

# Emergency Preparedness @ Caltech

**Floor Wardens and Building Coordinators Training**

# Agenda



Campus Plan



Floor Warden & Bldg.  
Coordinator Roles



Fire & Evacuation



Earthquake Procedures

# Our Campus Response Network



# Incident Management Teams



Crisis Action and Response  
Team (CART)



Executive Policy Group (EPG)

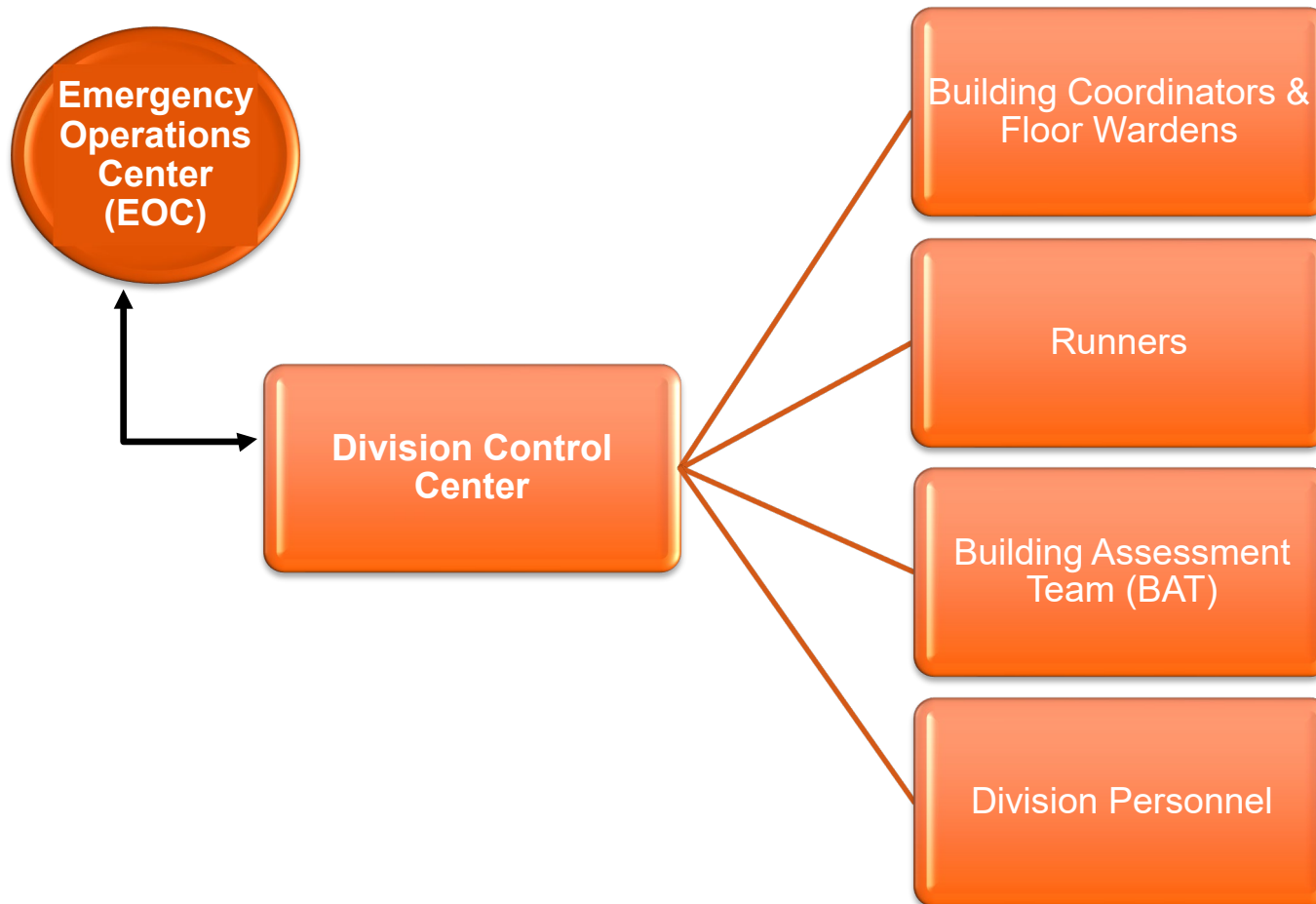


Division Leadership  
Division Control Centers  
(DCCs)



