Facilities Organization

"The work we do each day impacts everyone on this campus."
-Jim Cowell at Caltech Facilities quarterly "Coffee Talk"
Caltech – Hale Model

- Biology and Biological Engineering
- Chemistry and Chemical Engineering
- Engineering and Applied Science
- Geological and Planetary Sciences
- Humanities and Social Sciences
- Physics, Math and Astronomy

Amos Noyes (chemist)
George Hale (astronomer)
Robert Millikan (physicist)

August 19, 2020
We provide the place for research to happen
Facilities Guide Posts

• Meet our commitments to our customers

• Focus on the Main Thing:
  • Time: Deliver when promised
  • Dime: At best possible price
  • Shine: With features and benefits expected

• Respect the dignity and self-worth of all who work here

• Do our work safely
Caltech

Caltech Facilities Department

Safety Statement

Safety is the responsibility of every member of the Facilities Department and is an integral part of our job every day. We will not compromise the safety or health of our employees or members of the Caltech community in the accomplishment of our work.

Together, we will establish a culture of safety excellence following these guiding principles:

- Supervisors will establish and maintain safe practices in their workplaces and relate the practices to their employees.
- Everyone will comply with all applicable health and safety laws, regulations, and standards.
- Everyone is empowered to bring safety concerns to the attention of their supervisor. Supervisors will take appropriate action as needed.
- Anyone may question a practice or express a concern when they believe an unsafe action is occurring or about to occur.
- Everyone will ensure contractors and other vendors perform Caltech work in a manner that protects the Institute from health and safety risks.
- Everyone will report incidents; we will analyze them for lessons to prevent recurrence.
- Leaders will establish systems and set goals that promote continuous improvement.

Jim Cowell, AVP for Facilities

19 Dec 2016

Date
Facilities Balanced Score Card
Strategic Focus Areas

August 19, 2020

- Attract and retain the best people.
- Foster a positive work environment.

- Meet customer expectations for delivery, flexibility, cost and quality.
- Build positive relationships with industry partners.
- Provide effective stewardship of campus facilities.

- Meet budget objectives.
- Align investment with goals.

- Develop and implement effective processes.
- Implement and operate effective management systems.
- Enhance campus sustainability.
Facilities Department Expectations

- Ownership and Accountability
- Outgoing Communications
- Visitors and Snapshots
- Communicate
- Loyalty
- Honesty
- Teamwork
- Safety
Facilities Services & Integrated Planning

John Onderdonk
Senior Director

August 19, 2020
Facilities Services & Integrated Planning

Organization

John Onderdonk  
Senior Director  
Facilities Services & Integrated Planning  
Chief Sustainability Officer

Tyler Durchslag-Richardson  
Senior Analyst  
Facilities Services & Integrated Planning

Vatsal Verma  
Manager  
Energy & Utility Services

Corey Campbell  
Supervisor  
Materials & Services

Raul Turcios  
Supervisor  
Transportation

Max Christman  
Manager  
Sustainability Programs

Tom Willard  
Manager  
Graphic Resources

Rachel Wallace  
Manager  
Central Copier Program

Darrell Goudeau  
Manager  
Mail Services

40 employees support Facilities Services & Integrated Planning

August 19, 2020
Facilities Services & Integrated Planning

Energy & Utility Services

• Utilities services:
  – electricity
  – natural gas
  – domestic water
  – chilled water
  – steam

• Caltech Energy Conservation Investment Program

• Commissioning
Facilities Services & Integrated Planning

Transportation

- Motor pool
- Chauffer
- Courier services
- Shipping and Receiving
- Research gases
- Surplus furniture
Facilities Services & Integrated Planning

Materials & Supplies

- Purchasing
- Stock room
- Central warehouse
- UPS shipping
Facilities Services & Integrated Planning

Graphic Resources & Mail Services

- Feynman Station Post Office
- Tech Express
- Reprographic services:
  - campus copier program
- Photo services:
  - research posters
  - passport photos
Facilities Services & Integrated Planning

Sustainability

- Energy
- Water
- Materials
- Built environment
- Emissions, Effluent and Waste
- Mobility Services
Facilities Services & Integrated Planning
Sustainability – Mobility Services

- Carpool/vanpool
- Public transportation incentives
  - free Metro pass
- Bike/walk program
- 20% discount - fuel efficient vehicles
- Zipcar
- EV charging
Facilities Services & Integrated Planning

