



# HURRICANE OPERATIONS PLAN

## THE CITADEL



Hurricane Operations Plan (OPLAN)

(Original-12 Sep 1995)  
(Revised-17 July 1996)  
(Revised May 1997)  
(Revised April 1998)  
(Revised April 2000)  
(Revised July 2001)  
(Revised May 2003)  
(Revised June 2006)  
(Revised May 2007)  
(Revised April 2009)  
(Revised April 2010)  
(Revised June 2011)

References:

- a. The Citadel Emergency Response Plan
- b. South Carolina Emergency Operations Plan.
- c. Emergency Operation Plan, Charleston County EPD.

## Hurricane Operations Plan (OPLAN)

Task Organization: See Annex A.

Assumptions: County and/or State Emergency Preparedness organizations will provide early warning of a tropical cyclone that could present a threat to the South Carolina coast.

President's Intent: Preclude the loss of life; minimize damage to property, equipment, utility systems and facilities; and, return to normal operations as quickly as possible.

1. Situation: A hurricane is expected to make landfall in the Charleston area.
2. Mission: The Citadel takes actions necessary to preclude loss of life and to minimize damage to property, equipment, utility systems, and facilities as a result of a hurricane striking the Charleston, SC area; and, prepares to conduct recovery operations to restore essential services and return to normal operations.
3. Concept of Operation:
  - a. Charleston County Emergency Operations Center, in coordination with the South Carolina Emergency Management Division, uses a system of Operating Conditions (OPCON 5 thru 1), to provide early warning of a storm threat.

Each OPCON level signals a need for an increased level of readiness. Individual OPCON levels are declared by County Emergency Preparedness Directors as various pre-determined criteria is met.

Tropical Storm/Hurricane Operational Conditions (OPCONs) are at **Annex B**.

Upon declaration from Charleston County of an **OPCON 4** condition, all activities having responsibilities as outlined in this plan will begin making necessary preparations to execute their responsibilities, and the Hurricane Phase of operations will begin. The Emergency Council meets to discuss storm's potential and campus readiness.

Upon declaration of an **OPCON 3** condition and/or upon direction of the President, acting President or Vice President for Facilities and Engineering (VPFE), the Emergency Operations Center (EOC) will be partially activated and consist of the Director of Public Safety, and a minimum of two action officers provided by the Commandant of Cadets. The VPFE will serve as Commander of the EOC and direct its operation. The Emergency Council (EC), less the

President, will meet within two hours from declaration of OPCODE 3, or upon call of the VPFE, to discuss the hurricane threat situation, the status of preparations, and critical decisions to be rendered.

Upon declaration of an **OPCODE 2** condition, the EOC will be fully activated with additional action officers as requested from The Commandant of Cadets, and/or the Provost, to facilitate 24-hour per day operations. Other personnel listed in **Annex A** will be provided on call and/or attend EOC meetings scheduled by the VPFE. The full EC will meet within two hours of OPCODE 2 declaration, and at noon each day thereafter, or upon call of the VPFE, to review the status of planning and to render critical decisions. This Task organization will be maintained through OPCODE 1 (Evacuation), until the effects of a hurricane occur or the threat is lifted. After impact of the hurricane, or as directed by the VPFE, the Director of Physical Plant will assume the responsibility of Deputy Commander of the EOC. At this point, the Recovery Phase of operations will start. The EOC will continue to function until it is inactivated by the VPFE. Once activated, all information and announcements related to the hurricane will be disseminated and/or approved by the EOC/VPFE. Notification of OPCODE conditions will be received by Public Safety via the Emergency Communications Network and conveyed immediately to the VPFE. This information will be further disseminated by the most expedient means available to all Citadel activities, and the faculty and staff. A Notification Hour (N-Hour) sequence of critical actions for each OPCODE is provided at **Annex B**.

b. Tasks

(1) President

- (a) Provide overall guidance and supervision for the emergency.
- (b) Chair the Emergency Council.

(2) Provost

- (a) Serve as Vice Chairman of the Emergency Council.
- (b) Assume the responsibilities of the President in his absence.
- (c) Develop plans and procedures for the safeguard of records, artifacts and museum items.
- (d) In coordination with the Vice President for External Affairs, keep faculty members informed on the status of hurricane activities.
- (e) Provide faculty members to the EOC Commander to serve as action officers per Paragraph 3.a. above.

- (3) Commandant of Cadets (CC)
  - (a) Serve as a member of the Emergency Council.
  - (b) In coordination with the Provost, VPFE, VPFB and Director of Athletics, develop plans for the bed down and/or evacuation of Citadel Cadets as **Annex D** to this OPLAN.
  - (c) Supervise operations associated with the bed down of those Citadel faculty and staff members who are designated “critical personnel” and will remain on campus in the event that an evacuation notice is received, and/or per the direction of the President
  - (d) Provide a liaison officer to the EOC, as requested by the EOC Commander.
  - (e) Provide cadets/military personnel as requested by the EOC Commander to serve as action officers per Paragraph 3.a. above.
  
- (4) Vice President for Facilities and Engineering (VPFE)
  - (a) Serve as a member of the Emergency Council.
  - (b) Serve as EOC/Incident Commander and direct operation of the EOC.
  - (c) Overall responsible for development and implementation of this OPLAN.
  - (d) Responsible for receiving input and preparing an after-action report.
  - (e) Overall responsible for supervising emergency actions and recovery efforts.
  - (f) Responsible for establishing work efforts and priorities associated with hurricane preparation and recovery.
  - (g) Be prepared to coordinate bed-down requirements for the South Carolina National Guard, Volunteer Technical Assistance Group, and others to assist with recovery efforts.

- (5) Vice President for Finance and Business Affairs (VPFB)
  - (a) Serve as a member of the Emergency Council.
  - (b) Develop plans to provide personnel, medical, food service, procurement, and financial support for the emergency as **Annex C** to this OPLAN.
  - (c) Provide personnel, medical, food service and contracting liaison personnel to serve as point of contact for the EOC Commander.
  - (d) Develop plans and procedures to issue paychecks and handle disbursements for emergency services as part of **Annex C**.
  - (e) Develop plans and procedures to account for costs associated with the emergency as part of **Annex C**.
  - (f) Declare an emergency for appropriate procurement actions to facilitate utilizing Emergency procedures outlined in the State Procurement Code.
- (6) Director of Athletics (DA)
  - (a) Serve as a member of the Emergency Council.
  - (b) Provide facilities for the bed down of personnel and the secure storage of equipment as determined by the President.
  - (c) Provide a liaison officer to the EOC. as requested by the EOC Commander.
  - (d) Be prepared to provide athletes and Athletic Department personnel to the EOC to assist with preparation and/or recovery operations.
- (7) Executive Assistant to the President
  - (a) Serve as a member of the Emergency Council.
  - (b) Assume responsibility for operation of the Emergency Council Chamber.
  - (c) Ensure a recorder is provided to take minutes of Emergency Council meetings.

- (8) Director of Governmental and Community Affairs
  - (a) Serves as a member of the Emergency Council.
  - (b) Coordinate and maintain communications with local community groups, and other State and Federal organizations that have an interest in the emergency.
  
- (9) Vice President for External Affairs
  - (a) Serves as a member of the Emergency Council.
  - (b) Oversee the dissemination of information to the media and all campus faculty and staff members.
  - (c) Activate the DAWG Line and/or the Citadel’s web page(s) for the emergency and be responsible for the dissemination of all information through this means of communication . All official communications concerning the emergency will first be approved by the Emergency Council, the President, or the President's successor in the chain of command.
  
- (10) Other Special Staff Personnel of the Emergency Council: Other special staff personnel identified as members of the Emergency Council will assist and provide advice to the Emergency Council in their areas of expertise.
  
