

EMERGENCY MANAGEMENT 2011 ANNUAL PROGRESS REPORT

JANUARY 2012

INTRODUCTION

2011 was a productive year for the Crisis Management Committee (CMC). The Committee conducted three Emergency Operations Center (EOC) exercises and sponsored several activities throughout the year aimed to increase the level of preparedness and resiliency of the Institute. In addition, the Committee focused on improving communication processes and technologies and identified several long term planning initiatives.

MAJOR ACCOMPLISHMENTS OF 2011:

EXERCISES AND TRAINING

- **Pasadena Partners Emergency Exercise, April 2011.** The exercise involved a simulated hazardous materials release off campus. The exercise strengthened our partnership and communication processes with the City of Pasadena's Emergency Operation Center and provided an opportunity to test alternate communication modes such as amateur radios.
- **Shelter in Place Exercise, May 2011.** A Campus-wide drill simulating a hazardous materials release on campus that utilized the enhanced Shelter in Place procedure.
- **The Great California Shakeout Exercise, October 2011.** Shakeout 2011 was a simulation of a 7.2 earthquake on the San Andreas Fault. It was a recovery-focused exercise that took place 72 hours after the earthquake. The exercise challenged our long term plans and identified the need for enhanced fuel and sanitation plans. Over 100 people participated including the Emergency Operations Center, Security's Urban Search and Rescue Team, Facilities' Disaster Response Team (DRT) and four Academic Divisions.
- **FEMA Training, January 2011.** Over 80 individuals were trained in FEMA's Incident Command System, ICS 100 and the National Incident Management System, NIMS ICS 700.
- **Campus Emergency Responders Forum, June 2011.** The CMC held the second annual forum for emergency coordinators and responders. The Forum reviewed the various roles of each team and focused on personal preparedness.
- **Safety Assessment Training, September 2011**
 - Over 50 Building Assessment Team (BAT) members were provided with training on how to evaluate structures following an earthquake using a rapid assessment model.
 - Members of the Disaster Response Team received training on how to conduct detailed evaluations based on the Applied Technology Council (ATC) 20 standard.
- **Pasadena Emergency Response Training (PERT), June and September 2011.** Caltech hosted two training sessions for the community.

COMMUNICATIONS

- A new Emergency Preparedness website was created to provide ongoing information about emergency and continuity planning initiatives on campus, upcoming training opportunities and act as a repository of key resources, templates and tools.
- Security upgraded their radios to digital and added a second operational frequency to ensure that communications during emergency response is maintained.
- Late in the year, the CMC began exploring how to improve communications between the EOC, the Division Control Centers (DCC) and other Emergency Responders via radio. This work will continue into 2012.

PLANNING

- An alternate EOC was designated at 383 Hill (the Annex). This building is now equipped with additional data and voice ports as well as a transfer switch to allow connection to an emergency generator. A 25Kw emergency generator was purchased to provide backup power.
- Facilities developed a plan to operate the gas turbine (Cogen) independent of the City's power grid in the event of a major outage. The plan was tested in the Shakeout exercise and will require significant modifications and costs to become a viable option.
- A draft Sanitation Plan was developed and later tested in the Shakeout exercise.
- The Diesel Fuel Plan was updated and tested in the Shakeout exercise. Additional planning and improvements are needed in 2012 to ensure an adequate supply of fuel is available for long term outages.
- The Emergency Generator Plan was updated to identify emergency load requirements for each building.
- The Cash Management Plan was established and appropriate personnel were trained on its implementation.
- Procedures were developed to ensure current employees and external affiliates on and off campus are included in emergency notifications.
- The web based continuity software program, Quali Ready, was purchased to facilitate continuity planning at the Department and Divisional level. Implementation of the software will begin in early 2012.

WINDSTORM 2011

- The EOC was activated on December 1, 2011 as result of a Santa Ana windstorm. There were no injuries; however, over 100 trees were downed and several structures required repair. The EOC coordinated communications to the campus, compiled damage assessments and prioritized debris removal and repairs. In addition the EOC communicated HR guidance to supervisors and established a cost recovery process.

2012 OBJECTIVES

- Implement a Continuity Planning Program with Departments and Divisions with the use of a web based continuity program.
- Assess the communities' understanding of emergency procedures and level of personal preparedness. A campus wide survey in January will help identify areas that need to be promoted or clarified.
- Clarify Campus Critical, Organizational Critical and Essential categories for the community.
- Enhance communication between the Emergency Operations Center, Division Control Centers, and other emergency partner agencies.
- Develop a Fuel Plan that includes: procurement and distribution for events exceeding 72 hrs.
- Complete the Sanitation Plan.
- Continue to strengthen our relationship with the City of Pasadena through the Pasadena Emergency Coordinators Committee and participation in the their 2012 exercise.
- Develop a cost recovery methodology for State and Federal disaster assistance in collaboration with the City.

2012 EXERCISE SCENARIOS

Exercises provide an excellent learning opportunity for responders to become familiar with procedures and roles during an emergency. In addition they identify processes and procedures that need further development. There are four exercises scheduled in 2012.

- Armed intruder - Shelter in Place, February 2012
- Fire in Facilities, the exercise will be conducted in the alternate EOC, April 2012
- IMSS cyber attack, August 2012
- The Great California Shakeout, October 2012