Integrated Planning

- Infrastructure planning
- Internal coordination
  - Facilities Operations
  - Design & Construction
  - Strategy Implementation
  - Government Relations
- External coordination
  - City of Pasadena
  - Pasadena Water & Power
Chief Victor Clay

August 19, 2020
Mission Statement

Our mission is to safeguard the lives and property of the community we serve. We are committed to working in partnership with our diverse community to improve their quality of life.
Core Values

Accountability
Commitment
Honesty
Kindness
Transparency
Security and Parking Services Organization

Victor Clay
Chief

Clery Coordinator
Kathy Carpenter
- Quarterly Clery Stats
- Daily Report Review
- AFSSR
- Aim Processing
- Purchasing Management
- Radios and Comms
- EOC Operations Group
- Dispatch Operations

Parking Services
Todd Swart
- Parking Permit Sales and Processing
- Alternative Transportation
- Parking Lot Management
- Facilities (D&C, Sustainability) Liaison
- EOC Communications Group

Security Systems Section
Greg Powell
- Access Control and CCTV Management
- Access Control Training
- CBR Response
- OLAR Response
- Kerckhoff Response
- Dispatch Operations

Investigations Section
Christina Matthews
- Investigations
- Field Training
- Title IX Liaison
- RA/RLC Liaison
- Dispatch Operations
- Faculty Housing Liaison

Special Response Officer - 8
Emergency Medical Technician
- Medical Response
- COVID 19 Response
- Critical Incident Response

AUS Staff
- Account Manager
- One Shift Supervisor
- Patrol Officers
- Dispatcher

Caltech.edu
August 19, 2020
Special Response Team (SRT)

Hailey
Kevin
Rogelio
Camille

Jacob
Richard
Khunnara
Brianna

August 19, 2020
Services Provided

- Safety Escorts
- 24-Hour Patrol
- Building Lockouts
- Jump Starts
- Incident Reporting
- Emergency Medical Response
- COVID 19 Response
- Special Event Security
- Dignitary Protection
Keeping Caltech Safe

August 19, 2020
Formal Security and Law Enforcement Training

- Bureau of Security and Investigative Services
- California POST
- American Red Cross
- Northwestern University Center for Public Safety
- Los Angeles County Sheriff’s Department
Specialized Training

• **MEDICAL**
  - All Trained in First Aid/CPR
  - Emergency Medical Technician
  - Urban Search and Rescue
  - AED
  - COVID 19 Response

• **HAZMAT**
  - Chemical
  - Biological
  - Radiation

• **ASHER**
  - *Active Shooter/Hostile Event*
Training Offered to Staff & Students

Active Threat Response Discussion

Personal Safety
Technology and Law Enforcement Software

August 19, 2020
**Everbridge**

**Mobile App**
Everbridge's mobile app, "Everbridge ContactBridge," will give you the ability to communicate via text and to send photographs of suspicious persons/events directly to Security Dispatch.

You can download the app now by clicking on the appropriate icon below. Please download "Emergency Communications and Everbridge App Instructions" (PDF) for instructions on how to log into the app.

[Google Play](#)
[App Store](#)
Partnerships with Local, State, and Federal Agencies

Pasadena Police Department
Pasadena Fire Department
Federal Bureau of Investigation
Department of Homeland Security
Security Systems

- New Technology
- Cost Effective and Efficient

Card Access – HID cards and readers

Over 300 CCTV & Security Cameras

Contact Greg Powell at ext. 4708
Parking

- Types of Parking on Campus
  - Commuter
  - Carpool
  - Reserved

- Registration done annually
- Call Ext: 8877
- Email: parking@caltech.edu
- Todd Swart
FAQs

• How do I get in contact with an officer?
  – Call 626 395 4701 or 626 395 5000
  – Email: security.supervisor@Caltech.edu

• Where are you located?
  – Dispatch: 370 S. Holliston Ave (Parking Structure)
  – Administrative Operations: 515 S. Wilson Ave (Above the Credit Union)

• How much is a parking ticket?
  – Parking citation fines are determined by the City of Pasadena. Fee information is available on the back of the citation.

• Do you patrol off campus?
  – Yes. We have a defined jurisdiction that extends into the City of Pasadena. Generally, we patrol the campus and its perimeter, but we also patrol many residences and other properties owned and controlled by Caltech.