- (11) Resident Engineer
  - (a) Serve as Deputy EOC Commander during the Recovery Phase.
  - (b) Develop plans to minimize wind and water damage to State real property and equipment, facilitate the continuity of operations, and execute cleanup and recovery efforts as **Annex E** to this OPLAN. Include procedures to protect The Citadel Beach House as part of this Annex.
  - (c) Be prepared to provide emergency utilities to the EOC/Public Safety Office, Emergency Council Chamber, Coward Hall bed-down facilities, and the Physical Plant buildings. Ensure personnel are available to operate emergency power generation equipment.
  - (d) Be prepared to evacuate State vehicles, equipment and boats to a safe location.
  - (e) Maintain information on the track and status of the hurricane.

- (f) Provide "walkie-talkie" radios to those EOC/EC personnel remaining on campus, as directed.
  - (g) Pre-position mattresses in the Coward Hall bed-down facility, as directed.
  - (h) Pre-position and/or provide materials to minimize wind and water damage.
- (12) Director of Public Safety
- (a) Serve as Deputy EOC Commander during the Hurricane Phase of operations.
  - (b) Provide law enforcement plans and services to include traffic control, evacuation and the security of campus facilities.
  - (c) Maintain contact with other law enforcement activities and emergency services. Develop procedures to handle looting in coordination with these activities.
  - (d) Maintain radio contact with the EOC and ensure OPCON condition notifications are recorded and conveyed to the VPFE/EOC.
  - (e) Develop priorities for debris removal and establish traffic control points to facilitate vehicular movement.
  - (f) Prepare **Annex I**, Security Services, to this plan covering, as a minimum, the specific responsibilities indicated above
  - (g) Maintain accountability of personnel residing on campus to the extent possible.
  - (h) Disseminate hurricane information provided through emergency notification channels or as directed by the President and/or Commander of the EOC.
  - (i) Secure and be prepared to provide direction for use of the parking garage on Hagood Avenue.

- (13) Environmental Health & Safety Officer
- (a) Serve as a special liaison to the EOC during the Hurricane and Recovery Phases of operations.
  - (b) Track and monitor storms that could potentially pose a threat.
  - (c) Provide information and reports regarding storms and the related activities of local authorities to the VPFE and Executive Staff.
  - (d) Serve as liaison to the County Emergency Preparedness Division, and render reports to the VPFE/EC.
  - (e) Assist and provide advice to the Emergency Council in areas of expertise.
- (14) Director of Human Resources
- (a) Maintain the master Citadel Emergency Notification List.
  - (b) In coordination with VP for External Affairs, keep staff members informed on the status of hurricane activities.
  - (c) Provide direction and advice as required on all personnel matters.
  - (d) Identify personnel to assist in operation of the EOC and/or Emergency Council Chamber.
- (15) Director of Auxiliary Services
- (a) Ensure communications circuits and instruments are available in the EOC and Emergency Council Chamber to conduct business.
  - (b) Provide a liaison officer to the EOC as required or requested by the VPFE.
  - (c) Develop and maintain a phone directory for elements of the EOC and Emergency Council at **Annex J** to this OPLAN.
  - (d) Be prepared to provide food services and/or supplies for the emergency as required or directed.
- (16) Director of Procurement Services
- Be prepared to administer emergency procurement activities associated with hurricane preparation and recovery.

(17) Resident Architect

Be prepared to supervise and/or coordinate matters related to contract construction.

Ensure contractors have all sites prepared for storm.

(18) Director of Information Technology Services (ITS)

(a) Be prepared to provide computer support to the EOC and campus users. Publish appropriate guidance to protect equipment as **Annex H** to this OPLAN.

(b) Be prepared to effect recovery operations to bring computer equipment on-line.

(19) Other representatives identified above or in the Task Organization:

(a) Be available in the EOC as directed by the EOC Commander.

(b) Provide information, advice, and effect coordination in areas of expertise.

4. Coordinating Instructions:

- a. This OPLAN will become an Operations Order (OPORD) for execution upon the decision of the President. Planning and the development of Annexes will be continuous. Annexes and their updates will be submitted to the VPFE.
- b. All Senior Faculty and Staff personnel and Building Coordinators will take necessary actions to preclude the loss of life, and minimize damage to equipment and facilities they are responsible for.
- c. Those individuals authorized to remain at The Citadel during the hurricane will report to their assigned duty stations. Generally, only Public Safety will be required to remain on campus during the impact of a hurricane, along with the President or EOC Commander and critical EOC support personnel.
- d. The EOC will be staffed and prepared to conduct business 24 hours per day commencing at OPCON 2.
- e. Supervisors and department heads will maintain accountability of assigned personnel and be able to identify, to the extent possible, their evacuation location, phone number and/or campus location. This information, to include that of the

supervisor/department head, will be transmitted to the EOC within 24 hours subsequent to full activation of the EOC. Updates will be given as necessary. Guidance on hazardous weather and emergency leave is provided in **Annex C**.

- f. All Executive Staff members will ensure that they and their departments/directorates maintain a current alert notification roster and assist in maintaining accountability of their personnel. The updated roster will be forwarded to the EOC upon notification of OPCON 4.
  - g. If a decision is made to evacuate, either in advance of an official evacuation order from the County EOC, or subsequent to the receipt of such an order, all students, faculty and staff members are expected to evacuate to a local shelter as designated by Charleston County, or to another safe location outside of the evacuation zone.
  - h. To protect records, the following steps will be taken:
    - (1) Box records not in file cabinets.
    - (2) Take records out of bottom file drawers and box them.
    - (3) Place microfilm and fiche in plastic bags.
    - (4) Place boxes and plastic bags on desktop or file cabinets.
    - (5) Cover file cabinets and boxes with plastic.
  - i. All activities/departments will submit after-action report items to the VPFE within five days following closure of the EOC. Format for each topic/issue is: Topic/Issue, Discussion, Recommendation.
  - j. Upon closure of the Infirmary, medical activities will be handled out of Coward Hall to the extent possible. Those authorized to remain on campus must assume that no professional medical support will be immediately available during the hurricane threat or through recovery efforts.
5. Service Support:
- a. Designated personnel bed down facilities, for those individuals who are required and/or authorized to remain on campus during an evacuation are: Coward Hall (faculty and staff), Deas Hall, barracks and McAlister Field House, in priority. McAlister Field House and Deas Hall will not be used during the actual hurricane as a bed-down facility.

- b. Equipment bed down locations are:
  - (1) Critical vehicles and rolling equipment, in priority - under/in barracks, under stadium seating, behind Mark Clark Hall, inside McAlister Field House.
  - (2) Excess vehicles and equipment-in the multi-level parking garage on Hagood Avenue.
  - (3) Boats - in or under the stadium.
  
- c. Priorities for protection and continuity of facilities are:
  - (1) Bond Hall, 2nd floor Communications Rm. and Meeting Rm.
  - (2) Public Safety Office
  - (3) Coward Hall
  - (4) Physical Plant Office
  - (5) Infirmary
  - (6) Other bed down locations.
  - (7) Boiler Plant.
  - (8) Other facilities.
  
- d. Power Generation Equipment Requirements.
  - (1) Bond Hall Communications Room - Office of Information Resources generator.
  - (2) Bond Hall Emergency Council Chamber-hand portable generator, lights only.
  - (3) Coward Hall- Campus Loop.
  - (4) Public Safety Office-5 KVA portable generator.
  - (5) McAlister Field House-Campus Loop.
  - (6) Boiler Plant- Campus Loop.
  - (7) Infirmary- Emergency generator.

