

(DON'T) PANIC SHEET for DEANS & CHAIRS

| Topic | Responsible Unit | Contact Information |
|---|---|--|
| Emergencies | | |
| 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 | | |
| Students of Concern | Student of Concern Committee | James Kato, Interim Director, 664-4218, jameskato@berkeley.edu |
| | Center for Support and Intervention | Submit a CARE Report |
| Emotional Distress or Behavioral Risk Assessment | | |
| For Students | Counseling and Psychological Services | Peter Cornish, Co-Director, 642-9494 |
| For Faculty or Staff | Employee Assistance | Craig Mielcarski, Director, 643-7754 |
| Minimizing University Liability | | |
| 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 | Gretchen Scott, Manager, 643-9316, gretchens@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, Campus Privacy Officer, 4-7775, privacyoffice@berkeley.edu |
| Public Records Request | Office of Legal Affairs (OLA) | Liane Wong, Public Records Coordinator, pra@berkeley.edu |
| Records Management Inquiries (Including Deletion and Retention Questions) | Records Retention Services | Scott Seaborn, Records Management Coordinator 4-7775, sseaborn@berkeley.edu |
| Faculty Employment Matters | | |
| Faculty Equity and Welfare | Office for Faculty Equity & Welfare | Sharon Inkelas, Associate Vice Provost, 642-1935, inkelas@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 | | |
| Lab Safety | Environmental Health & Safety | 642-3073 |
| Conflict of Interest (research-related) | Research Administration & Compliance (RAC) | Brian Warshawsky, Director of Research, Ethics, and Compliance, 664-9016, bwar@berkeley.edu |
| Mistreatment of Human Subjects or Research Animals | Vice Chancellor, Research | Rebecca Armstrong, Director of Research Subject Protection, rda@berkeley.edu, 510-642-7461 |
| Plagiarizing Published Material, Misrepresenting or Fabricating Data | Vice Chancellor, Research | Bob Price, Interim Assistant Vice Chancellor, 642-1049, rprice@berkeley.edu |
| Possible Misconduct | | |
| Campus Resources Used for Personal Gain | Vice Chancellor, Research General: Whistleblower Hotline | Kairi Williams, Assistant Vice Chancellor, 510-642-2866, kdw@berkeley.edu 800-403-4744 |
| Conflict of Interest (not related to research) | Ethics, Risk & Compliance Services | Laila DeBerry, Campus Risk Manager, 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 | Kellie Brennan, Executive Director for Civil Rights & Whistleblower Compliance 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 Info (non-academic staff) | People & Culture | Carrie Ann Colton, Director, 643-8718, cacolton@berkeley.edu |
| Disclosure of Confidential Employee Info (academic appointees) | Academic Personnel Office (APO) | Heather Archer, Assistant Vice Provost, 642-5626, archer@berkeley.edu |
| Disclosure of Confidential Student Information | Office of the Registrar | Sara Reed, Registrar, sjr@berkeley.edu |

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| 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 | Victoria Plaut, Vice Provost, 642-6474, vplaut@berkeley.edu |
| Possible Staff Misconduct, other than protected category harassment & discrimination, including SVSH" (for protected category discrimination/harassment, OPHD is the appropriate contact) | People & Culture | Carrie Ann Colton, Director, 643-8718, cacolton@berkeley.edu |
| Abusive Conduct | People & Culture | Employee and Labor Relations at AC, elr@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 or Harassment based on a Protected Status (e.g. race, disability, gender identity, religion, etc.) involving faculty, staff, students, or third parties | Office for the Prevention of Harassment and Discrimination | Kellie Brennan, Executive Director for Civil Rights & Whistleblower Compliance 643-7985, ask_ophd@berkeley.edu |
| Concerns about Sexual Harassment, Sexual Assault, Dating/Domestic Violence, Retaliation, and Stalking | | |
| Confidential Support and Care | PATH to Care Center | Melissa Kwon, Interim Director, 510-642-1988, pathtocare@berkeley.edu The Care Line 510-643-2005 (24/7 crisis/urgent support) |
| Reporting, Supportive Measures, Rights/Options for Resolution, Consultation, Notification | Office for the Prevention of Harassment and Discrimination | Kellie Brennan, Executive Director for Civil Rights & Whistleblower Compliance, 643-7985, ask_ophd@berkeley.edu |
| To Report Improper Governmental Activities by University Employees (Whistleblower) | Civil Rights and Whistleblower Office | Kellie Brennan, Executive Director for Civil Rights & Whistleblower Compliance, kelliiebrennan@berkeley.edu Whistleblower Hotline: 800-403-4744 |
| Allegation of Retaliation as a Result of Reporting Improper Governmental Activities by University Employees (Whistleblower Protection) | Civil Rights and Whistleblower Office | Kellie Brennan, Executive Director for Civil Rights & Whistleblower Compliance, kelliiebrennan@berkeley.edu |
| Disability, Equity, and Inclusion | | |
| Workplace accommodations Related to Disability or Medical Condition for Academic Appointees | Academic Personnel Office (APO) | Heather Archer, Assistant Vice Provost, 642-5626, archer@berkeley.edu |
| Accommodation of Disabled Students | Disabled Students' Program (DSP) | Martha Velasquez, Interim Executive Director / Associate Director, 642-0518, mvelasquez@berkeley.edu |
| Climate Issues in Academic Units | Office for Faculty Equity & Welfare Division of Equity & Inclusion | Sharon Inkelas, Special Faculty Advisor to the Chancellor on Campus Welfare, svshadvisor@berkeley.edu Dania Matos, Vice Chancellor, 642-7294, vcei@berkeley.edu |
| Disability Complaint Resolution Requests | Disability Access & Compliance Office for the Prevention of Harassment & Discrimination | Ella Callow, Director, Chief ADA/504 Compliance Officer 664-4012, ellacallow@berkeley.edu Kellie Brennan, Executive Director for Civil Rights & Whistleblower Compliance, kelliiebrennan@berkeley.edu |
| Equity and Inclusion Concerns | Vice Chancellor, Equity & Inclusion | Dania Matos, Vice Chancellor, 642-7294, vcei@berkeley.edu |
| Faculty Diversity Resources | Office for Faculty Equity & Welfare | Sharon Inkelas, Associate Vice Provost, 642-1935, inkelas@berkeley.edu |
| Conflict Resolution | | |
| For Faculty | Faculty Ombudsperson | Angy Stacy, Faculty Ombuds, astacy@berkeley.edu |
| For Staff / Non-Senate Academics (Workplace Problems & Disputes) | Staff Ombuds Office | Sara Thacker, Director & Ombudsperson, 642-7823 |
| For Students / Post Docs | Ombuds Office for Students and Postdoctoral Appointees | Marcia Gee Riley, Director and Ombuds, 642-5754, mgriley@berkeley.edu |
| Updated 7/5/2023 by Wayne Binkley , Office of the EVCP | | |