

EMERGENCY PREPAREDNESS AT CALTECH

The Emergency Preparedness and Business Continuity Program at Caltech aims to create a disaster resilient Institute by providing education in emergency procedures and personal preparedness as well as facilitating the development of continuity plans within all Divisions and Departments on campus.

Thank you for taking the time to prepare today for an emergency. Our level of preparedness now will dictate how quickly and comfortably we can recover after a disaster strikes.

Visit www.emergencypreparedness@caltech.edu for ongoing information about emergency and continuity planning initiatives on campus, upcoming training opportunities, and key resources, templates and tools.

CONTINUITY PLANNING

Maintaining research and academics at Caltech following an emergency or significant disruption is the ultimate goal of continuity planning.

In order to achieve this objective, continuity plans, developed at the Division / Departmental level, should identify:

- Specific critical functions and processes;
- The resources required to maintain these functions; and
- The strategies that can be employed to cope and recover.

Caltech uses a web-based software application called *Caltech Ready* to facilitate the development of Departmental Continuity Plans.

Contact Environment, Health, and Safety today to get started: safety@caltech.edu or x6727.

CRISIS MANAGEMENT COUNCIL

The Crisis Management Council is an advisory group that provides guidance to the Emergency Preparedness and Continuity Program Office. There are six working groups that are tasked with developing plans and procedures in specific functional areas, namely: Communications, Critical Infrastructure, Resource Management, Human Factors, Exercises and Drills, and Outreach and Education. The Council meets monthly and participates throughout the year in activities aimed to further the effectiveness of emergency management at Caltech.

EMERGENCY OPERATIONS CENTER (EOC)

The EOC is a central command center that makes strategic and operational decisions during emergencies. The primary function of the EOC is to collect, gather, and analyze information; make decisions that protect life, property, and research; maintain continuity of the organization; and communicate to all internal and external stakeholders about campus conditions.

KNOW YOUR ROLE

Ask your supervisor about your department's emergency plan and your role. Determine how you will communicate with each other following an emergency and know in advance if there is an expectation for you to report to campus if it is safe to travel.

TRAINING

EHS facilitates various trainings to increase preparedness. All classes are scheduled but can also be taught on demand.

- Campus Emergency Preparedness
- Personal Emergency Preparedness
- Fire Extinguisher Training
- First Aid and CPR

The full EHS Training calendar can be found at www.safety.caltech.edu/training

CAMPUS RESPONSE NETWORK

There are several response teams in addition to the EOC that may be activated during emergencies:

- Building Assessment Team
- Disaster Recovery Team
- Emergency Communications Team
- Floor Wardens & Building Coordinators
- Health Staff and Health Advocates
- Security and Urban Search & Rescue

To enquire more about a team or about volunteering please contact cchrist@caltech.edu

PERSONAL PREPAREDNESS

Being personally equipped **both** mentally and physically in advance of a disaster will determine your level of comfort during an emergency.

GET PREPARED:

- Learn what hazards exist in your community
- Have a family disaster plan and practice it
- Have an emergency preparedness kit
- Train at least one member of your household in first aid and CPR/AEO

What you should have at home:

- 1 gallon of water per person for at least three (3) days (a week or more is better)
- Nonperishable food for at least three (3) days (a week or more is better)
- An extra supply of any essential medicine
- A flashlight and battery operated radio

What you should have in a personal office kit:

- 2 gallons of water
- Nonperishable food to last you 48 hours
- An extra supply of any essential medication
- Sturdy shoes in case you need to walk through debris
- Flashlight and extra batteries
- A change of clothes, contact solution, glasses if needed

See www.Ready.gov for a complete list of preparedness items to keep in your kit.

EARTHQUAKE SAFETY

PREPARATION

- Avoid storing heavy objects on high shelves
- Secure bookcases, cabinets, and equipment to the floor or wall
- Anchor desk-top equipment, including computers, with nylon straps or Velcro
- Install restraints on laboratory chemical shelves
- Store gas cylinders in properly designed racks

DURING AN EARTHQUAKE



INSIDE

- Drop, cover, and hold. Take cover under a table or desk and hold on until the shaking stops
- If there is no furniture to take cover under, drop to the floor and lean into an interior wall, covering your head with your arms
- Stay away from windows, overhead fixtures, tall objects, and electrical equipment



OUTSIDE

- Move to an open area away from buildings, trees, utility wires, and overhead structures

AFTER AN EARTHQUAKE

- Be prepared for aftershocks. Move cautiously. Avoid injury from broken glass and debris
- Check for injured people. Do not move seriously injured individuals unless absolutely necessary (fire, imminent building collapse, etc.)
- Report all injuries to emergency response personnel
- After shaking stops, follow evacuation procedures



Caltech is prepared to respond to emergency situations 24 hours per day, seven days a week.

EMERGENCY CONTACTS

Dial 5000 [(626) 395-5000] for all emergencies
Dial 4701 for non-emergency Security

ENVIRONMENT, HEALTH, AND SAFETY

Dial 6727 during 8am – 5pm Monday-Friday
Dial 5000 for 24 hour Emergency On-Call

FACILITIES MANAGEMENT

Dial 4717 for 24 hour Service Center

STAFF AND FACULTY CONSULTATION CENTER

Dial 8360 – Non Emergency
Dial 5000 – Emergency

STUDENT COUNSELING CENTER

Dial 8331-Non Emergency
Dial 5000 – Emergency
Suicide Prevention Hotline: 1-877-727-4747



OFFICIAL EMERGENCY INFORMATION

For official Caltech information during an emergency go to www.caltech.edu

CALTECH RECORDED INFORMATION LINE

Dial 1-888-427-7465 or (626) 395-3291

IMPORTANT: TO RECEIVE CALTECH ALERTS

Please keep your contact information up to date in www.access.caltech.edu

Caltech

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ENVIRONMENT, HEALTH, AND SAFETY



Emergency Preparedness
and
Business Continuity

Phone: (626) 395-6727

Website: www.safety.caltech.edu

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