- (8) Deas Hall-TBD (300 KVA requirement).
  - (9) President's House -5 KVA requirement, refrigeration only.
  - (10) Physical Plant Offices- 100 KVA.
  - (11) Seignious Hall- Campus Loop.
  - (12) President's Hallway-TBD (65 KVA requirement).
- e. Supplies.
- (a) CL I (Food & Drinking Water): VPFB responsibility. Individuals bring 3-day supply.
  - (b) CL II (Clothing, tools, housekeeping): Individual and Physical Plant responsibility.
  - (c) CL III (Fuel, oil, lubricants): Physical Plant responsibility. Vehicles will be stored for the emergency with full fuel tanks.
  - (d) CL IV (Construction materials): Physical Plant responsibility.
  - (e) CL V (Ammunition): Public Safety responsibility. Check special ammunition requirements to control looting.
  - (f) CL VI (Personal items): Individual responsibility.
  - (g) CL VII (Major Equipment): Physical Plant responsibility.
  - (h) CL VIII (Medical): VPFB responsibility.
  - (i) CL IX (Repair Parts): Physical Plant responsibility.
  - (j) Water: VPFB/Aramark. In addition, an organic water storage container will be secured in vicinity of Coward Hall. Priorities for other facilities are the Infirmary, bed down sites, Deas Hall, McAlister Field House and Bond Hall.
- f. All procurement actions associated with the hurricane will be administered under the purview of the Director of Procurement Services. Contract administration and construction management efforts will be supervised by the Resident Architect. To the extent possible, contract administration and construction management support

will be provided by contractors currently performing work at The Citadel (i.e., Davis and Floyd)

- g. Physical Plant will pre-position a boat, chain saw, fuel and other equipment requested by Public Safety.

6. Command and Signal:

- a. Command Post is the EOC located in the Public Safety Office. Alternate Command Post will be Grimsley Hall Auditorium, or another location announced by the VPFE.
- b. Emergency Council will meet in Bond Hall Rm 514. Alternate EC meeting areas are Bond 295, PT Barracks Tower, or another location announced by the Provost.
- c. The succession of command during implementation of this OPLAN will be the President, the Provost, the Commandant of Cadets, the Vice President for Facilities and Engineering, the Vice President for Finance and Business Affairs, the Director of Athletics and the Executive Assistant to the President.
- d. The EOC, Emergency Council and Public Safety will be capable of maintaining contact with external activities via the South Carolina Emergency Communications Network.
- e. Individuals/activities calling the EOC will use the telephone number 843-953-7023/4/5. The FAX number is 953-7022. The phone number for the DAWG Line is 953-6726. Other telephone numbers will be made available as required.

FOR THE PRESIDENT

OFFICIAL

G. Dewey Yeatts  
Colonel, SCM  
Vice President for Facilities  
and Engineering

DISTRIBUTION:

A

## ANNEXES:

- A. Task Organization
- B. Operational Conditions (OPCONs) and Notification Hour Sequence
- C. Personnel, Medical, Food Service, Financial, Procurement (VPFB)
- D. Bed down and Evacuation of Cadets (Commandant)
- E. Physical Plant Preparation and Recovery Operations (Physical Plant)
- F. External Affairs (VPEA)
- G. *Omitted*
- H. Information Technology Services Guidance (ITS)
- I. Security (Public Safety)
- J. Phone Directory (Aux Services)
- K. Charleston County Emergency Evacuation Zones
- L. Glossary of Hurricane Terms
- M. Standard Time Conversion Chart (UTC to Standard)

Task Organization

Emergency Council

President

Provost  
Commandant of Cadets  
Vice President for Facilities and Engineering  
Vice President for Business and Financial Affairs  
Vice President for External Affairs  
Director of Athletics  
Executive Assistant to the President  
General Counsel  
Director of Governmental and Community Affairs  
Other Administrative Personnel

Emergency Operations Center

Hurricane Phase

Vice President for Facilities and Engineering  
Director of Public Safety  
Six PSAF Officers (On Call)  
Resident Engineer  
Environmental Health & Safety Officer  
Public Relations Officer (Corps not evacuated) *TBA by VPEA*  
Commandant of Cadets Liaison (Corps not evacuated) *TBA by CMDT*  
Others as requested by EOC Director or assigned by President.

Recovery Phase

Vice President for Facilities and Engineering  
Resident Engineer  
Public Safety Liaison  
Six PSAF Officers (On Call)  
Commandant of Cadets Liaison  
Faculty Liaison  
Resident Architect  
Director of Procurement Services  
Director of Human Resources  
Public Relations Officer  
Athletics Department Liaison  
Director of Auxiliary Activities  
Director of Information Technology Services  
VPFB Representative(s)  
Dining Services  
Finance  
Medical  
Other Administrative Personnel

## **OPERATIONAL CONDITIONS(OPCONs) and N-HOUR SEQUENCE**

*The N-hour sequence represents an estimate of time remaining until an evacuation order is issued. Evacuation of the Charleston area (Central Coastal Conglomerate) is predicted to take between 13 and 26 hrs to complete, depending upon various factors and conditions.*

### **OPCON 5: Hurricane Season Entered**

- Normal day-to-day operations during hurricane season (1 June – 30 Nov)
- All storm plans and SOPs should be reviewed including Home Plans.
- Emergency Rosters and Points of Contact are updated.
- Telecommunications activates communication lines in EOC and Alternate.
- All storms are tracked and monitored.

### **OPCON 4: Notification and Alert (-72 hrs to -48 hrs)**

- Local officials report that a storm could possibly be a threat to South Carolina.
- Environmental Health & Safety Officer establishes liaison with Charleston County.
- 800 mhz Radio-Pager Warning Network activated for subsequent OPCON up-grades.
- Emergency Council meets to discuss storm's potential and campus readiness.

#### **► Key Decisions/Action**

- Commandant's Office begins preparatory activities for possible evacuation of cadets (e.g. rifle collection, transportation & shelter arrangements)
- Class and activity schedules assessed in preparation for possible cancellations and/or modifications.
- Begin identifying emergency equipment and/or supply sources and preparing campus (e.g. boarding, vehicle and boat relocation)
- Install Communications Equipment in EOC, Alternate, and Emerg. Council Chamber
- Updated Alert Rosters are provided to EOC
- Preliminary Guidance Published to Faculty, Staff, Students

**OPCON 3: Stand-By (-48 hrs to -36 hrs)**

- Local officials report that storm poses a significant threat to South Carolina.
- Emergency Council Meeting conducted to discuss the potential for a Voluntary Relocation order or Mandatory Evacuation Order, and the college's state of readiness.
- Citadel EOC begins partial activation.

**▶ Key Decisions/Action**

- Cadet rifle collection underway or completed.
- Classes cancelled and other on and off-campus activity schedules modified as appropriate.
- Citadel emergency communications web site and/or DAWG Line fully operational providing faculty, staff, students, parents with critical information.
- Finalize procurement of emergency equipment and/or supplies.
- Provide time for personnel to care for the needs of their homes and families.

**OPCON 2: Full Alert and Preparation (-36 to -24 hrs)**

- County EOC moves to "Full Activation"
- Citadel Emergency Council meets within 2 hrs of upgrade to OPCON 2.
- Citadel EOC moves to "Full 24 hr Activation" with support provided as outlined in Annex A.
- Corps of Cadets prepares to evacuate or shelter-in-place per Annex D, Appendix 2.

**▶ Key Decisions/Action**

- Provide last-minute guidance to faculty, staff, students
- Finalize preparation of campus facilities and equipment.
- Secure all non-critical campus systems and services.
- Release non-essential personnel
- Secure entry to campus

**OPCON 1: Evacuation Order**

- Once Decision to Evacuate is Announced, OPCON 1 will be established and maintained until an All-Clear is announced.
- Essential personnel report to EOC or other duty station (Annex A, "Hurricane Phase").
- Corps of Cadets is evacuated by battalion
- Release all remaining non-essential personnel
- Prepare for Recovery.

