

INTRODUCTION

The vision for the Caltech Crisis Management Council (CMC) is to assist our campus community in preparing for, responding to, and recovering from any disruption and sustaining core research, teaching, and critical operations. Below is a summary of incidents, exercises, training, and planning efforts that occurred in 2023, as well as the objectives and exercises planned for 2024.

INCIDENTS/EVENTS

- **Linde Center Fire - January 27**

On January 27, at 6:15 p.m., a malfunction in a laboratory's laminar flow hood caused a small fire that was quickly extinguished. The Pasadena Fire Department coordinated with Caltech personnel and cleared the area for re-occupancy.

- **Chen Neuroscience Research Center Building Malfunctioning Pump April 3**

At 10 p.m. on April 3, a sump pump motor in the basement of the Chen Neuroscience Research Center malfunctioned creating significant smoke requiring the evacuation of the building. The Pasadena Fire Department responded and access to Wilson Ave south of Del Mar Blvd was closed. When the fire department identified the source of the smoke, the building was vented and cleared for re-occupancy.

- **Campus Shelter in Place— April 6**

On April 6, just after 4 a.m., Caltech Security received notification from the Pasadena Police Department that the San Marino Police Department had received a call stating there was an armed individual on campus. Pasadena Police Department officers arrived on campus and coordinated with Caltech Security. Caltech Alerts advising the campus to shelter in place were issued while officers searched the campus. The Pasadena Police officers determined the threat was not credible and issued an 'All Clear'.

- **Tropical Storm Hilary – August 20**

The impact of Tropical Storm Hilary on campus was minimal. Facilities personnel had prepared for significant rain and were onsite during the storm to assess and respond to water intrusions. The amount of rain received in Pasadena was less than that experienced by previous winter storms. The brunt of the storm was expected to occur overnight, and city officials asked individuals to remain off the roads. Many local school districts had elected to close for the day, and nonessential personnel were encouraged to work remotely the following day.

EXERCISES AND TRAINING

- **Disaster Recovery Team (DRT) building assessment training - April 5**

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, and reporting building conditions. DRT members practiced field activation procedures

during the functional earthquake exercise in November.

- **Bomb Threat Tabletop Exercise – May 19**

Members of the Crisis Management Council, the Emergency Operations Center (EOC), Amazon Web Services, and Pasadena City College reviewed bomb threat assessment and response procedures, including notification protocols for both campus and external affiliates.

- **Emergency Responders Forum – Aug 24**

The purpose of the Forum is to bring together members of our campus community who have designated emergency roles for a morning of appreciation and education. This year's Forum featured several presentations. The program began with a welcome by David Kang, AVP of Facilities. Keith Perry, former Director of Emergency Management at Stanford, provided the keynote presentation on lessons learned from his experiences at Stanford University. Breakout sessions included a presentation by Dr. Linda Krippner on Psychological First Aid. Rogelio Rodriguez provided instruction on using an AED and taught a session on Disaster Medical. Margaret Vinci concluded the event with a talk on earthquake preparedness. Lunch was provided to attendees.

- **Institute Administrative Council Active Shooter Tabletop Exercise– Sept 9**

The Institute Administrative Council was provided with a presentation that reviewed the roles and responsibilities of Caltech's Crisis Action and Response Team (CART), Executive Policy Group (EPG), Senior Leadership, and Emergency Operations Center. The session included an overview of an active shooter event's response and recovery stages and concluded with the IAC participating in an active shooter tabletop exercise.

- **Natural Gas Release Tabletop Exercise – Sept 29**

Staff from Facilities, Security, Environmental, Health, and Safety discussed three different scenarios, differing in location and severity. Participants demonstrated that response protocols and partnerships with local gas companies are well established.

- **ShakeOut Campus-wide Earthquake Drill – Oct 19**

Members of the Caltech community, along with millions of 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 the Hameetman Multipurpose Room.

- **Functional Earthquake Exercise – November 14**

Our annual functional earthquake exercise returned entirely in-person for the first time since 2019. Participants included the Emergency Operations Center team, personnel from the Facilities, Student Housing, and Faculty Housing Disaster Recovery Teams (DRTs), EHS' Hazmat Assessment Team, Campus Security, Division Control Centers for AAR, BBE, CCE, EAS, GPS, PMA, Student Affairs. The exercise team included a simulation cell and 2 exercise controllers. Teams practiced communicating between Division Control Centers and the EOC, assessing priorities and conditions, and activating plans in the Campus Emergency Management Plan.

PLANNING

- **The Crisis Action and Response Team (CART)**

The Crisis Action and Response Team was developed in 2023 to structure Caltech's initial campus

response to various emergencies or crises. Upon notification of an emergency, team members convene to review the situation and recommend a notification and action plan to the appropriate Institute officials. The Chief of Security and the Associate Vice President for Facilities (AVP-Facilities) co-chair the team. Additional standing members include the Vice President and Chief Operations Officer (VP/COO) and personnel drawn from Student Affairs, Communications, Office of the General Counsel, and Emergency Management. Representatives from other units may be called upon on a case-by-case basis.

- **Emergency Notifications**

Over a dozen ALERTUS beacons were installed across campus in 2023. These beacons work with our existing emergency notification system to display Caltech Alerts. Beacons were installed in public-facing locations to notify visitors who are not in our emergency notification system, as well as Caltech community members, of an emergency.

- **Bleeding Control Kits**

Bleeding control kits were placed within every AED cabinet on campus in the summer of 2023. Training on bleed control is taught as a module in the Community Emergency Response Team (CERT) program and every quarter for those wishing to register.

CAMPUS OUTREACH AND EDUCATION

- **Personal Preparedness Activities – October 19**

Following the ShakeOut Earthquake drill, education stations in the Hameetman multipurpose room provided information and resources on water and nutrition, emergency power, first aid, dependents (children, parents, pets), securing spaces, and putting together personal preparedness kits. Snacks and raffle items were provided.

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

Caltech's CERT program entered its second year with increased interest and participation from campus community members. The program uses FEMA's Community Emergency Response Training curriculum. It includes 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 campus members interested in obtaining additional preparedness and response skills.

- **External Affiliates and Neighbors**

Strengthening partnerships with many of Caltech's External Affiliate groups, such as the children's centers and neighboring academic institutions, had renewed focus in 2023 and will remain a priority throughout 2024 and beyond.

- **Student Outreach**

Orientations for incoming students included emergency communications, fire safety, earthquake procedures, and lockdown information occurred at the start of the academic year and at the start of the summer programs.

- **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 lab emergency contact information and Division Office Continuity plans.

- **External Agencies**

Caltech provided several opportunities throughout 2023 for the Pasadena Fire Department and the Pasadena Police Department to train their personnel on campus. PFD's Urban Search and Rescue (USAR) Team practiced rope rescue techniques and confined space rescues. Patrol Officers with Pasadena Police toured the campus over several days, and SWAT and K9 teams conducted drills using campus properties. Providing these venues helped strengthen our partnership with these agencies and increased their familiarity with campus and Caltech personnel.

2024 PLANNED EVENTS AND EXERCISES

- Building Evacuations - February 2024
- Pasadena Fire Department Tours - April 2024
- Emergency Responders' Forum – May 2024
- Active Shooter Response – July 2024
- Disaster Recovery Team training – August 2024
- Hazmat Team refresher training – August 2024
- ShakeOut Earthquake Drill and Personal Preparedness Activities - October 2024
- Functional Earthquake Exercise- November 2024
- Community Emergency Response Team (CERT) skills training sessions – ongoing sessions provided.
- Campus Violence Mitigation and Response - ongoing sessions provided.

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