EMERGENCY MANAGEMENT 2012 ANNUAL REPORT

INTRODUCTION

In 2012, the Crisis Management Committee (CMC) continued on its path to creating a disaster resilient institute. Major initiatives in 2012 included: continuity planning at the division and department level; a campus wide survey assessing the preparedness of our campus community; four emergency preparedness exercises; and, an enhancement in our intra-campus emergency communication capabilities.

MAJOR ACCOMPLISHMENTS OF 2012:

EXERCISES AND TRAINING

- **Shelter in Place - February 2012**
  The Emergency Operations Center (EOC) team partnered with the Pasadena Police Department and simulated a response to an armed attack on campus.

- **Alternate Emergency Operations Center - April 2012**
  Caltech activated the alternate emergency operations center and tested its capabilities and limitations.

- **Campus Emergency Responders Forum - May 2012**
  The third annual Campus Emergency Responders Forum for emergency coordinators and responders brought together everyone involved in an emergency role on campus. Proceedings include a review of the Institute response structure, a celebration of recent accomplishments, and announcements of upcoming initiatives. Michael Mulhare, Virginia Tech's Director of the Office of Emergency Management was our guest speaker.

- **IMSS Disruption - August 2012**
  A simulated fiber cut, disrupting all IMSS applications, provided an opportunity for IMSS to test their Recovery Plan while testing the EOC's ability to identify and prioritize key campus applications.

- **Rapid Building Assessment Training - October 2012**
  Over 120 Disaster Recover Team (DRT) members and Building Assessment Team (BAT) members were trained on how to evaluate structures following an earthquake using a rapid assessment method. Both groups also received training on Caltech specific procedures including activation, reporting and placarding. Team members participated in the annual Shakeout exercise to reinforce their skills.

- **The Great California Shakeout - October 2012**
  For the fifth consecutive year, the campus participated in the statewide earthquake exercise. Following 4 hours of initial response activities to a 7.8 magnitude earthquake, our scenario advanced the calendar six weeks to allow the teams to exercise continuity plans and considered various recovery priorities and demands.

COMMUNICATIONS
- Handheld radios. The Institute enhanced its ability to communicate in emergencies by investing and standardizing radio communications between the EOC and several of the Divisions. EAS, PMA, HSS, and GPS purchased hand held radios, programmed with pre-specified frequencies for direct communication to the EOC Communications Team. Additional frequencies were designated to allow for internal communications between the divisions or within the division itself.

- Caltech Website. During an emergency Caltech's home page will be in much higher demand than normal. To ensure the website can withstand the additional volume of hits, it is now hosted in the cloud by Amazon.

PLANNING

- Campus wide Survey. A survey was conducted to assess the understanding of emergency procedures and personal preparedness at the Institute. We received over 1000 responses representing all divisions and departments. The results provided us with great insights and two important areas of focus:
  - ➢ Personal preparedness ranked high among respondents and continues to be an important initiative.
  - ➢ A coordinated and comprehensive outreach with members of our campus community would foster a better understanding of roles and responsibilities and Institute priorities in an emergency. Outreach activities planned in 2013 include workshops and training sessions on topics such as continuity planning and emergency preparation will help build confidence in these areas.

- Continuity Planning. Attaining resiliency at the department and division level through continuity planning was a major priority in 2012. Caltech Ready, an online software application designed specifically for higher education, was purchased to facilitate the planning process. The goals are for all divisions and departments to go through the process of identifying their critical research or administrative areas, determining resources required to support these functions, and strategizing on how to sustain critical research and/or core operations during any disruption.

- Restructuring of the Crisis Management Committee. After a critical self-review, The Crisis Management Committee reconstituted its structure to form six work groups focusing on six critical areas: Communications, Critical Infrastructure, Resource Management, Humanitarian Issues, Outreach and Education, and Exercises and Drills. The goal in 2013 is for the work groups to develop specific plans and procedures in their respective focus area, culminating in a coordinated and comprehensive Campus Emergency Management Plan (CEMP). The Crisis Management Committee renamed itself as the Crisis Management Council to reflect the shift from a working committee to an advisory steering capacity.

2013 OBJECTIVES
- Greater outreach and education with members of our campus community
- Campus Emergency Management Plan update
- Continuity planning
- Strengthen relations with the City of Pasadena through the Pasadena Emergency Coordinators Committee

2013 PLANNED EVENTS AND EXERCISES
- Campus Emergency Responders Forum (spring)
- Shelter in Place Drill (spring)
- The Great California Shakeout Exercise (fall)
- Policy group exercise