# ANNEX C

Medical Support

Food Service Support

Procurement Support

Financial Support

Disaster Reimbursement

Personnel Support (Leave Guidance)

# Medical Support

Medical support provided during a hurricane or other natural disaster will depend upon whether or not the Corps of Cadets will remain on campus or be evacuated.

## **Cadet Evacuation**

In the event of cadet evacuation, the Infirmary will be closed and its staff will follow the directions provided for college nonessential staff, and all patients will be released and reassigned to the Corps of cadets to be evacuated in accordance with the instructions of the Commandant of Cadets. Drugs requiring refrigeration will be taken to Coward Hall and placed in a secure refrigerator. Coward Hall is expected to have emergency power during the storm and its aftermath.

## **Cadets Not Evacuated**

If the Corps of Cadets is not evacuated, the Infirmary will maintain its normal operational schedule.

# Food Service

Coward Hall will be provided with emergency generators in the event of a hurricane. Actions taken by the food service provide will differ between an evacuation of the Corps of Cadets and no evacuation.

## All Cases

The Director of Dining Services will coordinate with the Physical Plant to begin lowering the temperature in refrigerators with OPCON 3 (Standby) is issued. Space for a refrigerator for Infirmary drugs will be set aside.

## Cadet Evacuation

In the event of cadet evacuation, the Dining Service will close and send its employees home during the storm.

After the storm, individuals designated by the Director, such as cooks, will be considered as essential personnel and will be required to come to the campus to provide food service as required.

All campus residents are responsible for maintaining their own hurricane readiness, just as off-campus residents are. On-campus residents should stock up on water and food as indicated by information coming from television, radio, and the emergency preparedness services. They should be prepared to be able to provide for their own existence should electricity and water not be available. They should not plan to rely solely on the food service provider, since the provide may have difficulty getting its own personnel back to the campus.

As soon as possible after a hurricane, the Director of Dining Services will provide meals **at cost to individuals**. Meals may be basic and may be cold. Any member of The Citadel family, if sponsored by a current Citadel employee, may partake of any meals provided. All personnel eating will be required to print their name, their Citadel sponsor's name, and the sponsor's social security number for each meal eaten. The attached sign-in sheet will be used for each meal. The Citadel sponsor will be billed for all meals provided.

## Cadets Not Evacuated

In the event cadets are not evacuated, the Director of Dining Services will make every attempt to keep with the current schedule. In some instances, cold meals will have to be substituted for hot meals.



# Procurement Services

- A. Procurement Services provides the necessary guidance and direction for the procurement of pre-/post-hurricane supplies, services and repairs. The Director of Procurement Services will participate as a member of the Emergency Operations Center on an as-needed basis during the Hurricane and Recovery Phases.
1. Procurement Services will ensure that hard copy purchasing documents, departmental orders, purchasing requisitions/orders are available for use in the event that the central computer is inoperative.
  2. Upon notification that a hurricane is eminent, Procurement Services will attempt to place contractors/service providers on a “will call” contract basis.
  3. Upon declaration of an emergency by the President or Vice President for Finance and Business Affairs, Procurement Services will comply with the Emergency Procurement Procedures of the South Carolina Consolidated Procurement Code.
  4. Procurement Officers will staff the purchasing office as soon as possible after the hurricane to begin the recovery phase. If telephone service is available, the Purchasing Office’s primary phone number will be 953-5279. All campus purchasing actions will be directed by the Purchasing Office.
  5. Upon notification that the emergency condition has been canceled, the Procurement Office will return to normal operations under the Procurement Code.

# Financial Services

## **Payroll Checks:**

All Citadel employees are on direct deposit. The emergency procedures utilize re-filing the most recent direct deposit file until the emergency is over or until otherwise directed. Procedures to prepare payroll direct deposit in an emergency differ depending on the timing of the payroll cycle. If time sheets have been distributed and there are several days notice of an impending emergency, Payroll will notify departments to complete time sheets (estimating time if necessary), run payroll, and send off the direct deposit files before the emergency occurs. If there is no time to run the payroll, Payroll will re-file the prior payroll direct deposit file. Payroll will continue to use that direct deposit file until directed or until the emergency is over. If there were pre-notes with the direct deposit file, another file will be created with only pre-notes and dollar amounts entered to process a direct deposit. This file will be sent separately in case the modification makes the file unable to process. Payday will be the normal payday, Payroll will not code a file to post before the regularly scheduled payday unless directed by the Vice President of Finance and Business Affairs.

## **Accounts Payable Checks:**

Accounts Payable checks should not be a problem during an emergency, especially since departments have credit cards that get paid once a month. With the advance warning of an emergency, the Disbursements Manager will notify departments to complete receiving on items that have been received and Accounts Payable will pay all appropriate invoices. Since the college pays invoices as soon as it can, even with no advance notice of an emergency, most vendors will have been paid. In general, most vendors' payment terms are for 30 days, giving time for the emergency to pass and processes to get back to normal.. Most local vendors will accept Citadel purchase orders or credit card charges and maximum use should be made of the credit cards in an emergency.

## **Disaster Reimbursement Process**

Procedure # :900.060

Date: 27 November 1996

Revised: 22 May 2007

Written By: Ralph Earhart, Director, Financial Services

### **1.0 Introduction**

A. When a major disaster strikes, state agencies may be eligible for reimbursement for expenses by means of insurance and federal funds provided through FEMA. This policy assigns responsibility within The Citadel in order that the insurance and FEMA reimbursements can be handled efficiently and effectively. A coordinated effort is required if that is to happen.

### **2.0 Responsibilities.**

A. The Vice President for Finance and Business Affairs will be the college's certifying official for all federal documents and requested insurance reimbursements.

B. The Director of Facilities Finance is responsible for overall coordination of the efforts associated with documenting costs and claiming reimbursement. This individual will provide tactical oversight and act as the campus control point with regards to the preparation of necessary documentation and coordination of activities in support of the reimbursement process.

The Director of Facilities Finance will be:

- A central contact point for FEMA on campus.
- The individual who understands the reimbursement requirements and sees that those requirements are met.
- The individual who requests accounts and direct workers to report costs to the proper account.
- Associates the various DSR's with the accounts being used and directs changes as soon as errors are noted or additional information becomes available or needs to be made available.
- The person to coordinate the movement of insurance and federal funds into the proper accounts.

The Director of Facilities Finance will coordinate with the Director of Financial Services for the signing of all documents by the Chief Financial Officer and Certifying Official for the college.

**Annex C**

The Director of Facilities Finance works with the Disbursements Accountant to assemble vendor payment documentation (not cost documentation) for costs incurred by the college.

C. The Vice President for Facilities and Engineering will be responsible for assigning specific individuals to work with the college's Director of Facilities Finance and insurance or FEMA inspectors to:

- Investigate and document damage
- Estimate costs for repair
- File damage claims with the State Insurance Reserve
- Prepare DSR forms as required by FEMA
- Properly document actual charges to the various DSR's

### **3.0 Procedure**

1. The Director of Facilities Finance will attend and coordinate the attendance of other required personnel at meetings called by the Governor's Disaster Recovery Staff.

2. The Director of Facilities Finance will prepare the "Notice of Interest" and "Designation of Applicant's Agent" for each disaster for which federal reimbursement is possible.

3. The Director of Facilities Finance will coordinate the arrival of FEMA/Insurance inspectors on campus with the designee(s) of the Vice President for Facilities and Engineering.

