

# Emergency Preparedness @ Caltech

**Floor Wardens and Building Coordinators Training**

# Agenda



Campus Plan



Floor Warden & Bldg. Coordinator Roles



Fire & Evacuation



Earthquake Procedures

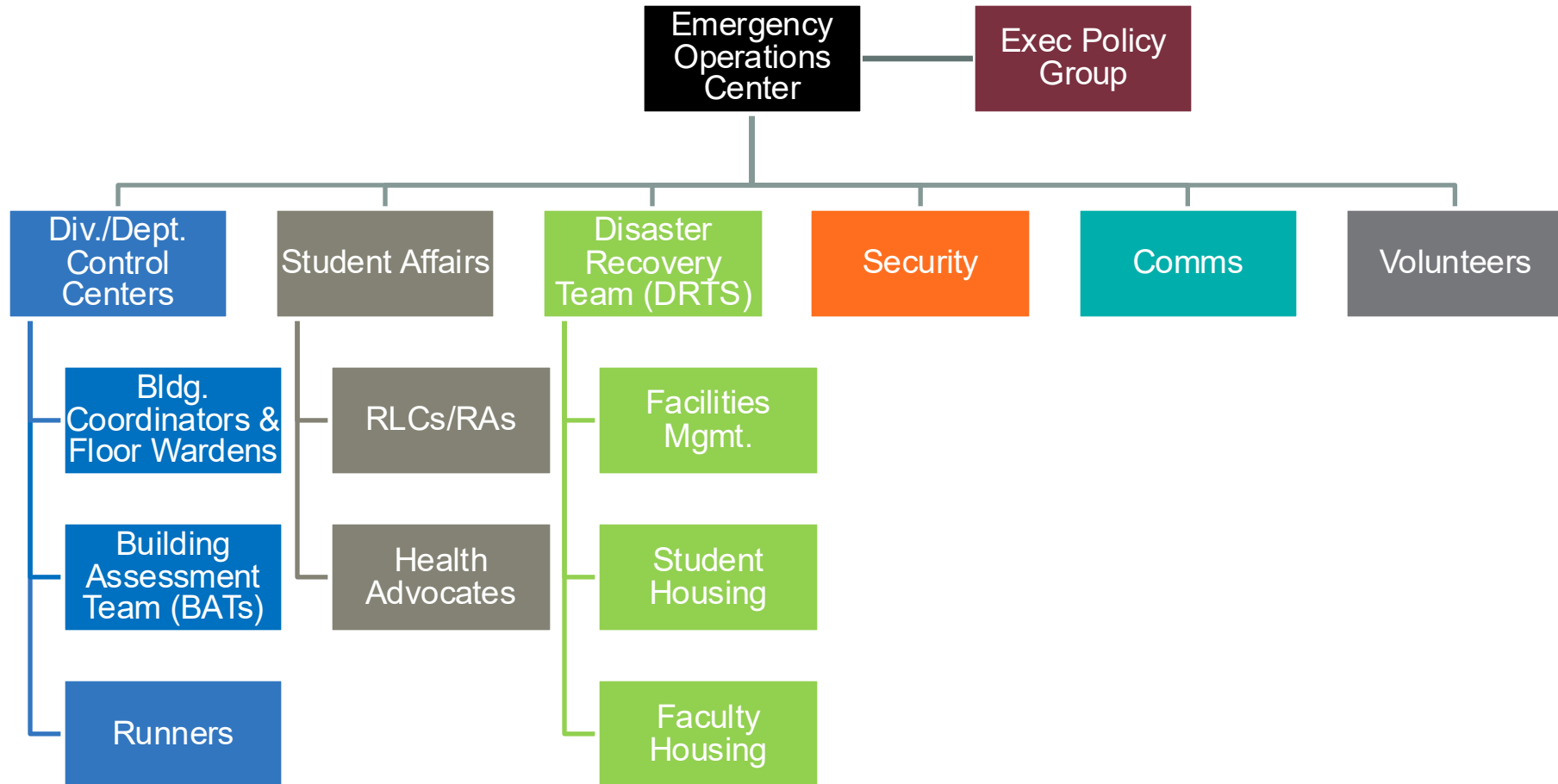


Active Shooter/ Hostile Event

# Our Campus Response Network



# Our Campus Emergency Responder Network

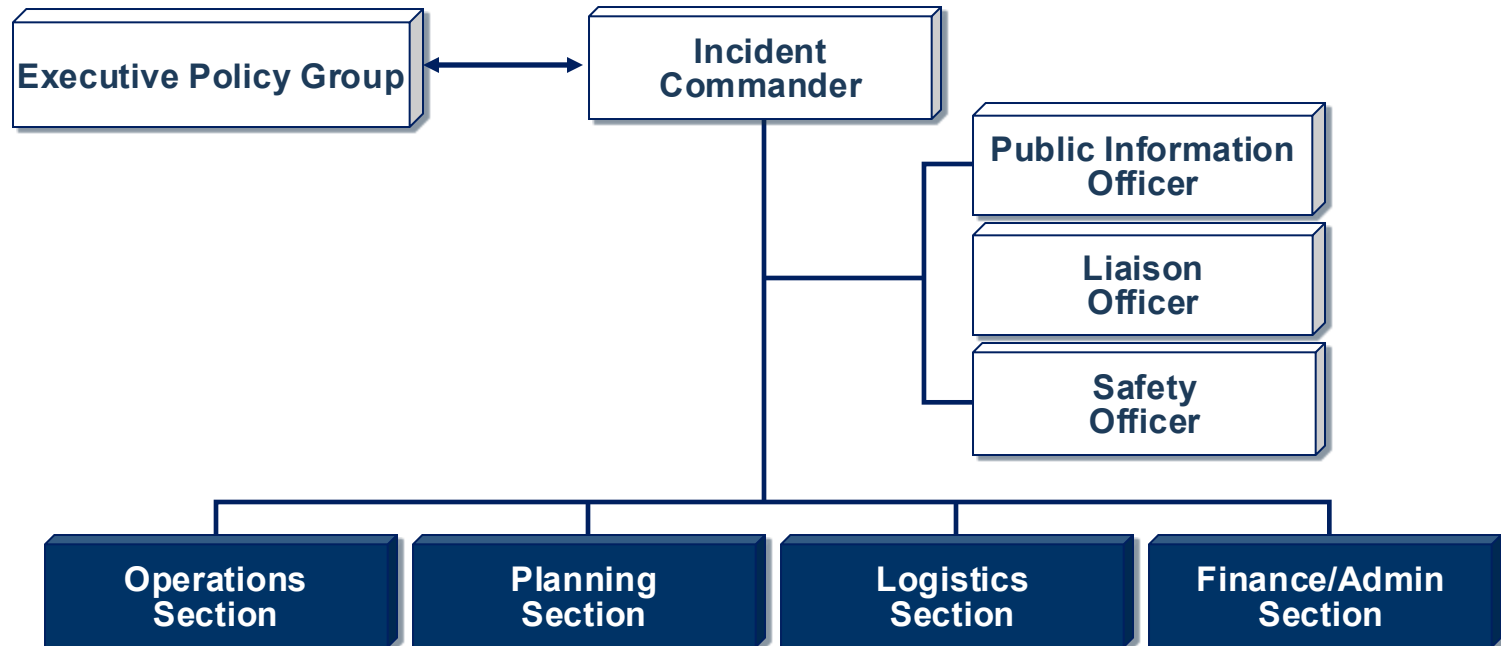


# Campus Emergency Management Plan

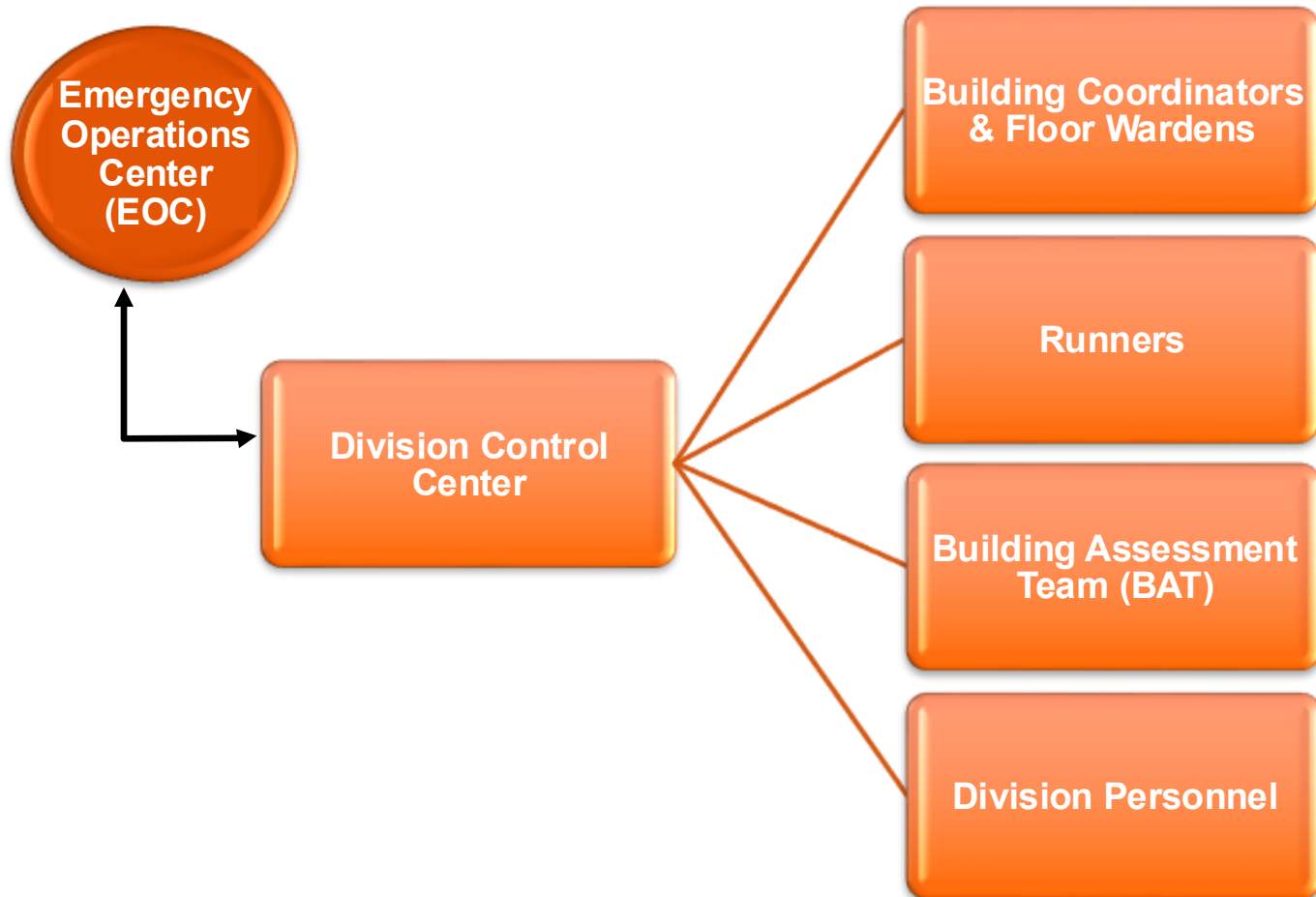
Base Plan	INCIDENT SPECIFIC PLANS	PLANS/DOCUMENTS	APPENDICES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Introduction	<input type="checkbox"/> Active Shooter	<input type="checkbox"/> Bldg. Safety Assessment	<input type="checkbox"/>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

# Emergency Operations Center (EOC)




# Division Response



# Emergency Action Plans

## Identifies:

- 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](mailto:safety@caltech.edu) or M/C 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

1



# 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 Program aims to create a disaster resilient Institute by providing education in emergency procedures and personal preparedness as well as facilitating continuity plans within all Divisions and Departments on campus.

# 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, a FW 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**

Caltech

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

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



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

[illegible]

# 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

# Active Shooter

If you are in **immediate danger** decide what your best course of action would be.



# Active Shooter

- Know your exits and places that could be used for shelter
- Make a choice to run or hide
- Leave everything behind
- Follow instructions by law enforcement
- Keep your hands visible to police

# Lockdown Procedures

You've received a Caltech Alert to Lock Down

**“THIS IS NOT A DRILL. The campus is in lockdown due to a situation at or near Caltech. Seek shelter and lock or barricade doors. If you are currently off-campus, remain off-campus. Look for further instructions from Campus Security and local authorities. Updated information will follow. THIS IS NOT A DRILL..”**

# Lockdown Procedures

- Seek Shelter indoors
- Close and lock doors
- Turn off lights and close blinds
- Stay away from windows
- Remain inside until 'All Clear' is given
- Remain Alert





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