• Do you enforce the COVID19 mask requirements?
  – We highly encourage everyone on campus to wear a face covering. If you “NEED A MASK, JUST ASK!”
FACILITIES OPERATIONS
ORGANIZATION

Chris K. McAlary
Senior Director

Warren Midkiff
Supervisor
Central Utility Plant

Delmy Emerson
Director Building & Grounds

Tim Ranalli
Director Maintenance
Management

René Harris
Director MEPC Shops

Ben Smith
Project Management

Central Utility Plant

Satellite Utility Plant

Ramon Carrillo
Tony Ford
Ray Resto
Supervisors
Campus Custodial

Jorge Carrillo
Supervisor
Housing Custodial

Recycling & Waste Management

Ryan Robitaille
Supervisor
Grounds

Ed Rhoads
Supervisor
Carpenter Shop

Teese Chmielewski
Supervisor
Key & Lock Shop

Roofing Shop

Service Center

Work Planning & Scheduling

Asset Information Management

Mike Anchondo
Supervisor
Electrical Shop

Elevator Shop

Fire Alarm

Richard Bravo
Electrical Services
Design Engr

Vacant
Supervisor
HVAC Shop

Alex Sanchez
Supervisor
BMS Controls

Erick Lopez
Supervisor
Plumbing Shop

Brad Nielsen
Infrastructure Program

Jerry Stewart
Infrastructure Program

August 19, 2020

caltech.edu
“Exceeding expectations by Providing world-class Stewardship”
Responsibilities

- $15M operating budget
- Maintenance, repair, custodial services for 4.5M square feet of buildings
- Landscaping for 130 acres
- Generate power, chilled water and steam for 90+ buildings
Scope and Complexity

2.0MW solar energy at ten roof-top sites

4MW renewable energy from 24 Bloom Energy fuel cells

12MW combined cycle cogeneration plant
Scope and Complexity

$8-10M spent annually in infrastructure projects

>1200 campus events supported

36% recycled through campus waste diversion program

August 19, 2020
Shops and Trades

HVAC
Controls
Electrical
Lock & Key
Carpentry
Paint
Plumbing
Utility Plant
Custodial
Grounds
Maintenance Management

THE EPICENTER OF FACILITIES OPERATIONS

CUSTOMER SERVICE  PREVENTIVE MAINTENANCE  ASSET MANAGEMENT  PROJECT COORDINATION  BUSINESS INTELLIGENCE

100K tasks triaged by the Service Center annually
61% of facilities work is preventive maintenance
>24K Campus assets managed in AiM
Asset Management

Assets align the functional groups in:

- **Design**
  1. Resolve spaces
  2. Enforce Naming Conventions
  3. Record Design Assets

- **Construction**
  1. Record As-built data
  2. Program addressable systems
  3. Place physical QR Codes

- **Operations**
  1. Generate PMs
  2. Monitor for predictive failure
  3. Manage change

- **Renewal**
  1. Assess condition
  2. Plan end-of-life
  3. Define non-recurring renewal work

---

198 equipment keywords

>24K campus assets managed in AiM

100 AiM mobility devices deployed

+1,000,000 Asset data points collected in AiM

---

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August 19, 2020
Asset Management

- Assets are attached to work orders to give us equipment history
- Over 100 handheld devices deployed
- Scan QR code to access information
- Program aligns to international standards
Balanced Scorecard

- Attract and retain the best people.
- Foster a positive work environment.
- Promote campus safety for students, staff and faculty.

- Training
- Turnover Rate
- Safety Compliance
- Crime Rate on Campus

- Timecard Management
- Budget Variance Report
- Cost to Maintain Asset or Property
- Proper Coding of Work Order

- Observe annual trends and adjust financials accordingly.
- Meet budget objectives.
- Align investments with goals.

- Meet customer expectations for delivery, flexibility, cost and quality.
- Build positive relationships with industry partners.
- Provide effective stewardship of campus facilities.

- Portal Usage
- Customer Request Triage Time
- PM Completion Rate
- PM vs Reactive Work

- Correct Time Keeping
- Asset Management
- PM Generation Volume
- Asset Attachment to Work

- Develop and implement effective processes.
- Implement and operate effective management systems.
- Enhance campus sustainability.
Metrics

Maintenance Management
Unplanned Work Order Count vs % Emergency & Urgent—Quarterly

Goal: to maintain ‘Emergency’ priority Work Orders under 5%. Data is currently trending at 3%.
Detail:
As part of maintaining shop scheduling efficiency and technician availability, it is important to observe the number of work orders generated under job priority of ‘Emergency’. Among the category of Unplanned Reactive work orders, emergency priority work orders should be few in comparison to ones under priority of ‘Urgent’.

