

# EMERGENCY MANAGEMENT 2010 ANNUAL PROGRESS REPORT

## INTRODUCTION

In 2010 the Crisis Management Committee (CMC) continued to lead Caltech on a path toward becoming a disaster resistant Institute. Implementing organizational resiliency is an ongoing process that tests preventative strategies and enhances response plans for their effectiveness.

Caltech conducted three exercises in 2010: (1) Volunteer Management Plan in January 2010 (2) Shelter in Place in May 2010 (3) The California Shakeout in October 2010.

Each exercise targeted a different aspect of Caltech's response strategy and engaged different campus organizations. The significant benefits realized were:

- Improved emergency management structure to effectively handle the impact of a disaster.
- Aligned organizational coordination and communication capability with academic divisions.
- Enhanced Institute's human resource capability with focus on awareness, communications, and training.

## 2010 MAJOR ACCOMPLISHMENTS

### Emergency Management

- Deployed volunteers in various exercise scenarios: (1) to distribute water per the water distribution plan, (2) to assist Security in establishing and maintaining perimeter security, and (3) to support food preparation.
- Developed an emergency generator fueling plan and tested it in an exercise. The plan demonstrated how to extract fuel from the main storage tank and to distribute.
- Developed guidelines for sheltering in place, summarized by the 4 S's (Seek, Secure, Silence, and Stay) and tested the guidelines during the Shelter in Place Exercise.
- Continued to refine communications methods and tools. Tested communication devices in the EOC as well as with field teams and Divisions. A new Communications Process Flow Procedure to improve the identification, assignment and tracking of events was tested.
- Recruited a representative from the Staff and Faculty Consultation Center to the CMC.
- Conducted a successful town hall meeting for emergency coordinators and responders. Promoted psychological as well as physical skills for coping with disasters.
- Initiated a FEMA 154 Rapid Visual Survey to summarize structural information about campus buildings.

### **Organizational coordination and communications**

- Activated the EAS Division Control Center during the 2010 Shakeout. Evaluated staffing, communications, hazard mitigation, and business resumption plans.
- Tested Caltech's emergency [www.caltech.edu](http://www.caltech.edu) page and the procedures to activate and modify it.
- Continued to gain experience on blog tools as a means of tracking and verifying incoming information to the EOC.

### **Human Resource Capability**

- Developed guidelines for recruiting and training volunteers and deployed them in the Volunteer Management Plan exercise.
- Shelter in Place guidelines were developed and published on the Security website. Training on Shelter in Place was conducted with campus emergency responders. A presentation by the Pasadena Police Department SWAT outlining their role in responding to an emergency on the campus was included in the presentation.
- Trained and deployed Graduate Students as Building Assessment Teams (BATs) during the 2010 California Shakeout
- Updated and strengthened Disaster Response Teams (DRTs) procedures and activated DRT's during the 2010 Shakeout exercise.
- Trained an additional 10 members of the Security staff in Urban Search and Rescue techniques.
- Polled the campus community about emergency response experience and skills and recruited volunteers.
- Conducted a nation-wide search for an Emergency Planning & Business Continuity candidate.

### **2011 OBJECTIVES**

- Offer training on the National Incident Management System (NIMS) leading to certification. NIMS is a set of standards utilized in emergency management.
- Practice the concept of sheltering in place in emergencies that require staying put rather than evacuating buildings.
- Expand the span of campus participation in Shakeout 2011 by designing a multi-departmental functional exercise.
- Establish partnership for emergency response with Pasadena Community College.
- Increase the number of Urban Search and Rescue teams (from three to five).

### **2011 EXERCISE SCENARIOS**

Exercises provide excellent opportunities for individual improvements to practice skills and gain experience, as well as system improvements for group learning and refinement of processes. The exercises planned for 2011 are

- NIMS training
- Town Hall presentation
- Shelter in Place scenario: chemical spill
- Shakeout 2011