4. The Buildings Division Chief will be the college's representative to coordinate the inspection and estimation of costs with FEMA/Insurance inspectors. This person will rely heavily upon other members of the Physical Plant staff to assist in preparing detailed, accurate estimates of the damages.

5. The Director of Facilities Finance will be responsible for preparing the DSR's based on the data provided by the Chief of Building Division. Preparation of DSR's must be closely coordinated with insurance reimbursements that are going on at the same time. Clerical help will be provided by the Physical Plant staff. All completed DSR forms and insurance claim forms will be coordinated through the Director of Financial Services prior to signature by any college official.

6. The Physical Plant Business Manager will be responsible for documenting all costs associated with each DSR. Actual costs will be required. This is no different that what this position does for insurance claims at this time.

- Items pulled from shop stock will have to reference a voucher paid by the college's accounts payable department to verify the actual costs of the items used.

**Annex C**

- Actual labor costs, not shop rates, will be required to be charged to work orders. Work orders will be prepared based on estimated eligible costs. For example, Citadel full time employees' regular time is not an eligible cost for disaster preparation while the regular time for temporary employees is eligible. Overtime costs are eligible. The Physical Plant Business Office will only charge the eligible overtime costs to a work order that involves preparing for a disaster. It will be the responsibility of that office to separate costs charged to an account between eligible and non-eligible labor.
  
- Supply costs will be much easier to document, but a tie to the source purchase order will be required for each supply item. The Physical Plant Business Manager may have to review vouchers pulled by Accounts Payable to determine the costs of various shop stock charged to a DSR. Actual purchase requisitions charged to a DSR will be much easier to document and will be used whenever it is possible.
  1. Administrative costs are not included in the costs charged to DSR's.

# Hazardous Weather and Emergency Leave

## I. Policy

- A. This document sets forth The Citadel policy on hazardous weather and emergency leave for all employees including temporary and student employees, pursuant to regulations of the South Carolina Office of Human Resources.
- B. “Emergency Condition” means circumstances that would expose Citadel employees to harmful or unsafe conditions, as determined by the Governor’s Office.
- C. Declaration of Emergency
  1. The Governor has sole authority to excuse employees of State government from reporting to work during extreme weather or other emergency conditions. The Governor will issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Unless a Declaration of Emergency has been issued, all State government employees are expected to report for work.
  2. A Declaration of Emergency may be applicable to all employees in the entire State, or only to those employees in one geographical region of the State, or a combination of geographical regions. Non-essential employees who live or work within the regions specified will not be expected to report to work and compensation will be determined in accordance with Section I. D. of this policy.
  3. During a Declaration of Emergency, all essential and direct care services will be maintained. The President, Vice President, Commandant, Director of Athletics, Deans and All Department Heads will identify essential employees by position, classification or internal title and will post a list thereof. To the extent possible, no change of the essential employee roster should be made after the Declaration of Emergency.
  4. No provision of the Hazardous Weather and Emergency Leave policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

#### D. Compensation During Declaration of Emergency

1. Employees who do not report to work or who report late during a Declaration of Emergency will use annual or compensatory leave, take leave without pay or be allowed to make up time lost from work.
2. Employees will be given the option of making up the time lost from work; however, the time will be made up and/or scheduled according to the business needs of the College. Making up the lost time should be done in a reasonable length of time, preferably within a 30 day calendar period. Make up time should be scheduled at a time so that an overtime situation does not occur.

### II. Procedure

#### A. Notification – Regular Working Hours

1. Once a decision for a closing has been made, it will be transmitted by telephone from the Governor's Office to the State Office of Human Resources.
2. The State Office of Human Resources or his/her designee, will transmit the message to The Citadel Director of Public Safety in accordance with the Declaration of Emergency list. The Citadel will ensure that this list current.
3. The Governor's Office will issue a statement to the news media concerning the release of State employees due to the emergency.
4. The official opening and closing schedule will be published by The Citadel Human Resources Director, via e-mail and the DAWG line (953-DAWG). It is the responsibility of the supervisors and/or department heads to keep their employees informed and up-to-date on all schedules.

#### B. Notification – Off-Duty Hours

2. Between the hours of 5:00 p.m. and 8:00 a.m., all Declarations of Emergency will be transmitted by the Governor's Office to the news media.
2. Employees will assume individual responsibility for responding in an appropriate manner to closings as they may be announced.

**Annex D****Evacuation/Shelter-in-Place of Corps of Cadets.**

1. **Situation:** A hurricane is expected to make landfall in the Charleston area and/or an Evacuation Order may be received within **the next 72 hours**.
2. **Mission:** The Commandant takes necessary action to bed-down the Corps of Cadets on campus should an evacuation not be ordered or to effect an orderly evacuation of the Corps of Cadets.
3. **Concept of the Operation:**

A. The Commandant's Department, supported by The Citadel staff, provides the necessary guidance, education and direction for the protection of the Corps of Cadets prior to, during, and after a hurricane. The Commandant will supervise the sheltering of the Corps of Cadets in the barracks when evacuation has not been directed and a hurricane is expected to make landfall in the Charleston area. The Commandant will plan and supervise an evacuation of the Corps of Cadets upon receipt of an evacuation order. **Rifles will be secured in the Armory not later than 48 hours prior to the storm's projected landfall.**

B. Tasks:

(1) Actions at **OPCON 5**. Jun 1 - Hurricane Season Start

(a) The Commandant reviews operational plans and conducts training to ensure that all members of the Corps of Cadets are familiar evacuation requirements.

(b) All Citadel staff review the shelter-in-place and evacuation support requirements and take actions necessary for the provision of support.

(c) Immediately upon the Corps return, The Commandant insures that cadet commanders initiate the Company evacuation plan by updating the cadet tracking/accountability roster (example at appendix 1). All unit personnel must be listed with complete information.

(d) Company Tactical Officers will check the rosters for completeness, insuring freshmen cadets understand the importance of the information, its accuracy, and the procedure should the campus be evacuated.

(2) Actions at **OPCON 4**. Notification and Alert  
(Normally 72 hours prior to Evacuation Order)

(a) The Commandant insures that cadet commanders recertify the Company evacuation plan by insuring the cadet tracking/accountability roster is complete and up to date. (example at appendix 1). All unit personnel must be listed and accounted for with complete evacuation information.

(b) TAC Officers check tracking/accountability rosters to insure that all company personnel are included and have a form of transportation out of the evacuation area. Local cadets who will evacuate with their family will also be included on an accountability roster with their family member shown as the driver.

(3) Actions at **OPCON 3**. Stand-By  
(Normally 48 hours prior to Evacuation Order).

(a) The Commandant requires the Corps of Cadets to submit updated cadet tracking/accountability rosters.

(b) The Commandant's Staff checks the rosters for completeness.

(c) Cadets with cars will be provided a dedicated time frame to conduct maintenance checks and insure their car fuel tanks are full.

(d) Cadet Commanders issue copies of Corps of Cadets bed-down/evacuation procedures (appendix 2) and make sure all cadets are familiar with actions to be taken.

(e) Regimental staff ensures accomplishment of required coordination with campus activities (mess hall, public safety, physical plant, infirmary).

(f) Corps of Cadets to turn-in rifles NOT LATER THAN 48 hours from landfall with Charleston considered a possible location. The Citadel may make this decision prior to OPCON 3.

(g) Regimental and Battalion Operations Officers will establish a 24 hour radio contact with the Commandant's Operations Section to facilitate the passing of current information to the Corps of Cadets. This watch will be maintained

until the Corps is evacuated, or the storm passes and OPCON is reduced to category 4.