Measure Intent:
Count of ‘Emergency’ priority work orders is one of the best indicators of potential scheduling conflicts. High number of emergency work orders indicate technicians being taken off regular schedule and a possible delay in ‘Urgent’ work completion. Emergency work orders relevant to assets are indirectly related to Preventive Maintenance work.

Long Term Objective:
Long term objective is to increase preventive maintenance and observe an inverse relationship against ‘Emergency’ priority work orders.
Metrics

Maintenance Management
Stacked Average Days in Phase Status ‘New’ & ‘Work Done’ – Monthly Comparison

Goal: maintain a 1-day turnaround for scheduling new work and a 1-day turnaround reviewing completed work. Data is trending at 0.9 days in ‘New’ and 3.2 days in ‘Work Done’ (total 4.1; trending positive).

Detail:
Maintaining a quick turnaround on both Support and Reactive work ensures good maintenance of a backlog. While we can estimate and schedule wrench time per technician, ‘In Progress’ status varies due to complexity of the request. Time spent in ‘New’ and ‘Work Done’ statuses, however, should be managed according to our 1-day turnaround policy. Ensuring that these two statuses contribute no more than 2 days (per phase) to the duration of the work order, we can reliably calculate the backlog.

Measure Intent:
The measure of number of days that a phase stays in ‘New’ and ‘Work Done’ statuses indicates how quickly management reviews new and completed WOs.

Long Term Objective:
The long-term goal is to monitor improvement and response time to normalize our backlog estimates.
Employee Development and Engagement

- “MY LEARN” at Caltech is your portal to employee growth and empowerment
- Technical and Non-technical training will be offered.

OpenSesame Plus
5,000+ Curated Courses
Soft Skills • Compliance • Leadership • IT • Safety

Created to address your business goals and needs

Reach your global audience with over 18 languages
New courses added monthly, including certifications and PDUs
4,000+ Mobile Friendly Courses

400 courses can be offered at the click of a button
Fiscal Wisdom

How Much Is EMPLOYEE TURNOVER Costing Your Business?

Over 3 million employees have left their jobs voluntarily every month this year.

The average turnover rate is 18% - that's nearly 2 out of every 10 employees in America.

Only about 33% of US employees are engaged in the workplace.
FED Council
5 Pillars

1. Recruiting Skilled Trades Talent from a Shrinking Labor Pool

2. Growing Our Own Talent to Meet Demand for Skilled Labor

3. Engaging and Retaining Frontline Service Staff

4. Improving the Effectiveness of Frontline Supervisor Ranks

5. Safety
Facilities Finance and Information Systems

Lynne Caver
Senior Director
Facilities Finance and Information Systems Organization

Lynne Caver, Senior Director

- Alex Flores, Financial Analyst
- Louis Li, Financial Analyst
- Monique Olah, Financial Analyst
- Jamie Quach, Senior Financial Analyst
- Suzy Dollar, Fac Info Systems Manager

August 19, 2020
Function and Roles - Finance

• Bridge between Facilities and Finance

• **Operations/General Budget:**
  • $39M costs less $11M recharge/revenue, net $28M
  • Mostly payroll (80%)
  • About 5% of Caltech budget

• **Projects:** Support all capital programs – D&C, FO, Energy

• Reporting: for General Budget (GB) and projects
• We work with Caltech’s Central Finance department, and divisions and departments
Function and Roles - Information Systems

- Bridge between Facilities and IMSS
- **AiM** – Integrated Work Management System – used for O&M and capital project management CPPM
- Enhance and improve our systems
- Work with IMSS on our system infrastructure and security (systems, devices, servers, firewalls)
- Facilities technical resource for interfaces with other Caltech systems (Oracle, TechMart, CardQuest, OBI, Cognos, Meridian) and AiM Portal – working with IMSS
- Provide training to our Facilities staff, including online training
Facilities Summary
Budget Variance - GB operations

August 19, 2020
Faculty Housing

Christina Souto
Faculty Housing Manager

August 19, 2020
Our Mission

We provide a world-class relocation and housing experience to in support of the academic mission of Caltech.
Services

• Transitional Housing
• Residential Relocation
• Laboratory Relocation
• Conference Room Reservations
Our Properties

- We own 86 multifamily units and single family homes ranging from 1 bedroom to 6 bedrooms
- Most locations are furnished with all housewares, internet, Smart TV, and utilities
- All properties are located within walking distance to Campus.

