

### INTRODUCTION

The Crisis Management Council's vision is that the Caltech campus community is prepared to respond to and recover from any disruption and will sustain core research, teaching, and critical operations. Major areas of focus for 2018 included: campus violence prevention, increasing personal preparedness of our campus community, and strengthening our Emergency Action Plans in the academic Divisions. Below is a summary of the activities undertaken in 2018 and our goals for 2019.

### EXERCISES AND TRAINING

- **Building Safety Assessment Training – February 6**

Over 120 Disaster Recovery Team (DRT) members from Facilities, Student Housing, and Faculty Housing, as well as Division Building Assessment Team (BAT) members and Building Coordinators were trained on how to evaluate structures following an earthquake using the Applied Technology Council (ATC) 20 rapid assessment method. This established method will provide the Emergency Operations Center with an initial assessment of our buildings' conditions after an earthquake. Training on Caltech-specific procedures including activation, reporting, and placarding was also covered.

- **Building Evacuations – February 13-16**

In coordination with annual Fire Bell testing, all campus building occupants were evacuated over four days of unannounced drills. Evacuation procedures, including assembly at the designated Emergency Assembly Area and the process for accounting for building occupants, were evaluated.

- **Building Safety Assessment Drill – March 28**

Furthering and building upon the Building Safety Assessment training held in February, a drill was held to practice Disaster Recovery Team activation, building assessment, and reporting procedures. The Emergency Operations Center (EOC) practiced consolidating and mapping damage reports. Participants included Facilities, Student Housing, Faculty Housing, and Emergency Operations Center (EOC) members.

- **Campus Violence Prevention Campaign – April 30 – May 11**

Each spring, Divisions and Departments are encouraged to conduct workplace violence tabletop exercises. Scenarios tailored to reflect individual work environments are provided to facilitators, along with facilitator training and guidance. Participating groups discuss response procedures and practice securing and exiting their locations, and facilitators ask attendees to complete an Individual Action Plan. In addition, the Staff and Faculty Consultation Center facilitated several training sessions that focused on violence de-escalation techniques, identifying concerning behavior, and campus resources available to intervene and manage at-risk individuals.

- **Virtual EOC Exercise – June 21**

Select EOC team members practiced connecting virtually with an online collaboration platform. Exercise goals were to assess our ability to share information, assign tasks, and monitor tasks in a virtual environment.

- National Behavior Intervention Team Association (NaBITA) Training – Aug 20 - 21**  
 Student Wellness Services and the Crisis Management Council (CMC) hosted a two-day behavioral intervention team course developed for schools that are in the early stages of training teams in behavioral intervention. Training was conducted by the National Behavioral Intervention Team Association (NaBITA). From this training, the Caltech CARE Team has incorporated the NaBITA rubric for assigning a risk level rating to individuals of concern, which allows the team to monitor change over time.
- Great California ShakeOut Drill – October 16**  
 Members of the Caltech community, along with over 10 million other Californians, practiced earthquake preparedness by following the “Drop, Cover and Hold On!” procedure during the annual Great ShakeOut Earthquake Drill. A Personal Preparedness Fair was held in Avery Courtyard following the drill.
- Functional Earthquake Exercise – November 9**  
 The Emergency Operations Center, Hazmat Response Team, Disaster Recovery Teams, Security, Student Affairs, and representatives from BBE, CCE, GPS, OLAR and the Caltech Childcare Center participated in the annual functional earthquake exercise. Teams practiced communicating between Division Control Centers and the EOC, assessing priorities and conditions, and activating plans in the Campus Emergency Management Plan.
- Division Engagement**  
 Multiple Divisions and Departments conducted internal training and exercises during the year. Academic Divisions enhanced their Emergency Action Plans with updated and detailed emergency contact information for each lab. Having thorough contact information available in Emergency Action Plans can expedite first responder actions when communication is required prior to entry. Student Affairs completed a major revision of their Emergency Action Plan.
- VHF Radio Drills**  
 Two additional repeaters were added to the roof of Millikan Library; these provide eight additional channels, greatly increasing emergency radio communication capacity. Radio drills continue to be held monthly between Division Control Centers and the Emergency Operations Center. The objective of the monthly drill is to ensure functionality of radios and allow Division personnel and the Emergency Operations Center radio communications team to practice radio protocols.