(4) Actions at **OPCON 2**. Full Alert  
(Normally 24 hours prior to Evacuation Order)

(a) Decision on evacuation should have been made by this time. The President of The Citadel is the only official of the college authorized to make the this decision.

(b) The Corps of Cadets is restricted to campus.

(c) Barracks preparation will be conducted IAW Appendix 2, Annex D.

(d) Cadets with cars make contact with their families and someone at their evacuation location if the evacuation location is not home. Typically this will include cadets from areas directly affected by the storm's projected landfall.

(e) Local cadets without cars make contact with family members who will pick them up in the event of an evacuation. A decision will be made concerning local cadets being allowed to go home before OPCON 1 is declared.

(f) Cadets with vehicles be prepared to move them per instructions from The Citadel's Public Safety in the event an evacuation is not directed but a storm strike is imminent.

(5) Actions at **OPCON 1**. Evacuation Order  
(Normally 12 – 30 hours prior to Storm Landfall)

(a) Corps of Cadets is released IAW instructions from the Commandant's Department.

(b) Mark Clark Hall Lounge is designated as the collection point for cadets who have not yet been picked up by family at the time of barracks closure. The Commandant will designate a representative to account for and monitor the pickup of these cadets.

(c) Commandant's Department personnel secure barracks and Jenkins Hall.

4. Coordinating Instructions: Omitted.

5. Service Support: See basic plan.

FOR THE COMMANDANT

Pamela S. Barton, LTC, USA, Retired  
Assistant Commandant of Cadets For  
Operations & Training

OFFICIAL

DISTRIBUTION: Basic Plan

APPENDICES:

1. Cadet Emergency Evacuation Roster (example)
2. Corps of Cadets Shelter-in -Place/Evacuation Procedures

**Annex D**

Appendix 1 to Annex D - **Cadet Emergency Evacuation Roster**

**Date:** \_\_\_\_\_

**Cadet Organization:** \_\_\_\_\_

<b>NAME</b>	<b>SSN</b>	<b>DESTINATION</b>	<b>CONTACT TEL.#</b>	<b>DRIVER/COMPANY</b>
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**NOTE:** Under NAME put last, first and middle initial. Under DESTINATION put city and state

**SHELTER-IN-PLACE/EVACUATION PROCEDURES FOR THE CORPS OF CADETS**

1. These instructions pertain to a situation when a hurricane will likely make landfall in the Charleston area. In this event the Corps of Cadets will either be evacuated from the area or will be required to “bed-down” in the barracks.

2. General:

a. Cadets will be restricted to campus as the threat becomes imminent. **(Normally 24 hours prior to Storm Landfall)**

b. Local cadets may be authorized to go home by the Commandant. The cadet emergency evacuation rosters will be used to account for local cadets who are allowed to go home prior to an evacuation decision.

c. Cadet commanders will maintain strict accountability of their cadets.

d. Battalion Operations Officers will maintain continuous radio contact with the Commandant’s Operations Section.

3. Barracks:

a. The following will be accomplished inside OPCON 2:

(1) All moveable items on the galleries shall be moved inside. (Trash cans, brooms, extra items of furniture)

(2) Bicycles shall be moved into cadet rooms.

(3) All personal computer hardware will be moved to the second division.

(4) Cadets should always be prepared for an evacuation decision as a hurricane approaches; i.e., have an evacuation bag packed, call someone at your evacuation destination, make contact with other cadets who will ride with you.

b. The following will be accomplished once a “Bed-down” decision is made:

(1) Cadets remaining on campus will be restricted to the barracks as the hurricane approaches landfall.

(2) Once restricted to the barracks cadets remain inside a room as the storm passes.

(3) All windows, doors, and transoms shall be closed and secured.

(4) Accountability remains extremely important especially should an evacuation be ordered. Keep your chain of command notified as to your location at all times.

4. Mess:

- a. Meal times will be adjusted based upon the predicted landfall of the hurricane.
- b. Cadets are authorized to keep food items in their rooms during OPCON 3 and 2.

5. Cars:

- a. Cadets will be provided special instructions regarding their cars as the storm approaches and decisions are made.
- b. Cadets will be released IAW instructions from the Commandant's Department once an evacuation has been declared.

## Annex E

### Facilities and Engineering Hurricane Preparation Plan

This plan is designed to provide a list of tasks and duties that should be accomplished by Facilities and Engineering in the preparation for hurricane. Each of these tasks and actions included in this plan will be balanced against the threat of storm damage to the campus. Each threat is different and preparations will vary depending upon the severity of the storm and storm track proximity to the campus.

#### OpCon 5:

1. Review Hurricane Plan. Provide changes and revisions as needed particular attention to those positions designated as “Critical” and “Essential”. – All Shops
2. Monitoring of tropical activity. –All Facilities and Engineering staff
3. Verify location of insurance policies and insurance contact information- Risk Manager
4. Test run all owned generators, perform maintenance and make repairs as necessary. – Grounds and Electric Shop.
5. Review current stocks of hurricane supplies preparation/repair/recovery and order – All shops.

Plywood & Lumber	Tape
Rope, Chain & accessories	Fuel (Motor Pool and Boat Center)
Electrical supplies	Nails, screws
Roll Plastic	Gloves
Batteries/Lights	Hand tools
Foul weather gear	Chain saws
6. Procure enough materials (plastic covering and tie-offs) to cover all valuable electronic equipment (i.e., computers, screens, keyboards, phones etc.) and file cabinets.
7. Specs to Procurement for rental generators - 150 - 400 KVA – Utility Division.
8. Specs to Procurement for rental equipment – man lift, Lull, etc.- Grounds, Buildings and Utility Divisions.
9. Review and update on-call list for Indefinite Delivery Contractors, utility repair and engineering services - Resident Architect, Resident Engineer, Buildings, Grounds and Utilities Staff and Procurement.
10. Check and fill boiler plant fuel oil tanks – Boiler Plant.
11. Update Facilities and Engineering employee contact information and emergency phone numbers. All Shops & Office
12. Verify contacts at SCNG Readiness Center, MUSC, and City of Charleston, and coordinate agreement/availability of space for possible vehicle relocation. – Resident Engineer
13. Review and update list of non Citadel Boats stored at the Boat Center.

**OpCon 4:** Notification and Alert (storm identified as possible threat to South Carolina).

1. Facilities and Engineering staff meet to review procedures and determine if alternate or replacement personnel are needed. ID “essential personnel” relocating to campus and where. – Facilities and Engineering Senior Staff, Shop Heads, and “essential personnel”
2. Inspection of campus for unusual or difficult items that will require removal or special considerations for securing - make arrangements. – Grounds
3. Roof and drain inspections and cleaning – Zone Maint with assistance from other shops.
4. Initial cleanup of campus – Grounds with assistance of other shops.
5. Sand delivery - fill and palletize bags – Grounds with assistance of other shops.
6. Check/verify operation of building sump pumps.- Machine Shop and Zone Maintenance
7. Prepare insurance policies for relocation with Risk Manager, including scanned copies for online access, and update rental equipment insurance coverage – Risk Manager
8. Consider staging or starting Beach House board-up.
9. Start to relocate of PPLT “Conex” boxes to beside SCNG trailer
10. Review camp schedule and discuss potential cancellations with camp directors/ Citadel camp sponsors. – Risk Manager
11. Inform campus contractors of potential threat and plan for possible project/service shutdown – Resident Architect and Contract Administrator
12. Discuss/establish policy, procedure, and staffing to support requests from campus residents.
13. Rent man lift to start installing hurricane panels - Jenkins front, Seignious 2<sup>nd</sup> fl.
14. Start moving boats, non critical vehicles and other non critical equipment to staging locations (Boat Center, Motor Pool , Shops)
15. Un pack, sort out and start staging hurricane panels at board up locations (buildings division shops).
16. All Shop Heads will discuss with their Division Chiefs their intended evacuation locations should an evacuation be necessary.

