



YOUTH PROGRAMS EMERGENCY INFORMATION

This document is intended to provide basic emergency information for Program leaders about emergency communications and procedures at Caltech. Procedures for responding to specific events: earthquake, fire, active shooters and shelter in place alerts are outlined below.

1. EMERGENCY CONTACT INFORMATION:

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|---|---|
| Campus Security | extension 5000 626 395 5000 email: 5000@caltech.edu |
| Campus Security – Non Emergency | extension 4701 626 395 4701 |
| Facilities Service Center (utilities and bldg. damage) | extension 4717 626 395 4717 |
| Environment Health and Safety | extension 6727 626 395 6727 |
| Recorded Emergency Information Lines | 1 888 427 7465 1 888 427 7512 |
| Educational Outreach Program | extension 4641 626 395 4641 Aiken@caltech.edu |
| Athletics (if using their facilities) | Extension 3253 626 395 3253 |

2. Emergency Alerts

During an emergency multiple methods of communication will be utilized to alert students, staff, faculty and visitors about a hazardous or dangerous situation on Campus. One important method of communication is the Caltech Emergency Notification System.

The Caltech Emergency Notification System is an alert system that can notify subscribers using three communication methods:

- Voice calls/messages to your home, work and mobile phones
- An e-mail to your primary e-mail address
- An SMS text message to your mobile phone

Register at access.caltech.edu to receive alerts. Please remember to periodically revisit the site to ensure your contact information is correct.



3. EMERGENCY ASSEMBLY AREAS

All buildings have emergency assembly locations. Determine the location of your assembly area. For assistance in identifying your assembly area contact your building coordinator or Environment, Health and Safety at 6727.

For Campus Wide Evacuations the emergency assembly area is located at the Braun Athletic Center (Baseball field).

4. SPECIFIC EVENT EMERGENCY PROCEDURES

EARTHQUAKE

- Drop, cover, and hold. Take cover under a table or desk and hold on
- If there is no furniture to take cover under, drop to the floor and lean into an interior wall, covering your head with your arms
- Stay away from windows, overhead fixtures, tall objects and electrical equipment
- Stay in the building until the shaking stops
- After the shaking stops, follow evacuation procedures and account for all program participants
- Be prepared for aftershocks. Move cautiously. Avoid injury from broken glass and debris. Do not use elevators

If you're outside during an earthquake

- Move to an open area away from buildings, trees, utility wires, and overhead structures

FIRE

- When fire alarms are sounding, all building occupants must immediately exit the building by the nearest safe exit, **walk don't run**
- Proceed to the Evacuation Assembly Area
- Conduct a headcount of all program attendees
- Report any concerns or pertinent information to the Building Coordinator or Floor Wardens (identified by high visibility vests)
- Remain with the evacuation group and await further instructions
- Do not re-enter the building until instructed to do so by emergency response personnel

ACTIVE SHOOTER/DANGEROUS PERSON

Although the likelihood of an active shooter is very low the consequences can be very high. These events typically evolve very quickly and are unpredictable. It is critical that individuals prepare themselves in advance with the actions to take if suddenly faced with an active shooter situation.

If escape is possible, do so.



- Have an exit route and plan in mind
- All belongings should be left behind
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible when exiting the building
- Call Campus Security ext 5000 (626 395 5000) when it is safe to do so

If it is safer to hide/shelter in place:

- Hide in an area out of the shooter's view
- Lock the door or block entry to your hiding place
- Silence cell phones (including vibrate mode) and remain quiet

Fight as a last resort and only when your life is in imminent danger

- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions...your life depends on it

It is important to recognize that every emergency situation will be unique. Always use your own judgment and follow directions provided by emergency personnel, (e.g. the Pasadena Police Department and Campus Security) at the time of an incident.

SHELTER IN PLACE

Purpose

The Shelter in Place procedure is used during an emergency when Officials deem that it's safer for individuals to remain indoors than exit into a potentially harmful environment. A hazardous chemical release or acts of violence are just two examples of emergency situations that may necessitate a Shelter In Place alert.

SEEK Shelter, **SECURE** your environment, **SILENCE** any sounds that may make your location known to an intruder, **STAY** where you are until you have been advised it's safe to leave.

Seek

- Assess your environment. Certain situations may require immediate shelter but where possible:
 - Seek rooms that can be locked from the inside
 - Avoid large open areas, windows or areas that can't be secured
- If you are outside and alerted to seek shelter indoors, enter the closest possible building.

Secure

- Secure the space that you are in. If there are no locks, consider barricading the door
- Close and lock any windows
- Pull blinds



- In some cases the ventilation system may be shut off
- Increase distance from the hazard. If the release is outside, move into the building's interior. Always move away from the highest area of concentration.

Silence

- Minimize noise
- Keep cell phones turned on but silence them
- Turn down ringers on desk phones
- Unplug speakers on computers or audio equipment
- Be aware of your surroundings and use your senses; listening for unusual sounds, look for hazards or smells
- Reduce or turn off lights to make yourself less visible in the building. Keep flashlights on hand

Stay

- Remain in a secure location and wait for instructions from emergency personnel or an official source such as the Caltech Emergency Notification system before exiting the building.

5. Family Reunification

Parents have been provided with emergency contact and assembly area information. If conditions require that minors are relocated from this area, contact parents with the new location of their children. Program leaders must remain with all participants until they are reunified with their parents/guardians.

During all emergencies, ensure that the Educational Outreach Program Office is kept informed of the status of your group. Contact the Office at extension 4641 (626 395 4641) or email Aiken@caltech.edu.