

# EMERGENCY MANAGEMENT 2013 ANNUAL REPORT

## INTRODUCTION

In 2013, the Crisis Management Council (CMC) continued on its path to creating a disaster resilient institute. Personal preparedness was a prominent theme throughout the year and was highlighted through several campus outreach and educational events. Another major area of focus for the CMC and CMC Workgroups in 2013 was the creation of plans for inclusion in the revised Campus Emergency Management Plan.

## MAJOR ACCOMPLISHMENTS OF 2013:

### EXERCISES AND TRAINING

- **Shelter in Place/Active Shooter Tabletop – May 9, 2013**  
This year's Shelter in Place drill was focused within departments. Members of the CMC were encouraged to lead discussions with members of their teams using facilitator guidelines and a scenario intended to be tailored to reflect their work environments. Having specific scenarios allowed individuals to mentally rehearse their own response options. Over 177 individuals were involved within the participating departments. This format will continue for the 2014 Shelter in Place/Active shooter exercise and participation will be extended to all departments or divisions wishing to participate.
- **Campus Emergency Responders Forum - May 23, 2013**  
The fourth annual Campus Emergency Responders Forum for emergency coordinators and responders brought together members of the campus community that have designated emergency roles. In addition to an overview of the Campus Emergency Response network and an interactive preparedness quiz, the event featured former Caltech ombudsmen Janis Schonauer, who is now working for FEMA. Jan shared her experiences and lessons learned during two deployments to the East Coast following Hurricane Sandy.
- **Active Shooter Drill - September 14, 2013**  
On the morning of Saturday September 14<sup>th</sup>, Campus Security in coordination with the Pasadena Police Department simulated a suspicious person/ active shooter event on campus. The objective was to allow Campus Security personnel an opportunity to practice their response and interaction with the Pasadena Police Department.
- **Senior Administration Tabletop Exercise with the Institute Advisory Council – September 20, 2013**  
Members of the Executive Policy Group and Senior Administration were provided with a scenario involving and localized earthquake causing moderate damage on campus. Policy questions were posed to the Executive Policy Group to consider and operational questions were posed to the Division Chairs and other executives in the session.
- **Great California ShakeOut Drill – October 18, 2013**  
For the 6th consecutive year, members of the Caltech community along with millions of other Californians, practiced earthquake preparedness by following the “drop, cover and hold on!” procedure during the annual Statewide Drill.
- **Personal Preparedness Fair – October 18, 2013**  
The first annual personal preparedness Fair was held in support of the Great California ShakeOut. There were representatives from Environment Health and Safety, Campus Security, the Staff and

Faculty Consultation Center, Student Health Services, Caltech's Earthquake Programs, the Caltech Amateur Radio Club (CITARC), the Pasadena Fire Department's Disaster Advisory Council, Leadership Pasadena, SOS Survival Products, SAS, Grainger, Emergency Kits 4 All, Safe N Ready, as well as Caltech's Emergency Operations Center Incident Commander.

- **Functional Earthquake Exercise – November 14, 2013**

The Emergency Operations Center, Disaster Recovery Team, Urban Search and Rescue team and representatives from CCE, EAS, GPS and Library Services took part in the annual earthquake exercise. Objectives were to strengthen communication between the EOC and Division Control Centers, assess building damage and tracking critical resources.

## **PLANNING**

- **Campus Emergency Management Plan (CEMP)**

The Caltech Campus Emergency Management Plan began a major revision in 2013 with the creation of numerous new plans and documents to provide guidance to the Emergency Operations Center during an emergency. The Plan is flexible enough to be used during any emergency but also has specific incident plans for managing events like Earthquakes, Hazardous Material Spills and Pandemics. The revised plan will be published in 2014. Supporting documents of note that have been developed include:

- Emergency Power Plan
- Emergency Communications Protocol
- Resource management tracking procedures

- **Continuity Planning**

Momentum for developing departmental continuity plans continued throughout 2013 and continues into 2014. Thirty-one plans are now either in development or completed.

## **2014 OBJECTIVES**

- Continued outreach and education with members of our campus community.
- Finalize and publish the Campus Emergency Management Plan.
- Commence an 18 month exercise program that begins with drills/tabletops and culminates in a full scale, full campus exercise in 2015.
- Continuity planning within academic Divisions.
- Strengthen relations with the City of Pasadena through the Pasadena Emergency Coordinators Committee.

## **2014 PLANNED EVENTS AND EXERCISES**

- Pandemic tabletop exercise (January 2014)
- Bomb threat tabletop exercise (February 2014)
- Campus Emergency Responders Forum (May 2014)
- Active Shooter department led tabletop (June 2014)
- EOC Section training (Summer 2014)
- IAC exercise (September 2014)\* Date to be confirmed
- Personal Preparedness Fair (October 2014)
- The Great California Shakeout Exercise (October 2014)
- Functional Earthquake Exercise (November 2014)