***OpCon 4 - Office Staff***

1. All Division Chiefs and office personnel will discuss with the Director of Facilities and Engineering their intended evacuation location should an evacuation be necessary.
2. Director will communicate with personnel critical information, college preparations and updates to the Hurricane Plan.

***OpCon 4 – Boat Center***

1. Check condition of docks for weak chains and fittings – make necessary repairs.
2. Cleanup around Boat Center - plan for relocation of material that cannot be secured in place or put into one of the existing buildings.
3. Reminder letters/emails/phone calls to all boat owners concerning responsibility for their boats.

**OpCon 3:** Stand-by (storm poses significant threat to South Carolina).

1. Relocation of boats, “Conex” boxes, and excess Buildings, Grounds and Utilities equipment to stadium or other secure area.- Boat Center lead, other shops assist.
2. Relocation of unnecessary vehicles (leased/Interagency) to stadium or MUSC and City parking garage. – Motor Pool
3. Begin covering of exposed glass areas, exposed double doors and any known weak or vulnerable structures and deliver sand bags. Carpenter Shop with assistance of other shops.
4. Inspect all roof-mounted equipment - secure any loose panels, doors, hoods, etc. - HVAC and Zone Maintenance
5. Secure rental generators based upon evaluation of expected need - complete hookups and test. Assign personnel to service and fuel each- Procurement and Electric Shop with assistance from Grounds and Motor Pool
6. Secure rental equipment, trucks and gear.- Grounds Shop
7. Notify campus residents of policy/procedure for preparing residences (requests for materials and measurements needed prior to pickup). – Business Manager, Buildings, Grounds and Utilities Staff , Carpenter Shop and Zone Maintenance.
8. Order fuel and top off all vehicles, move vehicles to secure locations. - Motor Pool
9. Place tools, electronic diagnostic equipment and other valuable equipment on vehicle lifts to lift them above potential flooding. - Motor Pool
10. Empty aluminum can container and coordinate with GCA for storing/securing cleaning items and moving vehicles to a safe location. – Contracts Administrator
11. Fuel and top off all grounds equipment and portable fuel containers. – Grounds
12. All shops will back-up computer files at close of business (COB) each day.
13. Division Chiefs ensure all shop personnel understand any assistance they must provide to Facilities and Engineering’s campus preparations in the event an evacuation is ordered.

***OpCon 3 – Boat Center***

1. Relocation of small boats and material from the Boat Center to stadium and any available Facilities and Engineering warehouse space.
2. Remove any Citadel boats from the water and relocate to stadium (if possible) or to a protected area. Boats that must be removed from the water and do not have a trailer and must be off-loaded onto the ground and secured to prevent movement by wind or rising water.

**OpCon 2:** Full Alert and Preparation (Evacuation is eminent).

1. Re-check all buildings to ensure windows; doors and roof hatches are secured – Zone Maintenance with assistance from other shops.
2. Shutdown all unnecessary buildings and building systems, close air louvers and secure – HVAC and Electric Shops.
3. Final campus inspection, cleanup and securing of items that can be wind blown – Grounds with assistance of other shops.
4. Pre-staging of equipment and supplies - generators, chainsaws, plastic, tape, etc.- All shops.
5. Fuel all vehicles and portable fuel containers. (Portable containers must be located in secure and non-flooding location.) - Grounds and Motor Pool
6. Move to a secure location valuable equipment, supplies, records, etc. if flooding of shops or Buildings, Grounds and Utilities is likely. Items that cannot be relocated must be elevated to preclude flooding. – All staff
7. Hazardous materials such as drums of oil, waste oil, and refrigerants must be relocated to more secure areas if flooding is likely. – Motor Pool and HVAC shop.
8. Fill all water tanks (fire tanks and water buffalo) and pool – Machine Shop.
9. Backup any computer data and cover equipment with plastic- Buildings, Grounds and Utilities Office and All Shops
10. Deliver jon boat, motor, fuel and safety gear to Public Safety – Boating Center.
11. Assign radios to critical personnel, reconfirm contact numbers and locations.
12. All shops & office personnel will cover all office electronic equipment and file cabinets with plastic at COB each day or as soon as it is understood, an evacuation will likely be ordered soon.
13. All personnel will back-up their computer files a final time and cover computers with plastic bags.
14. All personnel will acknowledge understanding of how to communicate with the Facilities and Engineering and/or of how to receive information update on “All-Clear” and return to work notifications.
15. Inspect and re-clean the top of all storm drains - Grounds

***OpCon 2 - Office Staff***

1. Business Manager or the Accounting Clerk will contact Procurement for a list of pre approved purchase order numbers to be used for storm related expenses. These will be posted on a sheet located on the Accounting Clerks desk for easy reference.

***OpCon 2 – Boat Center***

1. Complete all boat/trailer relocation.
2. Secure all small sailboats to rack.
3. If practical fill all portable fuel tanks with fuel. Relocate all tanks, drums and containers of flammable liquids or hazardous materials to secure location.
4. Complete relocation of materials that cannot be left in place. Such items a picnic tables, loose lumber, trash containers, items in the loft, etc.
5. Remove valuable inventory and tools from shop and equipment storage area. Cover those items that cannot be moved.
6. Relocate shop supplies and equipment to prevent flood/wind damage.
7. Board vulnerable areas of Club House and workshop.
8. Turn off all utilities.
9. Purge fuel line to dispensing line on the dock.

**OpCon 1:** Evacuation

1. Inspection of campus (as long as conditions permit): Essential on-campus personnel only.
  - A. Removal of wind blown debris.
  - B. Secure windows/doors that have blown open.
  - C. Sandbag buildings in jeopardy to flooding from rising water or rain.
2. Shutdown campus electrical system as conditions deteriorate to prevent system damage and to speed recovery. Estimated wind conditions of 40 + kts. – Electric Shop
3. Update list of Buildings, Grounds and Utilities personnel that are staying through the storm and their location on the campus – “ Essential Staff”
4. Assign walkie-talkies to critical personnel. – “Essential Staff”
5. State pickup trucks will be issued to the Vice President for Facilities and Engineering, Public Safety, and designated Facilities and Engineering staff to utilize during the storm and recovery. – Motor Pool.
6. All personnel will evacuate the work area.

### **Recovery:**

1. Inspection and damage assessment of campus and structures – assign personnel to specific buildings with inspection sheets. Prioritize work according to damages and essentialness to returning staff and students. – Buildings, Grounds and Utilities Staff.
2. Those designated as Key and Essential will return to campus as soon as possible. Access will be dependent on storm severity.
3. All other employees will make contact with the Facilities and Engineering office and report their location, condition and availability to return.
4. Begin cleanup efforts starting with clearing roads. – All available personnel and equipment.
5. Clean up of campus, repair of shops and recovery of materials and transportation to enable repairs on campus to be accomplished.
6. Begin temporary repairs to secure and prevent further damage. – Carpenter and any available personnel.
7. Connect generators to enable recovery. – Electric
8. Meeting with EOC to determine courses of action. – Key and Essential
9. Contact outside contractors. – Buildings, Grounds and Utilities staff, Construction Management

### ***Recovery 1 - Office Staff***

1. Collection of data for insurance claims and FEMA – DSRs

### ***Recovery 1 – Boat Center***

1. Inspection and damage assessment of structures and docks.
2. Recover/salvage any boats sunk at the dock or in channel.
3. Begin cleanup.
4. Return boats, equipment and supplies to Boating Center.

