

Recovery Plan

Annex B to The Citadel's Emergency Response Plan

This plan is predicated upon the concept that response and recovery operations will begin at the Agency and Local Government level. State assistance will be provided upon request when the needs exceed the capability of local governments. Federal assistance is supplemental to that of State and local governments, and is available upon approval of a request by the Governor to the appropriate federal agency or to the President of the United States.

Campus departments and activities will use this plan to develop Standard Operating Procedures and recovery annexes to our existing emergency operations plans to facilitate continuity and coordination of recovery activities.

I. INITIAL RECOVERY ACTIVITIES

A. General

1. This section addresses the initial steps to be taken in recovery operations in the event that a major disaster affects The Citadel campus; however, these steps may also be implemented and adjusted, as necessary, to recover from a smaller disaster or serious event.
2. While local governments are implementing local emergency response actions necessary to protect public health and safety, a team of recovery planners from the Campus EOC and Crisis Management Team (CMT)¹ will work with local agencies to prepare for the rapid deployment of resources necessary to facilitate immediate response and implement short-term recovery actions.
3. The Campus EOC Director will establish and coordinate Emergency Response Teams (ERTs) that will be assigned to survey The Citadel campus to identify:
 - a. Number of fatalities, injuries and level of damage sustained;
 - b. Needed and anticipated emergency resources;
 - c. Locations for local Points of Distribution (PODs);
 - d. Locations for staging areas, as required; and
 - e. Local points of contact (POC).
4. Initial planning for disaster-specific recovery will begin before the disaster occurs for incidents providing advance warning. At that time, the EOC is staffed in accordance with existing policy. For no-warning disasters, disaster-specific planning for recovery begins as soon as the response efforts permit.
5. The Campus EOC Director will maintain constant contact with on-campus and local authorities to monitor the details of the disaster. Once details are coordinated, initial recovery activities will begin. Damage assessment is the first step in recovery activities.

¹Refer to Campus Emergency Response Plan, Annex A - Crisis Management Plan

B. Preparations for Damage Assessment

1. Once conditions allow, rapid and thorough assessments must be conducted to identify the immediate unmet emergency needs of disaster victims; to assess the overall damage to campus facilities and equipment; to assess the overall damage to critical infrastructure; and to provide for those emergency needs. Damage Assessments are also required to determine whether impacts are of such magnitude as to warrant additional outside assistance.

2. Damage and impact assessment teams will be designated, and preparations will be made to deploy them into the affected area(s) as quickly as possible. These teams may consist of any necessary combination of available personnel from college staff and faculty or local responders.

The types and number of teams to be deployed, their estimated times of arrival, projected length of stay, and need for additional communications and logistical support will be coordinated with the Campus EOC Director, and, if warranted, the County EOC Director, in advance of their deployment.

3. In the event that local assessment capability is exceeded, State Assessment Teams (SAT) comprised of State personnel who possess the expertise required to make accurate assessments of the immediate resources required to save lives, prevent human suffering, and mitigate additional property damage may be requested through the County EOC. The SCEMD Director determines the composition of the SAT based upon the nature and magnitude of the disaster. Depending upon the situation, there may be federal participation from the Federal Emergency Management Agency (FEMA) Rapid Needs Assessment (RNA) teams. Air transportation and ground logistical support may be provided by the SC Army National Guard as required and available.

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4. For long term damage assessment activities following a significant disaster, maximum use will be made of local and State supporting agencies and staff, South Carolina Volunteer Technical Assistance Group (VOLTAG) and other qualified volunteer organizations such as private businesses, insurance companies, and associations to support operations in the field under the overall supervision of the Division of Procurement Services.

C. Access to Damaged Area(s)

1. General

A catastrophic disaster will require that extraordinary steps be taken to provide resources and assistance quickly and effectively.

2. Access

The Campus EOC Director in conjunction with the Crisis Management Team Leader (and other local/state officials, as necessary) will review impacts within the disaster area and make recommendations to the College President that any in-place evacuation orders be modified or rescinded. As the College President modifies or rescinds evacuation orders, college officials will coordinate and control the timing for re-entry/return of staff, faculty and students as the situation and public safety considerations allow.

3. Conducting the Damage Assessment

The Campus EOC Director will establish the overall strategy for conducting damage assessments.

D. Damage Assessment Documentation

1. Basic, initial damage assessment reports will be forwarded to the campus EOC Director using any means available (radios, cell phones, written notes, runners, etc..)
2. As damage reports are received and recorded, care shall be taken to record information as accurately as possible, as all serious damage report information will eventually need to be transferred to special forms established by the State for such reporting.
3. The SCEMD maintains three damage assessment forms to assist in conducting damage assessments by local, State, and/or federal officials. These forms are the Local Initial Damage Assessment Form, the Housing and Business Losses Supplement Form, and the Public Assistance Supplement Form. These forms are provided as Attachments 1-3, respectively, of the South Carolina Emergency Operations Basic Plan. These forms should be used to document damage whenever possible to provide consistency in reporting to State and Federal agencies.
4. The *Local Initial Damage Assessment* form is used by local officials to quickly determine the scope of the disaster and the initial impact on buildings.

