

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 initiatives for 2015 included: enhancements to the Campus Emergency Management Plan, improving our emergency communication system, continuity planning in academic departments, and the completion of several informative exercises and drills. Campus interest in preparedness was evident in 2015 when Outreach and Education events saw record attendance.

MAJOR ACCOMPLISHMENTS OF 2015:

INCIDENTS / EVENTS

- **Suspicious Packages – March 31, 2015**

Two unattended and seemingly abandoned suitcases in the North Wilson parking structure prompted notification to law enforcement, activation of the Emergency Operations Center, and engaging the Executive Policy Group. The Caltech community was notified and periodically updated of the situation using Caltech Alerts. The parking structure was cordoned off, and Wilson Ave. was closed to pedestrian and vehicle traffic between Del Mar and California Blvd. As an additional precaution, buildings immediately adjacent to the structure were temporarily evacuated. The three hour event ended uneventfully when law enforcement opened the cases and determined they did not contain any explosives. The owner of the suitcases was located and disclosed their recent theft. The event was a great example of how a member of the campus community can help keep our campus secure, through the "See Something, Say Something" campaign.

EXERCISES AND TRAINING

- **Emergency Operations Section Training**

EOC Section Leaders and members of their teams participated in refresher training. An overview of the Incident Command System and the roles and responsibilities of the functions within the Emergency Operations Center were reviewed, followed by a short tabletop exercise. Additional sessions for new members and those unable to attend will be held in the first quarter of 2016.

- **Disaster Recovery Team Drills – June and July 2015**

All members of the Disaster Recovery Team participated in one of three drills that required them to practice activation procedures, building assessments and communications. Reviewing radio protocols, developing new checklists, and streamlining team formation were all among the valuable outcomes.

- **Campus Violence Prevention Exercise – July 2015**

Expanding on the format established in 2013, all Divisions and Departments were encouraged to conduct workplace violence tabletop exercises with their groups. Scenarios tailored to reflect their individual work environments were provided along with facilitator training and guidance. Participating groups discussed and physically practiced response procedures. This year, a special presentation was given to the campus community by FBI Special Agent Jeff Cugno on violence prevention, assessment and mitigation, and threat management techniques.

- **Great California ShakeOut – October 15, 2015**
For the 9th consecutive year, members of the Caltech community, along with millions of other Californians, practiced earthquake preparedness by following the, “Drop! Cover! Hold On!” procedure during the annual Statewide Earthquake Drill. A Personal Preparedness Fair was held on San Pasqual Mall following the drill.
- **El Niño Flooding Tabletop – November 23, 2015**
To test the Institute’s Flood Response Plan, a tabletop exercise was held that explored several weather events and conditions on campus. A special presentation about El Niño and possible impacts to Southern California was given to exercise attendees by JPL Climatologist William Patzert.
- **Division Engagement**
Several Divisions and Departments strengthened their own readiness by procuring additional VHF radios and emergency supplies and revising Emergency Action Plans. Divisions and Departments conducted internal training and exercises during the year.

PLANNING

- **Campus Emergency Management Plan (CEMP)**
The Caltech Campus Emergency Management Plan is under regular review and revision. The latest revision was published in September 2015. Plans updated in the revision included: Incident Command System, Active Shooter, Bomb Threats, Civil Disobedience, Communications, Pandemic, and the Information and Assistance Hub Plans.
- **Continuity Planning**
Progress towards establishing departmental continuity plans continued in 2015. Twenty-two new plans were developed in 2015, totaling 80 plans in the Caltech Ready continuity planning tool. Continuity planning across campus is a multi-year effort and will continue to be a focus into 2016 and 2017.
- **New Emergency Action Plan Template**
Divisions and Departments are expected to develop and maintain Emergency Action Plans (EAP). These plans identify procedures to be activated during an emergency situation, critical personnel, and emergency Division/Department resources. To help facilitate the process, a new EAP template was developed and distributed. Some of the improvements made to the template include: power outage procedures, guidelines for Division Control Centers, and checklists for building coordinators and floor wardens.
- **Emergency Notifications using Everbridge**
Features in Everbridge were improved in 2015. Group lists for Divisions and Departments were created allowing authorized Division/Department personnel to issue urgent communications to their respective Division/Department. Secondly, a campus-wide campaign promoting the Everbridge mobile app “ContactBridge” was launched. The app allows for individuals to message Campus Security using text and images. Promotion of the app centered on the “See Something, Say Something” campaign. In addition, new employees and incoming students are provided with information on downloading and using the app. The information about downloading the app is also posted at: <http://www.emergencypreparedness.caltech.edu/Communications>

- **El Niño**
In anticipation of what climatologists are predicting to be the wettest El Niño on record, steps were taken to prepare campus buildings, grounds, and personnel. Areas that were of risk for flooding were identified based on a study produced by insurance provider FM Global and areas known to be problematic, then steps were taken to mitigate the potential. Stockpiling of sandbags, soil aeration, storm drain hydro jetting were performed and a flood response plan was completed. Plans were tested during a tabletop exercise in November.
- **Student Focus Group**
Focus groups comprised of Upper Class Counselors, Resident Advisors and Residence Life Coordinators were brought together to discuss interactive methods of engaging students around emergency preparedness initiatives in 2016.

CAMPUS OUTREACH AND EDUCATION

- **Campus Emergency Responders Forum – April 2015**
Resilience through Action was the theme for the 2015 annual Campus Emergency Responders' Forum. The purpose of the Forum is to bring together members of our campus community that have designated emergency roles for a special presentation and series of exercises. This year's keynote presentation was given by Chris Hawker, Director of the University of Canterbury's Center for Risk, Resilience and Recovery in Christ Church, New Zealand.
- **Personal Preparedness Fair – October 15, 2015**
The third 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 American Red Cross, Safe-N-Ready, as well as Caltech's Emergency Operations Center Incident Commander. Over 400 members of the community were in attendance.

2016 OBJECTIVES

- Continue to strengthen the floor warden and building coordinator program.
- Strengthen undergraduate and graduate student awareness of emergency procedures and readiness.
- Continue to develop and strengthen Emergency Action Plans in both academic and non-operational Divisions and Departments.
- Continue continuity planning efforts with academic and operational Divisions and Departments.

2016 PLANNED EVENTS AND EXERCISES

- Campus Wide Earthquake Exercise (February 2016)
- Hazardous Materials tabletop (April 2016)
- Annual Emergency Responders Forum (May 2016)
- Division/Department-led Campus Violence Prevention Exercise (July 2016)
- 2016 Great California ShakeOut Drill and Personal Preparedness Fair (October 2016)
- Functional activation of the Information and Assistance Hub Plan (November 2016)

This report along with past years reports is published on the Emergency Management website at: <http://www.emergencypreparedness.caltech.edu/about/annualreports>