

INTRODUCTION

2014 was a productive and successful year for the Crisis Management Council. The new Campus Emergency Management Plan (CEMP) was published, several outreach and education events were held, and numerous exercises were conducted that challenged our response network and strengthened our disaster resilience.

MAJOR ACCOMPLISHMENTS OF 2014:

EXERCISES AND TRAINING

- **Pandemic Tabletop Exercise – January 23, 2014**
Members of the Emergency Operations Center reviewed our existing pandemic plan in response to a scenario that progressed from a pandemic declaration to confirmed cases on campus. Dr. Sandeep Mital, M.D. MPH and former Pandemic Flu Coordinator for the Pasadena Public Health Department began the morning with a detailed presentation on pandemics, infection control and the role of Public Health during pandemics, and remained for the duration of the exercise as a resource.
- **Bomb Threat Tabletop – February 26, 2014**
The Emergency Operations Center was challenged with a bomb threat scenario that impacted several locations on campus. Lieutenant Ed Calatayud, III of the Pasadena Police Department participated in the exercise discussion and provided insight on the role that the Pasadena Police would take during a threat on campus.
- **Workplace Violence Exercise – July 2014**
Expanding on the format established in 2013, all Divisions and Departments were encouraged to conduct workplace violence tabletop exercises with their groups. Scenarios that were to be tailored to reflect their individual work environments were provided along with facilitator training and resources. Feedback after the exercise identified that there were several hundred participants from both academic and administrative positions.
- **Disaster Financial Recovery Training – September 10, 2014**
Representatives from the California Office of Emergency Services provided an all-day training session detailing the procedures and documentation required for requesting financial reimbursement following a federally declared disaster. Forty members of our Emergency Operations Center team, Financial Services, Insurance, Office of the General Council and key Division staff attended.
- **Senior Administration Tabletop Exercise with the Institute Advisory Council – September 20, 2014**
Members of the Executive Policy Group and Senior Administration were challenged to consider policy and operational decisions affecting the campus in the days following a regional earthquake.
- **Great California ShakeOut – October 16, 2014**
For the 7th consecutive year, members of the Caltech community, along with millions of other Californians, practiced earthquake preparedness by following the, “drop, cover and hold!” procedure during the annual Statewide Drill.

- **Student Training – October 15 & 16, 2014**

On October 15 and 16, the on-campus and off-campus undergraduate houses received specific emergency procedure training for responding to fires, earthquakes, and active shooters. At the end of the training, students participated in a brief tabletop exercise tailored to their House. In preparation for this event, several training sessions were held in September and October with the Resident Associates, Resident Life Coordinators, and Upper Class Counselors.

- **Functional Earthquake Exercise – November 7, 2014**

The Emergency Operations Center, Disaster Recovery Team, Urban Search and Rescue Team, and representatives from BBE, EAS, GPS, and Student Affairs took part in the annual earthquake exercise. Objectives included exercising the emergency communications protocol, reviewing the sanitation plan, conducting building assessments, activating the Hub plan, reviewing the financial recovery process and assessing the revised EOC structure and new position checklists.

- **Division Engagement**

Several divisions conducted internal trainings, exercises, and planning sessions throughout 2014.

PLANNING

- **Campus Emergency Management Plan (CEMP)**

The Caltech Campus Emergency Management Plan underwent a major revision and was published in March 2014 and posted online in June. The document comprises four sections: a Base Plan that contains information that will be used in all incidents such as EOC activation procedures, checklists, and communication protocols. Incident Plans that document response procedures to specific hazards such as an earthquake or a fire; Key Plans and Documents that can be deployed during any emergency such as the emergency power plan, sanitation, medical first aid and food and water plans; and a final section which contains maps, forms, resource tracking inventories and contacts for responders and stakeholders.

- **Continuity Planning**

Momentum for developing departmental continuity plans continued in 2014; 27 new plans were started; and 58 plans were either in development or completed by the end of the year. Of note, 34 of these plans belong to academic divisions. Caltech uses a software planning tool developed for Higher Education and managed by the Kualu Foundation to help facilitate planning efforts.

- **Ebola Task Group**

In response to the Ebola outbreak in West Africa, a small task group was convened as a precaution. The group met with the Pasadena Public Health Department to review notification, response and infection control procedures and developed a communication for the Student Health Services website.

- **Everbridge**

In July, we upgraded our campus emergency system to a more robust and functional communication tool from Everbridge. The new system allows not only for mass notifications but also for the creation of sub groups, inclusion of non-Caltech stakeholders, direct connection to conference bridges, and the ability for members of our campus to send geotagged information directly to Campus Security through a secure application. Enhancements to our notification system such as the creation of local user groups and launch of a mobile member application will be carried into 2015.

- **Structural Assessments Post Seismic Events**

Thornton Thomasetti, an internationally recognized structural engineering firm, was awarded a contract to assess and document the existing structural condition of our campus buildings. These

assessments were completed in November 2014. In the event of an earthquake, Thornton Thomasetti will conduct post-earthquake assessments of our buildings as required.

CAMPUS OUTREACH AND EDUCATION

- **8th Annual Caltech Supervisors' Conference – Leading in a Crisis – January 2014**

A presentation to Caltech supervisors described the effects a crisis can have on the brain and some of the tools that can be employed to help build psychological resiliency in themselves and their employees. The session stressed the importance of mentally rehearsing responses to potential emergencies and ended with a tabletop exercise to reinforce this concept.

- **Campus Emergency Responders Forum – June 2014**

The sixth annual Campus Emergency Responders Forum for emergency coordinators and responders brought together members of the campus community that have designated emergency roles. This year's format consisted of a keynote presentation by Pat Prince, a workplace violence consultant, followed by seven emergency breakout tabletop sessions: active shooter, earthquake, fire, flood, hazmat, pandemic, and prolonged power outage.

- **Personal Preparedness Fair – October 16, 2014**

The second annual Personal Preparedness Fair was held in conjunction with the Great California ShakeOut Drill. There were representatives from Environment Health and Safety, Campus Security, the Staff and Faculty Consultation Center, Student Affairs, Student Health Services, the Caltech Amateur Radio Club (CITARC), the Pasadena Fire Department's Disaster Advisory Council, the American Red Cross, Emergency Kits 4-All, Safe-N-Ready, as well as Caltech's Emergency Operations Center Incident Commander.

2015 OBJECTIVES

- Maximize the features of our emergency communications system, Everbridge. This will include finalizing notification procedures, local group protocols and launching a campus wide campaign to promote the mobile member application that can be used on smart phones.
- Continue to revise the Campus Emergency Management Plan with enhancements to existing plans and the creation of additional plans.
- Strengthen the floor warden and building coordinator program.
- Continue continuity planning with the academic divisions.
- Finalize and publish a revised Emergency Action Plan template.
- Identify and plan for a new primary Emergency Operations Center.

2015 PLANNED EVENTS AND EXERCISES

- Various internal and cross-Division/Department tabletops (ongoing 2015)
- EOC specific section training and tabletops (April 2015)
- Functional Disaster Recovery Team exercise (April-June 2015)
- Division/Department-led Workplace Violence Exercise (April-June 2015)
- Functional activation of the Information and Assistance Hub Plan (April-June 2015)
- IAC exercise (Fall 2015)
- 2015 Great California ShakeOut Drill (October 2015)
- Campus wide earthquake exercise (Feb 2016)