## PLANNING

- Enterprise Risk Management**  
 Several members of the CMC participated in an Enterprise Risk Management initiative to evaluate mitigation efforts and status of the following identified Institute risks: natural disaster and major incidents, acts or threats of violence, financial crisis, loss of computing infrastructure, a major disruptive event, and loss of reputation.
- Campus Emergency Management Plan (CEMP)**  
 The Caltech [Campus Emergency Management Plan](#) is under regular review and revision. A new revision was published in May 2018. A new plan for activating the Command Post was added. Existing plans that have been revised include: Initial Response and EOC Activation, EOC Set Up,

Checklists, Communications, Campus Alerts and Warnings, Fire, Building Safety Assessment, Emergency Power, Sanitation, Vendors. The next revision will be issued in the spring of 2019.

- **Continuity Planning**

Progress towards establishing departmental continuity plans continued in 2018. Nineteen new plans were developed in 2018, totaling 140 plans in the Caltech Ready continuity planning tool.

## **CAMPUS OUTREACH AND EDUCATION**

- **Campus Emergency Responders Forum – May 21**

The purpose of the Forum is to bring together members of our campus community that have designated emergency roles, for a morning of appreciation and education. This year's Forum featured four presentations. Jim Caesar, UC Santa Barbara's Campus Emergency Manager, shared UCSB's experience dealing with the Thomas fire and subsequent debris flow. Aleen Boladian, Division Administrator for GPS shared best practices and ideas on building effective emergency action plans. Kathy Svitil and Robert Perkins from the Office of Strategic Communications presented on interacting with media in a crisis; and, Mark Stapf from Student Wellness Services demonstrated how to use an Automatic External Defibrillator (AED).

- **Personal Preparedness Fair – October 16**

Caltech's annual Personal Preparedness Fair is held in conjunction with the Great California ShakeOut Drill. Over a dozen tables representing campus responders, local emergency supply vendors and community partners such as the Pasadena Disaster Council and the ASPCA, provided resources to attendees.

## **STUDENT OUTREACH**

- An emergency information card providing response procedures and contact numbers for students was developed and distributed to all incoming undergraduates and graduate students.
- Emergency preparedness information and basic contents for personal kits were provided at the 2018 Graduate Student Check-in and at the Graduate Resource Fair. A kiosk connected to [access.caltech.edu](http://access.caltech.edu) was available and students were strongly encouraged to log in to update or confirm their personal contact information to receive emergency alerts.
- Frosh parents were provided with information on helping their students with preparedness and encouraging the development of a family communication plan.
- First year students attended a training covering basic earthquake and lockdown safety information during their first week on campus.
- A student emergency information app is being developed and is expected to be launched in 2019.

## **2019 OBJECTIVES**

- Continue to strengthen Emergency Action Plans in academic, operational, and auxiliary Divisions and Departments.
- Increase continuity planning efforts with academic, operational, and auxiliary Divisions and Departments.
- Continue to strengthen student readiness and awareness of emergency procedures.
- Continue to strengthen Virtual EOC readiness.

## **2019 PLANNED EVENTS AND EXERCISES**

- Building Safety Assessment Team Training (Jan) and Exercises (Feb, May, Nov)
- Executive Policy Group Exercise (Feb)
- Water Filtration Team Drill (Mar)
- Campus Violence Prevention (Apr)
- Annual Emergency Responders Forum (May)
- Building Evacuations (Jun)
- Generator Refueling Drill (Jun)
- Virtual EOC Exercise (Jul)
- Hazmat Exercise (Aug)
- Active Shooter Hostile Event Response Exercise (Aug)
- Victim and Family Assistance Tabletop Exercise (Sept)
- Great California ShakeOut Drill and Personal Preparedness Fair (Oct)
- Functional Earthquake Exercise (Nov)

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<http://www.emergencypreparedness.caltech.edu/about/annualreports>