

INTRODUCTION

The Crisis Management Council's vision for the Caltech campus community is to be prepared to respond to and recover from any disruption in order to sustain core research, teaching, and critical operations. Major areas of focus for 2017 included: an active shooter exercise series, relocation of the primary Emergency Operations Center, and strengthening Field Team response capabilities.

EXERCISES AND TRAINING

- **Emergency Operations Center (EOC) Section Training –January and February 2017**
EOC team members participated in annual refresher training. An overview of the Incident Command System that included the roles and responsibilities of the functions within the Emergency Operations Center was reviewed during four section specific classes. Fifty members of the sixty-person team attended.
- **Active Shooter Exercise Series – March and April 2017**
To allow greater depth and focus, the CMC elected to conduct two distinct active shooter tabletop exercises. The first exercise focused on assessing a potential threat and responding to a confirmed threat. The second exercise concentrated on the short and long-term recovery of the campus. In addition to the two EOC exercises, our annual campus violence prevention exercises took place. Divisions and departments were once again asked to facilitate small group discussions using scenarios specific to their work environment. Facilitator training and information packages were provided to supervisors and available online. Several hundred individuals participated in this annual exercise during the first two weeks of April
- **Disaster Recovery Team (DRT) drill – July 2017**
The Disaster Recovery Team (DRT) activated and assessed building structures and utilities based on simulated earthquake damage. In addition to conducting rapid damage assessments, teams practiced compiling reports and communicating findings. Approximately 40 team members participated.
- **Building Evacuations Drills – February and August 2017**
Unannounced building evacuations are performed twice a year. During the August drill, evacuated occupants were randomly surveyed by members of Environment, Health, and Safety about their level of personal preparedness, their knowledge of building response procedures, and what training areas they would be interested in attending. Nearly all individuals questioned were familiar with their building's emergency procedures. Many occupants had personal emergency supplies in their offices; notably, there was a positive correlation to divisions who had incentivized or encouraged preparedness. First Aid and CPR classes was of interest to many participants. Although these classes are offered quarterly, additional times or formats will be considered in 2018.
- **Infectious Disease Outbreak Tabletop – October 2017**
A Meningitis B outbreak on campus was the scenario for the Infectious Disease tabletop. Dr. Matt Feaster, Epidemiologist, with the Pasadena Public Health Department, Dr. John Tsai,

Caltech's Medical Director, and Dr. Lauriane Quenee, Campus Biosafety Officer, were present to provide guidance. Exercise objectives included assessing our infection prevention and control protocols; confirming the interface between Caltech and Pasadena Public Health; and considering internal and external communication strategies to stakeholder groups.

- **Great California ShakeOut Drill – October 2017**

For the 10th consecutive year, members of the Caltech community, along with over 10.5 million other Californians, practiced earthquake preparedness by following the, "Drop, Cover and Hold On!" procedure during the annual Great ShakeOut Earthquake Drills, now a global initiative with over 22.2 million participants worldwide. A reminder was sent via Everbridge to the entire campus to encourage participation. A Personal Preparedness Fair was held in Avery Courtyard following the drill.

- **Functional Earthquake Exercise – November 2017**

The Emergency Operations Center, Hazmat Response Team, Facilities Management, Security and representatives from BBE, EAS, GPS, and the Caltech Childcare Center participated in the annual functional earthquake exercise. The Objectives were to test communications in the EOC and in the field, assess the layout of our new EOC, and test the Generator Refueling Plan, the Water Retrieval Plan, and the Financial Recovery Plan. Over one hundred participants were involved.

- **Division Engagement**

Multiple divisions and departments conducted internal training and exercises during the year. Of note, Student Affairs is preparing their Emergency Action Plan.

- **VHF Radio Drills**

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 participants to practice radio protocols.

PLANNING

- **Emergency Operations Center**

The primary EOC is now located in CES 104. The decision to relocate the primary EOC was based on the need to have all EOC sections in the same room to allow for greater functionality and collaboration. Seismic retrofitting and emergency power will be added over time. The Hill Annex and Facilities building, both with emergency generators, will remain as alternate EOCs.

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

The Caltech Campus Emergency Management Plan is under regular review and revision. A new update was published in January 2017. New plans included: Campus Alerts and Warnings, Disaster Financial Recovery, and Natural Gas Curtailment. Existing plans that have been revised include: Incident Command System, Active Shooter, Communications, Hazardous Materials, and Water. The next revision will be issued in the spring of 2018.

- **Continuity Planning**

Progress towards establishing departmental continuity plans continued in 2017. Seventeen new plans were developed in 2017, totaling 121 plans in the Caltech Ready continuity planning tool.

CAMPUS OUTREACH AND EDUCATION

- **Campus Emergency Responders Forum – May 2017**

The Emergency Responders' Forum is an event that brings together all members of our campus community who have a designated emergency role. This year's Forum consisted of a morning of breakout sessions that included a presentation by Jim Caesar, Emergency Manager for University of California, Santa Barbara and collaboration opportunities on how to build Emergency Action Plans, Personal Preparedness readiness and Business Continuity planning.

- **Personal Preparedness Fair – October 2017**

Caltech's annual Personal Preparedness Fair, held in conjunction with the Great California ShakeOut Drill, again saw record numbers with over 600 people in attendance. There were representatives from Caltech's emergency coordinator network and other key response groups as well as numerous community vendors and resources, such as the American Red Cross.

STUDENT OUTREACH

- Informational handouts on emergency preparedness and basic contents for personal kits were provided at different graduate student events throughout the year. Students were encouraged to update their personal contact information to receive emergency alerts. An information night was held in the Catalina's Graduate Housing in the fall. A printed pocket guide with emergency information is being created for distribution in 2018.
- Freshmen were provided with basic earthquake and lockdown safety information during their first week on campus.
- The Student Affairs Emergency Action Plan will be complete in 2018. Students will be included in the training and exercising of this plan is anticipated in 2018 and beyond.

2018 OBJECTIVES

- Strengthen Emergency Action Plans in both academic and non-operational Divisions and Departments
- Reinforce continuity planning efforts with academic and operational Divisions and Departments
- Improve student readiness and awareness of emergency procedures

2018 PLANNED EVENTS AND EXERCISES

- Building Damage Assessment Training (February) and exercise (March)
- EOC team Incident Command System (ICS) training (March)
- Campus Violence Prevention Campaign (April)
- Annual Emergency Responders Forum (May)
- Hazmat exercise (July)
- Disaster Procurement tabletop (July)
- NaBITA (National Behavior Intervention Team Association) Certification course (August)
- OLAR emergency response tabletop (Sept)
- 2018 Great California ShakeOut Drill and Personal Preparedness Fair (October)
- Functional Earthquake Exercise (November)

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