Emergency Operations  
Center (EOC)

# Division Response



# Campus Emergency Management Plan

Base Plan	INCIDENT SPECIFIC PLANS	PLANS/DOCUMENTS	APPENDICES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Introduction	<input type="checkbox"/> Active Shooter	<input type="checkbox"/> Bldg. Safety Assessment	<input type="checkbox"/> Blog Access
<input type="checkbox"/> Crisis Action Response Team (CART)	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Building Security	<input type="checkbox"/> Caltech Ready Guide
<input type="checkbox"/> EOC Activation	<input type="checkbox"/> Civil Disorder	<input type="checkbox"/> Financial Recovery	<input type="checkbox"/> Emergency Contacts
<input type="checkbox"/> EOC Set-up	<input type="checkbox"/> Earthquake	<input type="checkbox"/> First Aid	<input type="checkbox"/> Critical Resources
<input type="checkbox"/> Incident Command System	<input type="checkbox"/> Fire Plan	<input type="checkbox"/> Food	<input type="checkbox"/> Maps
<input type="checkbox"/> Checklists	<input type="checkbox"/> Flood	<input type="checkbox"/> Info & Assistance Hub	
<input type="checkbox"/> Campus Alerts	<input type="checkbox"/> Gas Curtailment	<input type="checkbox"/> Mental Health	
<input type="checkbox"/> Communications	<input type="checkbox"/> Hazmat	<input type="checkbox"/> Emergency Power	
	<input type="checkbox"/> Pandemic	<input type="checkbox"/> Sanitation	
	<input type="checkbox"/> Power Outage	<input type="checkbox"/> Water	
	<input type="checkbox"/> Severe Weather		

**Read online:**  
[www.emergencypreparedness.caltech.edu](http://www.emergencypreparedness.caltech.edu)




# Division/Department Emergency Action Plans

Each Division and Business Unit has an Emergency Action Plan (EAP).

## The Document Contains:

- Emergency Procedures
- Emergency Assembly Area
- DCC Location
- Key Personnel and Succession
- Roster of Floor Wardens, Building Coordinators & Building Assessment Team members
- Location of critical equipment & supplies
- Key forms
- Personnel contact information

**EMERGENCY ACTION PLAN**  
*Emergency Plan For:*

**Name of Department or Division:** Division of the Humanities and Social Sciences

**Plan is effective as of:** 4/16/2013  
Plans should be reviewed and updated annually.

**Person responsible for developing and maintaining this plan:**

**Name:** Candace Younger / Victoria Cruz  
**Title:** Building Coordinators  
**Extension:** x3498 Younger / x3586 Cruz  
**Email:** Candace.Younger@caltech.edu / vcruz@caltech.edu

*Please submit completed Emergency Action Plans for review to Environment, Health & Safety. safety@caltech.edu or MC 25-6*

The Emergency Action Plan (EAP) provides the initial actions that members of a Department should take during an emergency situation. Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc.).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

Environment, Health & Safety  
Template revised: Jan 2013

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# Team Resources

Caltech

Emergency Management



Facilities Departments ▾

Quick Links ▾

Emergency Procedures

- Campus Emergency Management Plan
- Communications
- Continuity Planning
- Personal Preparedness
- Floor Warden Resources



## Welcome

The Emergency Preparedness and Business Continuity Pro...  
to create a disaster resilient Institute by providing education...  
procedures and personal preparedness as well as facilitatin...  
continuity plans within all Divisions and Departments on car...



# Building Coordinators



## Before an Emergency

- Know location of emergency assembly areas
- Become familiar with occupants and develop a roster
- Identify those who may need additional assistance
- Know who the floor wardens are
- Identify yourself to Bldg. occupants as the Bldg. Coordinator
- Keep the Orange Trauma Bag current
- Notify FWs when you will be on vacation
- Know exits, pull stations, potentially hazardous areas
- Determine how you will communicate with floor wardens, bldg. occupants and your Division Control Center

# Floor Wardens



## Before an Emergency

- Know location of emergency assembly areas
- Become familiar with occupants and develop a roster
- Identify those who may need additional assistance
- Know where the 'Orange bag' is kept
- Know who the other floor wardens are
- Identify yourself to others in your area as a floor warden
- Know exits, pull stations, potentially hazardous areas, emergency supplies
- Let people in your area know they will need to check in with a floor warden before leaving the assembly area
- Determine how you will communicate emergency information to the Bldg. Coordinator

# Building Coordinators

## During an Emergency

**Each building has a Building Coordinator**

In the absence of your Building Coordinator, a Floor Warden/Safety Coordinator should step in.