August 19, 2020
Multifamily Properties
Single Family Homes
Annual Occupancy

Single Family and Multifamily Annual Occupancy

FY18  FY19  FY20
SFR  Multifamily
52%  57%  57%
56%  61%  61%

COVID19 Impact
Our goal is to maintain an 80% occupancy in our multifamily units.
Turnover Process

Vendor
- Clean unit
- Bag linens and towels
- Carpet or upholstery cleaning if needed

FH Operations
- Inspection
- Maintenance
- Phase in Shops if needed

FH Operations
- Conduct set up of furnishings
- Make beds
- Set up towels and toiletries
Turnovers Per Year

FY18: 98
FY19: 112
FY20: 85

August 19, 2020
Residential Relocation

We partner with Odyssey Relocation to provide a seamless relocation process for our new Faculty, their family, their home, and their laboratory.

Residential Relocation
• Airfare or Mileage
• Temporary Housing
• Household Goods Move and Storage
• Vehicle Transport
• Pet Transport
Laboratory Relocation

We partner with Odyssey Relocation and Design and Construction to move laboratory equipment into newly constructed laboratory spaces.
Conference Rooms

Keck Center

383 Hill Annex

August 19, 2020
Design & Construction
Facilities Department

Terri Mestas
Senior Director
Design & Construction Functions

- **Mission:** To provide world class planning, design and construction services to Caltech to support continued campus improvements & Caltech’s mission of research integrated with education

- **Projects:**
  - Small to large projects
  - Site and Utility Improvements
  - New Labs, interior and exterior improvements
  - New Buildings and Building Renovations
  - Award winning Projects

- Accelerated schedules
- Varying Funding Sources
- Design Guidelines - NEW
- Document Control - Meridian
- In house Inspector
Design & Construction - Project Support

• Planning:
  – Campus Master Plan
  – Division Strategic Plans
  – Project Specific Planning

• Design:
  – Studies
  – In house Design Capability
  – External Architects/Engineers
  – Determine project requirements
  – Cost and Schedule Development
  – Allocate funding for internal support
  – Facilitate internal design review

• Construction:
  – External Contractors
  – In house construction
  – Design Build
  – High amount of Renovations
  – Maintainability/total cost of ownership
  – Historic Buildings
D&C Current & Upcoming Projects

- Current and Upcoming Projects
  Over 50+ open projects

  - Chen Neuroscience Research Bldg
  - Resnick Sustainability Resource Center
  - Quantum Computing Center
  - Semlow Lab
  - Patke Lab
  - Dabiri Lab
  - Falson Lab
  - Emami Lab
  - Mirhosseini Lab
  - Painter Lab
  - Dabney Basement Remodel
  - OLAR Master Plan
  - Kellogg Building Study
  - Kerkhoff Building Study
  - Brown Gym
  - Millikan Pond
  - Brain Imaging Center
AMAZON WEB SERVICES
QUANTUM COMPUTING LAB

Provide a Quantum Computing Lab which will be used for scientific research and development in collaboration with Amazon Web Services (AWS).

- Project Scope
  - 21,000 SF
  - 2 Stories
- Construction started July 2020
- Construction completion anticipated in spring 2021
- Relocation of recycling operations is complete
- 60 Building Occupants
CHEN NEUROSCIENCE RESEARCH BUILDING
PROJECT OVERVIEW

- 150,000 Gross Square Feet
- Research Space for 16 PIs
- 150 Seat Lecture Hall
- Bungalow Court Relocation
- Access Tunnel to Broad Center
- Utility Tunnel
- Pre-construction Costs
- Targeting LEED Silver

- $211M Budget

- August 2020: Occupancy
- Nov 2020: Moves Begin
- March 2021: Moves Complete
CHEN NEUROSCIENCE RESEARCH BUILDING
INTERIOR

2nd and 3rd Level Nucleus

B1 Long Cai Lab
Renewal Program Schedule Performance

![Bar chart showing on-time renewal project completion percentage from FY08 to FY19. The completion percentage increases from 40% in FY08 to 100% in FY19.]

