

INTRODUCTION

The vision for the Caltech Crisis Management Council (CMC) is to assist our campus community to prepare for, respond to and recover from any disruption and sustain core research, teaching, and critical operations. For the last three years, the Institute has met this challenge in responding to the SARS-CoV-2 global pandemic. Below is a summary of incidents, exercises and trainings, and planning efforts that occurred in 2022, as well as the objectives and exercises planned for 2023.

INCIDENTS/EVENTS

- **SARS-CoV-2 Global Pandemic**

Response to the SARS-CoV-2 pandemic continued throughout 2022. Adherence to local public health guidance helped to ensure the Institute continued to apply appropriate measures to reduce the spread of COVID-19. Medical grade masks in all indoor locations, twice weekly surveillance testing for students residing in Caltech housing and/or attending in-person classes, and a requirement for visitors to be fully vaccinated were among Caltech's requirements. An on-campus vaccination clinic in partnership with Vons was held in October to help facilitate access to the updated bivalent Covid-19 booster and the flu vaccine. While the impact of Covid-19 on campus operations has lessened, response activities and recovery from the pandemic will continue into 2023.

- **Campus Lockdown – July 7**

At the request of the Pasadena Police Department, the Institute issued a Caltech Alert advising the campus to lock down while law enforcement located and apprehended burglary suspects believed to be close to campus. The campus was on lockdown for 1 hour and 48 minutes. The 'All-Clear' notification was sent to campus at 5:24pm following guidance from Pasadena Police that the suspects had been apprehended off campus and normal activity could resume.

EXERCISES AND TRAINING

- **Campus Violence Prevention Facilitator Training – April 12 and April 14**

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 scenarios and individual response procedures, practice securing and exiting their locations, and facilitators ask attendees to complete an Individual Action Plan. Two facilitator trainings were held in April with 65 managers and supervisors in attendance. Since the campaign began in 2013, most administrative departments have participated, many on an annual basis.

- **Pasadena Fire Department Tours – May 23, 25, 27**

On an annual basis, firefighters from all Pasadena Fire Stations are escorted through campus by Environmental Health and Safety and Campus Security personnel over three days. Three tours

each day are offered to ensure firefighters working various shifts could attend. The goal of these events is to increase response coordination between the Institute and the Pasadena Fire Department by familiarizing fire personnel with the campus and on-site campus responders. This year's tour focused on the newly constructed Chen Neuroscience Research building, the upcoming Resnick Sustainability Center, natural gas Bloom boxes, and areas of higher hazardous material concentration including our hazardous waste facilities. Brief trainings on magnet safety, chemical safety, and biosafety were also provided this year.

- **Building Evacuations – June 21-24**

In coordination with our annual fire bell testing, all campus building occupants were evacuated over four days of unannounced drills. Evacuation procedures, including assembly at designated "Emergency Assembly Areas" and the process of accounting for building occupants, were evaluated. Student Housing evacuations are conducted several times per year and occurred on March 22, June 21, and September 22.

- **Disaster Recovery Team (DRT) building assessment training – July 19 and July 21**

Disaster Recovery Team (DRT) members from Facilities participated in a classroom training session that included information on team activation and safety, resources, response and protective gear, roles and responsibilities, reporting building conditions, and radio communication. Two sessions were offered.

- **Polytechnic School Evacuation – October 7**

Caltech assisted neighboring Polytechnic School with an evacuation drill that involved approximately 1,000 elementary and high school students relocating to a designated assembly area on Caltech's campus.

- **Great California ShakeOut Drill – October 20**

For the 15th consecutive year, members of the Caltech community practiced earthquake preparedness, at home or on campus, by following the "Drop, Cover and Hold On!" procedure during the annual Great ShakeOut Earthquake Drill. A Caltech Alert was issued to notify the campus community that the drill was occurring.

- **Tabletop Earthquake Exercise – December 13**

A limited Emergency Operations Center consisting of Command and General Section Chiefs and other select members of the Crisis Management Council participated in our annual earthquake exercise. Objectives of the exercise included familiarizing participants with roles and procedures for initial assessment response activities following an earthquake; reviewing available resources to support the response; and reviewing communication protocols for EOC activation, for communication between the EOC and Division Control Centers, and with the Caltech campus community.

PLANNING

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

The Caltech Campus Emergency Management Plan is under regular review and revision. Specific plans that were revised during 2022 include Caltech Alerts and Warnings, Emergency Communications, EOC activation, and set-up and map resources. The next revision will be issued in the summer of 2023 and will include these and other plan modifications.

- **Emergency Notifications**

Five ALERTUS beacons intended to supplement existing mass notification capabilities were installed in various locations to allow for testing and potential implementation of this new tool. Additionally, push buttons, that will immediately launch pre-scripted emergency mass notifications when pressed, have been installed in Campus Security Dispatch.

CAMPUS OUTREACH AND EDUCATION

- **Personal Preparedness Activities – October 20**

The Personal Preparedness Fair is held annually in conjunction with the Great California ShakeOut. This year, our preparedness fair was located at Hameetman Center between 11am-1pm. In addition to emergency preparedness vendors and resources, skills building classes that featured hands-on fire extinguisher training and AED (Automatic External Defibrillator) demonstrations were repeated every 20-30 minutes and were very well attended.

- **Community Emergency Response Training (CERT)**

A new training program was launched in 2022 using FEMA's Community Emergency Response Training curriculum. Training was distributed into the following modules: Disaster Psychology, Terrorism, Disaster Preparedness, Light Search and Rescue, Fire Safety/Fire Suppression, and Disaster Medical Operations. Enrollment was open to all members of the campus interested in obtaining additional preparedness and response skills.

- **External Affiliates and Neighbor**

Strengthening partnership with many of Caltech's External Affiliate groups and neighboring academic institutions had renewed focus in 2022 and will remain a priority throughout 2023 and beyond.

- **Student Outreach**

Virtual orientations for incoming students included information on emergency communications, fire safety, earthquake procedures, lockdown, and active shooter.

- **Division Engagement**

Multiple Divisions and Departments conducted internal trainings and exercises during the year. Academic Divisions enhanced their Emergency Action Plans with updated and detailed lab emergency contact information and Division Office Continuity plans.

2023 OBJECTIVES

2023 PLANNED EVENTS AND EXERCISES

- Disaster Recovery Team training – March 2023
- Bomb threat tabletop exercise - April 2023
- Campus Violence Prevention Campaign – April 2023
- Pasadena Fire Department Tours - May 2023
- Emergency Responders' Forum – May 2023
- Building Evacuations - June 2023
- Water Filtration Unit training - August 2023
- Division Control Center Workshop – July 2023
- Hazmat Team refresher training – August 2023
- ShakeOut Earthquake Drill and Personal Preparedness Activities - October 2023
- Functional Earthquake Exercise - November 2023
- Community Emergency Response Team (CERT) skills training sessions – ongoing sessions offered in 2023

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