1. Puts on Green Vest & grabs orange bag

2. Safely exit the building

3. Identify yourself to emergency response personnel

4. obtains reports from Floor Wardens

5. Informs Emergency responders and the DCC of pertinent information

6. Keeps Assembly Area informed on personnel and bldg Status

**Never compromise your own safety**

# Floor Wardens

## During an Emergency

**One Floor Warden Per Floor**  
(minimum)

1. Put on orange vest, gets roster

2. Advise occupants to exit

3. Sweeps area looking for those remaining

4. Safely exits the building

5. Direct individuals to assembly area

6. Inform the Building Coordinator of any pertinent information

7. Account for individuals

8. Prevent occupants from re-entry

**Never compromise your own safety**

# Bldg. Coordinators or DCC's send to the EOC via Runner



## BUILDING COORDINATOR REPORT

Reports should be sent to your Division / Department Control Center. In the absence of a DCC, send reports to the EOC.

<b>BUILDING NAME:</b>	Date:	Report #		
	Time:			
Building Coordinator Name:				
<b>CRITICAL ISSUES/CONCERNS:</b>				
Has Building Been Evacuated?				
YES / NO				
<b>PEOPLE</b>				
Is Headcount Complete?	# Trapped	# Missing	# Injured	Additional Comments
Yes / No				
<b>BUILDING</b>				
Can Building Be Occupied?	Building Damage			Hazards e.g. Hazmat Spills, Flood
Yes / No / Unsure	Major	Mod	Minor	None
<b>ADDITIONAL COMMENTS:</b>				



## DIVISION / DEPARTMENT CONTROL CENTER (DCC) BUILDING STATUS REPORT

Reports can be sent to the EOC via Runner, Radio or Phone



Division / Department Name		Date:	Event Report #		
		Time:	Releaser Initials:		
DCC Leader:	<input checked="" type="checkbox"/>	<i>Please provide contact numbers below and indicate preference</i>			
<u>DCC Location:</u>		VHF Radio Channel			
		DCC Phone #:			
		DCC Fax # if applicable:			
		Other (e.g. sat phone, cell phone)			
<b>CRITICAL ISSUES/CONCERNS:</b>					
Building Name	Evacuated	Can bldg. be occupied?	# of Injuries		Notes
List building names	Yes/No	Yes/No	Major	Minor	Information/Observations/Comments

# What about shared buildings?

- There is 1 Building Coordinator (and alternates) per building
- The Building Coordinator collects status on all building occupants regardless of Division
- If your group reports to a different Division than your Building Coordinator, report to Division after you've check in with the Bldg. Coordinator



# Building Re-entry

- If the Fire Dept. has responded, they will give the Institute the “All Clear” when it is deemed safe for bldg. occupants to enter.
- Should the alarm be triggered by a non hazardous source (a “false alarm”), Campus Security will silence the alarm and advise the Bldg. Coordinator that re-entry can occur.



# Earthquake Safety

**When the ground starts to rumble and shake.....**



**Stay covered for 60 seconds after the shaking stops to allow for overhead hazards to finish falling.**

# Earthquake Safety

IF THERE ARE NO TABLES  
Get low, and protect your neck  
and head with your arms.



**COVER!**  
Interior wall



# Earthquake Safety

**The most dangerous thing you can do is to run**

The powerful motion may knock you to the ground

- Falling debris
- Facades crumble



**Avoid glass and any unrestrained objects that could topple**

# What's your role during earthquakes?

- Protect yourself first. Drop cover and hold on before having people egress for buildings to be assessed.
- Account for people as best as possible  
Assess conditions of the building.
- Provide status of people and buildings to DCC or EOC
- Work with response teams
- Help secure a building that cannot be re-entered

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