

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 2024, as well as the objectives and exercises planned for 2025.

2024 INCIDENTS

- **Keck Labs Fire - October 6**

At approximately 9:40 pm, October 6, Caltech Security and the Pasadena Fire Department responded to smoke on the second floor of Keck Labs. A faulty soldering tool in a shop space had overheated and caught fire but was quickly extinguished by the building's fire suppression system.

- **Bomb threat - December 9**

An anonymous caller made a bomb threat to Caltech Security in the early morning hours of December 9th. Local law enforcement responded, and upon discovery of a suspicious object by Campus Security, students residing in undergraduate housing adjacent to the object were required to relocate to a dining hall across campus temporarily. Students were permitted to re-enter their residences once police determined that the suspicious object was not a threat, residence halls were clear, and the threat was deemed a hoax. The event lasted approximately 5 hours.

EXERCISES AND EVENTS

- **Emergency Responders Forum – May 29**

Caltech's annual Emergency Responders' Forum is an event that brings together members of our campus community who hold designated emergency roles for a morning of appreciation and education. This year's Forum included several presentations. The program began with a talk by Dr. Linda Krippner, Director of the Staff and Faculty Consultation Center, focusing on mental health preparedness. Keynote speaker Cheryl Michaels, Director of Safety and Security at Seattle Pacific University (SPU), shared insights on SPU's preparation, response, and recovery during the Active Shooter incident in 2014. Additionally, three concurrent 30-minute breakout sessions were held, introducing the fundamentals of the active shooter response protocol: Run, Hide, Fight. The event concluded with updates from the Emergency Management Program. Attendees were provided with lunch.

- **Active Shooter Exercise - July 17**

Caltech Security hosted the Pasadena Police Department and Pasadena Fire Department in a training exercise on Caltech's campus that simulated an active assailant situation in and around the Beckman Auditorium. Caltech Security personnel practiced Incident Command Post protocols, which involved real-time information sharing between Caltech Security personnel and external agencies. Special Response Officers who are certified Emergency Medical Technicians (EMTs) assisted with medical triage. Security Officers provided perimeter control and sourced campus resources to assist in the response.

- **ShakeOut Campus-wide Earthquake Drill and Personal Preparedness Fair – October 17**

At 10:17 am, Emergency Management issued an Everbridge message encouraging campus members to participate in the annual earthquake drill and to attend Caltech's Personal Preparedness Fair on the 2nd floor of the Hameetman Center from 11:30 am to 1 pm. This year's Personal Preparedness Fair included an interactive earthquake experience in addition to a vendor/resources fair.

- **Emergency Operations Center Earthquake Exercise – November 12**

Caltech's annual Emergency Operations Center (EOC) earthquake exercise took place on November 12. The format of this year's exercise was an enhanced tabletop discussion, which featured a scenario-based approach. Participating division personnel contributed to the exercise by reporting issues to the EOC's intake desk. Participants in the EOC included the Command team, the Operations Section Chief, the Student Affairs Liaison, the Planning Section Chief, the EOC Intake Desk, and the Situation Unit. The following divisions took part in the exercise: Advancement & Alumni Relations, Chemistry & Chemical Engineering, Geology & Planetary Sciences, Humanities and Social Sciences, Library, Physics, Mathematics, and Astronomy. The objectives of the exercise were to: a) Review earthquake plans and procedures, b) Practice communication protocols between the EOC and participating divisions through radio, phone, or in-person runners, and c) Test information-sharing capabilities available to the EOC, such as radios, Smartsheet, and Microsoft Teams.

COMMUNICATIONS

- **Public Safety App**

In May, Campus Security launched an updated Public Safety app, Everbridge 360.

The Everbridge 360 app receives Caltech Alerts and provides enhanced access to new features that streamline the way in which members of the community may interact with Caltech Security personnel, such as one-touch dialing for emergency and non-emergency calls, virtual escorts, and an SOS panic button.

- **Caltech Alerts Online**

Starting in 2024, Caltech Alerts were also made available at caltech.edu/emergency, making them accessible for those without Caltech credentials, including visitors, families, and neighbors, during an event.

CAMPUS OUTREACH

- **Student Outreach**

Orientations for incoming students included information on emergency communications, fire safety, earthquake procedures, and lockdown protocols. These orientations took place at the beginning of the academic year and at the start of the summer programs.

- **Workplace Violence Prevention Plan**

In July 2024, Caltech published a Workplace Violence Prevention Plan. This plan supplements Caltech's existing campus violence prevention program and Violence Prevention Policy.

- **Workplace Violence Prevention Training**

Campus Security provided Workplace Violence Prevention training to multiple departments and divisions in 2024, including an on-site security assessment and training for LIGO Louisiana in April. Training aims to equip participants with the knowledge and skills to identify early warning signs of potential violence and implement effective response strategies. Each presentation is customized to address the unique challenges faced by each group, develop individual action plans, and increase physical security measures whenever possible.

- **External Agencies**

The Pasadena Police Department conducted training for their personnel in unoccupied campus properties. Providing these venues for training helped strengthen our partnership and increased their familiarity with campus and Caltech personnel.

2025 PLANNED EVENTS AND EXERCISES

- Building Evacuations – January 2025
- Pasadena Fire Department Tours - April 2025
- Emergency Responders' Forum – March 2025
- ShakeOut Earthquake Drill and Personal Preparedness Activities – October 2025
- Functional Earthquake Exercise - December 2025
- Campus Violence Mitigation and Response - ongoing sessions provided.

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