intent to Sue University (or You)	Office of Legal Affairs (OLA)	642-7122, olastaff@berkeley.edu
Contact from a Federal/State Agency Investigator	Office of Legal Affairs (OLA)	David Robinson, Chief Campus Counsel, 642-7122, dmrobinson@berkeley.edu
Injury on the Job	Disability Management Services	Mike Imazumi, Manager 642-8768, mimazumi@berkeley.edu
Injury or Property Damage on Campus (not work-related)	Ethics, Risk & Compliance Services	Laila DeBerry, Campus Risk Manager 643-9317, ldeberry@berkeley.edu
Data Security Breach or Computer with Sensitive Information Stolen	IS&T Computer Security	security@berkeley.edu 510- 664-9000
Privacy & Healthcare Compliance Breaches	Ethics, Risk & Compliance Services	Scott Seaborn, Interim Campus Privacy Officer, 4-7775, privacyoffice@berkeley.edu
Public Records Request	Office of Legal Affairs (OLA)	Liane Wong, Public Records Coordinator pra@berkeley.edu

Faculty Employment Matters

Topic	Responsible Unit	Contact Information
Faculty Equity and Welfare	Office for Faculty Equity & Welfare	Angelica Stacy, Associate Vice Provost 642-1935, astacy@berkeley.edu
Academic Personnel Cases (Promotions, Merits, Reviews)	Academic Personnel Office (APO)	Heather Archer, Assistant Vice Provost 642-5626, archer@berkeley.edu
Grievance Process/Privilege and Tenure Committee	Academic Senate	Jocelyn Banaria, Executive Director 642-7213

Possible Research Misconduct

Topic	Responsible Unit	Contact Information
Lab Safety	Environmental Health & Safety	642-3073
Conflict of Interest (research-related)	Research Administration & Compliance (RAC)	Alaisha Hellman, Research Compliance Analyst, 642-0122, mhellman@berkeley.edu
Mistreatment of Human Subjects or Research Animals	Vice Chancellor, Research	Pat Schlesinger, Assistant Vice Chancellor, 642-2866, pschlesinger@berkeley.edu
Plagiarizing Published Material, Misrepresenting or Fabricating Data	Vice Chancellor, Research	Pat Schlesinger, Assistant Vice Chancellor, 642-2866, pschlesinger@berkeley.edu

Possible Misconduct

Topic	Responsible Unit	Contact Information
Campus Resources Used for Personal Gain	Vice Chancellor, Research	Pat Schlesinger, Assistant Vice Chancellor, 642-2866, pschlesinger@berkeley.edu
	General: Whistleblower Hotline	800-403-4744
Conflict of Interest (not related to research)	Ethics, Risk & Compliance Services	Laila DeBerry, Campus Risk Manager

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		643-9317, conflicts@berkeley.edu
Sexual Harassment or other conduct prohibited under the UC Policy on Sexual Violence and Sexual Harassment (SVSH)	Office for the Prevention of Harassment and Discrimination	Paula Raffaelli, Acting Title IX Officer 643-7985, ask_ophd@berkeley.edu
Libel, Slander or Defamation (written or spoken)	Office of Legal Affairs (OLA)	642-7122, olastaff@berkeley.edu
Disclosure of Confidential Employee Information	Human Resources Employee Relations	Theresa McLemore, Interim Director 643-8718, tmclemor@berkeley.edu
Disclosure of Confidential Student Information	Office of the Registrar	Walter Wong, Registrar 643-1640, oua2wong@berkeley.edu
Possible Violation of Faculty Code of Conduct (including faculty “no show” to classes, being under the influence of alcohol or drugs, abusive behavior)	Vice Provost for the Faculty	Benjamin Hermalin, Vice Provost 642-6474, hermalin@berkeley.edu
Possible Staff Misconduct, other than SVSH	Human Resources Employee Relations	Theresa McLemore, Interim Director 643-8718, tmclemor@berkeley.edu
Student Code of Conduct Violations	Dean of Students Office	Becca Lopez, Assistant Dean of Students & Director, Center for Student Conduct 643-9069, becca@berkeley.edu
Athlete Misconduct, NCAA Violations	Intercollegiate Athletics	Jim Knowlton, Director of Athletics 643-5316, jim.knowlton@berkeley.edu
Allegations of Discrimination (including hostile environment due to race, age, religion, etc.) Complaint against faculty or students: Complaint against staff:	Office for the Prevention of Harassment and Discrimination HR Policy & Procedures Unit	Paula Raffaelli, Acting Title IX Officer 643-7985, ask_ophd@berkeley.edu 642-7053, askeru@berkeley.edu
Concerns about Sexual Harassment, Sexual Assault, Dating/Domestic Violence, Retaliation, and Stalking Confidential Support and Care Counsel and Advice on Managing Impact of SVSH Incident Reporting, Complaint Resolution, and Responsible Employee Notification	PATH to Care Center Office for the Prevention of Harassment and Discrimination	Kiara Lee, Interim Assistant Director 642-1988 kiaralee@berkeley.edu The Care Line (24/7 crisis/urgent support) 510-643-2005, pathtocare@berkeley.edu Paula Raffaelli, Acting Title IX Officer 643-7985, ask_ophd@berkeley.edu
To Report Improper University Activity	Chancellor's Office	Khira Griscavage, Associate Chancellor kgriscavage@berkeley.edu Whistleblower Hotline: 800-403-4744
Allegation of Retaliation as a Result of Reporting Improper University Activity	Ethics, Risk & Compliance Services	Khira Griscavage, Associate Chancellor kgriscavage@berkeley.edu

Disability, Equity, and Inclusion

Topic	Responsible Unit	Contact Information
Accommodations Related to Faculty Disability or Medical Condition	Academic Personnel Office (APO)	Heather Archer, Assistant Vice Provost 642-5626, archer@berkeley.edu
Accommodation of Disabled Students	Disabled Students' Program (DSP)	Karen Nielson, Director 642-0518, knielson@berkeley.edu
Disability Complaint Resolution Requests	Disability Compliance	Derek Coates, Compliance Officer 643-8996
Equity and Inclusion Concerns	Vice Chancellor, Equity & Inclusion	Oscar Dubón, Vice Chancellor 642-7294, vcei@berkeley.edu
Faculty Diversity Resources	Office for Faculty Equity & Welfare	Angelica Stacy, Associate Vice Provost 642-1935, astacy@berkeley.edu

Conflict Resolution

Topic	Responsible Unit	Contact Information
For Faculty	Academic Senate	Jocelyn Banaria, Executive Director 642-7213
For Staff / Non-Senate Academics	Staff Ombuds Office	Sara Thacker, Director, 642-7823
For Students / Post Docs	Ombuds Office for Students and Postdoctoral Appointees	Marcia Gee Riley, Director and Ombuds 642-5754