August 19, 2020
Completed Renewal Projects
Concept Budget vs Actual Cost

Twelve Year Cumulative Comparison:
Budget $142.6M

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>EAC</th>
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<tbody>
<tr>
<td>FY08</td>
<td>$4.5</td>
<td>$4.3</td>
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<tr>
<td>FY09</td>
<td>$7.2</td>
<td>$8.2</td>
</tr>
<tr>
<td>FY10</td>
<td>$13.7</td>
<td>$14.0</td>
</tr>
<tr>
<td>FY11</td>
<td>$8.3</td>
<td>$8.9</td>
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<tr>
<td>FY12</td>
<td>$13.9</td>
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<tr>
<td>FY14</td>
<td>$7.9</td>
<td>$7.5</td>
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<tr>
<td>FY15</td>
<td>$10.6</td>
<td>$10.5</td>
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<tr>
<td>FY16</td>
<td>$11.3</td>
<td>$12.9</td>
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<tr>
<td>FY17</td>
<td>$29.5</td>
<td>$30.7</td>
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<tr>
<td>FY18</td>
<td>$18.6</td>
<td>$12.0</td>
</tr>
<tr>
<td>FY19</td>
<td>$12.7</td>
<td>$11.9</td>
</tr>
</tbody>
</table>
Caz Scislowicz, Director

environment, health, & safety
EHS Role on Campus

ASSESS

TRAIN

INSPECT

RESPOND
Workplace Safety

Mark Gatchalian
Safety Engineer
GPS / Construction

Dora Gosen
Sr. Safety Engineer / Loss Control / Industrial Hygiene / EAS

Larry Martinez
Safety Engineer
Safety / Student Affairs / Dining

Shops

Labs

Campus

caltech.edu
Injury/Illness Prevention Program (IIPP)

all Employees must be informed of the IIPP.

Employees Need to sign-in when receiving training

Supervisors

Accident / Injury Report

Inspection Forms

Training

Title 8, California Code of Regulations Section 3203 (T8 CCR 3203)
Environmental Protection
Animal Facilities

allergic reaction
transmissible diseases

Wash hands

ALWAYS: Follow Safety Signs and wear proper PPE

NEVER: Touch cages, equipment, or animals

IF: Allergic reaction (itchy eyes, runny nose, etc.)
  • GET OUT IMMEDIATELY
  • REPORT TO YOUR SUPERVISOR

August 19, 2020
Disaster Resilience

Emergency Coordinator Network

Emergency Communications

Exercises & Drills

Continuity

Campus Emergency Management Plan

Plans & Procedures

Outreach & Education

August 19, 2020
# Emergency Personnel

<table>
<thead>
<tr>
<th>Campus Critical</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Report to campus to assist in campus-wide recovery effort</td>
</tr>
<tr>
<td>• Such as EOC Personnel</td>
</tr>
<tr>
<td>• Issued Photo ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Critical</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Report to campus to assist in div/dept recovery</td>
</tr>
<tr>
<td>• Such as DCC personnel</td>
</tr>
<tr>
<td>• Can’t be both CC and OC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Non-Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Immediate reporting not required</td>
</tr>
<tr>
<td>• Expected to be in contact with</td>
</tr>
<tr>
<td>campus should you be needed</td>
</tr>
</tbody>
</table>

- Technical skills needed for emergency response
- Expected to report to campus and stay to assist
Personal Preparedness

• Keep personal information current in access.caltech
• Build kits for Work, Car, and Home
• Develop a communications plan
• Plan for dependents and animals

Resources available:

www.emergencypreparedness.caltech.edu
Culture of Safety at Facilities

Safety is Everyone’s Responsibility

Doing the Right Thing

Communications

August 19, 2020
No Single Control Measure Alone is Protective

- Hand washing
- Physical distancing
- Face covering
- Avoid touching face
- Stay home if sick
- Surface sanitation
EHS Resources

Website: www.safety.caltech.edu
Office: B125 Keith Spalding
Phone: x6727 or (626) 395-6727
EHS Office eMail: safety@caltech.edu
EHS Training eMail: safety.training@caltech.edu
Staff on-call 24/7 (contact x5000)
Emergency Management:
http://www.emergencypreparedness.caltech.edu/
Facilities’ COVID Five W’s

- Wear a face covering
- Wash your hands
- Watch your distance
- When you feel ill, do not come to campus, and
- When you come to campus fill out tracing info
Facilities New Employee Indoctrination

"The work we do each day impacts everyone on this campus."
-Jim Cowell at Caltech Facilities "Coffee Talk"

Mission and Vision
Guideposts
The Big Picture
Your Role

Please remember to take the survey

August 19, 2020
Questions?