E. Hazardous Materials (HAZMAT) Issues

1. The Local Fire Department will be contacted to manage the recovery from all hazardous materials issues related to any on-campus disaster.
 - 1). If further assistance is needed, SCDHEC or the Environmental Protection Agency (EPA) may be called in to coordinate the clean-up, oversee the clean-up, or advise the state on procedures.
 - 2). If there is a spill or release in a navigable waterway, the National Response Center (NRC) of the U.S. Coast Guard may be contacted.

F. Occupational Safety and Health Administration (OSHA)

Depending upon the nature and severity of the disaster, and the complexity of the recovery operations involved, OSHA may be requested through the County EOC (and subsequently their state/federal administration) to provide technical assistance after a disaster declaration. This agency can relinquish their normal operations of enforcement to provide assistance in order to assist in safety measures for an area. OSHA is able to provide inspectors for monitoring of safety issues.

G. Planning

In accordance with the provisions of NIMS, the National Incident Management System, an Incident Action Plan (IAP) will be developed and maintained which identifies, prioritizes, and tracks the achievement of critical operational goals, and objectives. Operational priorities, goals, and objectives will be established by the Campus EOC and coordinated with the Local, County and the State EOC, as warranted.

Prioritization of issues having immediate concern may include, but will not be limited to:

1. Securing the disaster area;
2. Conducting search and rescue and other public safety protective actions;
3. Restoring or establishing communications systems;
4. Providing emergency services;
5. Assessing the immediate unmet emergency needs of those impacted by the disaster and executing measures to meet those needs; and,
6. Identifying and eliminating health hazards; assessing damages to essential facilities and services (health and medical, energy production and distribution, telecommunications, transportation systems, etc.); and executing appropriate measures to restore essential facilities and services.

II. RESTORATION OF ESSENTIAL SERVICES

A. Debris Removal

The Director of The Physical Plant will be responsible for the overall coordination of local debris removal efforts to include securing necessary environmental permits and legal authorities for debris clearance and disposal. If it is anticipated that significant numbers of personnel with engineering and construction skills, along with special equipment, will be necessary to accomplish this task, the acquisition of such will be coordinated through the Campus and County EOC.

Roadways and access paths that may be critical to emergency or recovery responders shall be considered a first priority.

Construction and demolition debris should be separated and disposed of accordingly. Appliances and electronic waste, for example, should be stockpiled (rather than taken to a landfill) until necessary arrangements can be made for disposal. To the extent possible, recycling should be utilized. Household garbage should be taken to permitted sanitary landfills. Hazardous waste must be segregated and disposed of by properly trained and licensed personnel.

B. Electricity and Fuel

1. As soon as possible, the Campus EOC will analyze damage assessments of electric power and fuel systems across campus.

The Director of The Physical Plant will be responsible for coordinating with local utility officials to establish priorities for the repair of damaged energy systems and the provision of emergency sources of fuel and power.

D. Telecommunications and ITS

1. Immediately after emergency conditions subside, damage assessment teams will determine the extent of damage to existing telecommunications and primary computing systems. The Crisis Management Team Leader, in coordination with the Campus EOC Director, will establish communications restoration priorities and needs. The Director of Telecommunications and Director of ITS will then review inventories of available, serviceable communications equipment, computer equipment, and other resources to support recovery efforts (local and State) and make necessary arrangements to have them deployed to the disaster area(s).

E. Water and Waste Water Systems

1. The Director of the Physical Plant will make efforts to determine the suitability of potable water and identify potential hazards to drinking water supplies.

2. If campus potable water systems are found to be contaminated, Charleston County Water shall be notified (through the County EOC, if necessary).

3. Public works and engineering support necessary to repair or restore damaged water and waste water systems will be coordinated by The Director of the Physical Plant. Additional equipment (such as generators, pumps, etc.) may be necessary for wells supplying water, operating lift stations, and repairing broken water mains.

F. Food Service

1. As soon as possible, the Director of Auxiliary Services, in coordination with the campus food service contractor, will assess the condition of Coward Hall and associated services to determine condition and availability of food storage and preparation capabilities.
2. The status of food service capabilities and level of service available will be reported to the Vice President for Finance & Business Affairs.

G. Structural Repairs

1. The Director of The Physical Plant shall coordinate the repair (temporary) of any structural damage. Such repairs shall be intended to reduce or eliminate further damage to structures and contents.
2. Structures that cannot be adequately repaired to safely reassume occupancy will be immediately evacuated (if not already accomplished) and clearly marked and secured. Regular occupants of those facilities will not be permitted to re-enter until adequate repairs can be made.
3. Those regular campus residents (housed employees and student of the Corps of Cadets) who are evacuated from their regular assigned residences or barracks will be re-located in accordance with policies established by the college Provost (residents) and Commandant (students).

D. Registration for Disaster Assistance

1. The college's Risk Management Officer, in coordination with the VP for Business and Finance, will request disaster assistance as provided for within Annex C of The Citadel's Hurricane Operations Plan.