Appendix 1 to Annex E - McCormick Beach House Plan

Appendix 1.1 to Annex E - McCormick Beach House windows plan

## **McCormick Beach House Hurricane Preparation Plan for Facilities and Engineering**

Newer corrugated metal hurricane panels are to secure the windows and doors at the Beach House and are stored in the blue-grey shed for installation over all windows and doors. The procedure for securing the Beach House is as follows:

- Charleston County has established an Emergency Management Plan in the event of a Hurricane threat. OPCODE 5 - Hurricane season begins 1 June. The Facilities and Engineering in coordination with Procurement to identify local contractors to support securing the Beach House in the event that Facilities and Engineering cannot complete the job. The contractors selected will be, as in the past, an organization located on or very near to the Beach House. This is essential in securing and for recovery due to the experiences of Hugo when locals are the last to leave and the first allowed to return.
- Once OPCODE 4 - Notification and alert are established by Charleston County EOC. The Facilities and Engineering will begin the planning labor assignment for the threat based upon expected landfall and time of landfall for the campus and the Beach House. – Buildings, Grounds and Utilities Staff. Beach House Caretaker will start relocating exterior items (tables, chairs etc) that could be a hazard during the storm to a safe location.
- At OPCODE 3 - Stand by. The Facilities and Engineering will have made determination as to labor availability and physical access to the Beach House. Labor will either be sent to the Beach House or one of the contractors contacted to provide labor to secure the Beach House. It is expected the Beach House caretaker will complete securing all furniture and loose objects. Facilities and Engineering can assist in the work as needed after boarding up. – Carpenter Shop, Zone Maintenance and/or contract labor.
- At OPCODE 2 - Full Alert and Preparation. The Facilities and Engineering labor will have returned to campus to finalize preparations and evacuate as needed. The Beach House Caretaker should have completed his responsibilities of securing the furniture and loose objects, shut off the valve to the propane tank, moving the elevator off the ground floor and opening the main electrical breakers. – Beach House Caretaker.
- OPCODE 1 - Evacuation. Evacuate the Beach House.
- ALL CLEAR - Return to the Beach House to remove all protection materials. Inspect for damage, make temporary repairs as practical. Begin recovery process. – Carpenter Shop.

## *Suggested Hurricane Preparation “To Do” list:*

Excerpts from Charleston.net - before leaving your home or staying to weather the storm, you should:

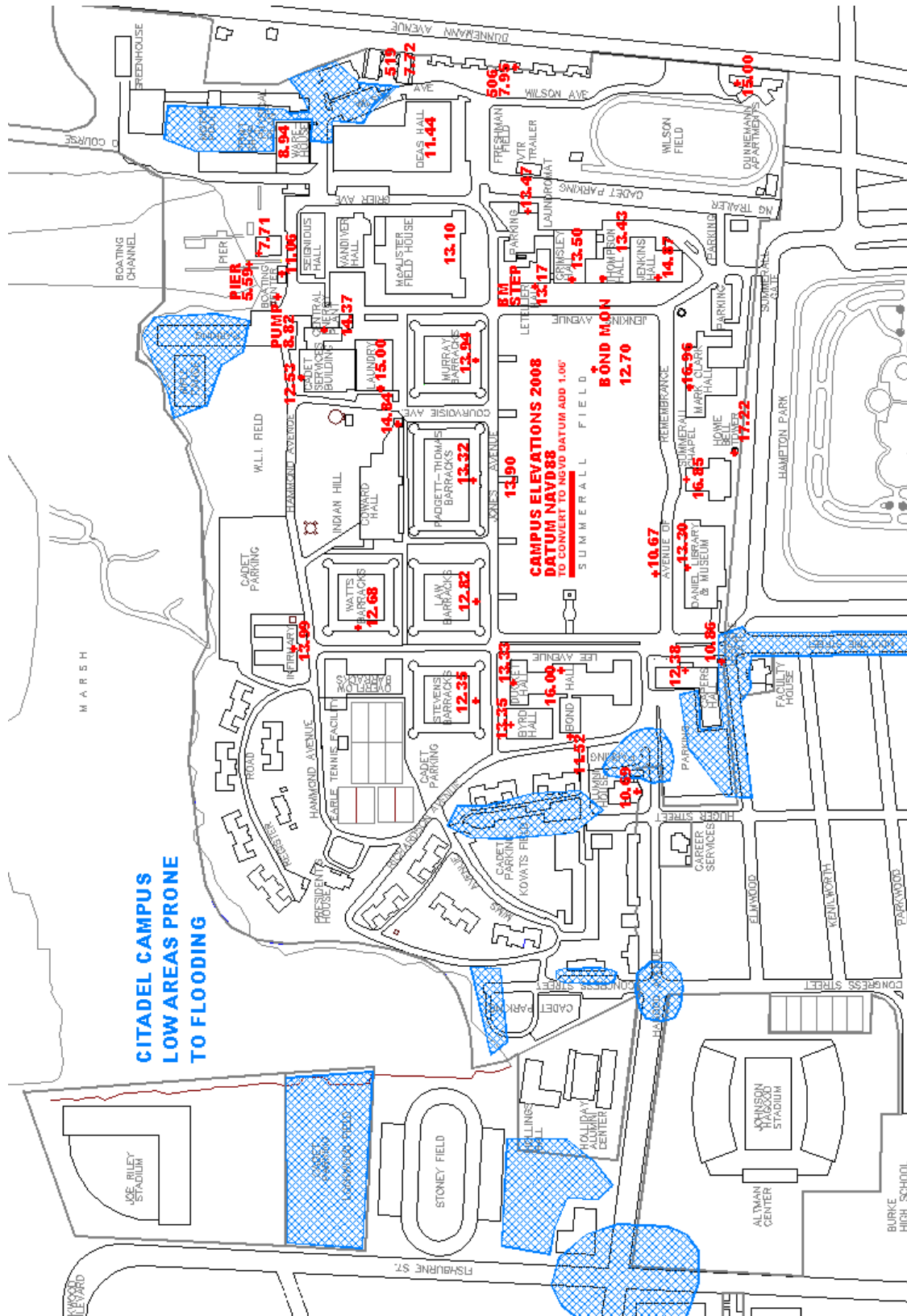
1. Board up your windows with plywood or have storm shutters installed in advance. Taping windows does nothing and is a waste of time.
2. Move things away from areas susceptible to flooding. Stack your furniture if you may flood.
3. Cover furniture and valuables with plastic sheeting. If the roof blows off it does no good, but if you have leak it might save your belongings.
4. Wrap breakable things such as crystal and china and put them inside heavy pieces of furniture.
5. Prepare and rehearse for a storm room, a safe place to duck for cover. The room could be a bathroom or a walk-in closet, but generally it will be windowless, away from outside walls and safe from flooding. In that room, store your emergency supplies and most valuable property (if you don't take it with you).
6. Before leaving, shut off gas, water and electricity.
7. Bring inside things such as patio furniture, potted plants, hanging baskets, wind chimes and bird feeders that might fly and cause damage to property.
8. Know where all your important papers are. Make copies if necessary and take them with you or store them in a safe/dry protected place.
9. Prepare a first aid kit and a box of emergency supplies that you will take with you.
10. Have handy a list of phone numbers of out-of-town relatives and friends, in case of need, and have a point of contact in case family members have to separate for an evacuation.
11. Have recent photos of the family and of pets.
12. Plan for and withdraw cash. ATM machines will be down.
13. Have your medications refilled. Pharmacies may be closed for a couple of days after the storm.
14. Have a list or even better photos or a video of all the property in your home.
15. Pack practical clothing to wear after the storm.
16. Take non-perishable food for after the storm and don't forget food for your pet.
17. Make sure the refrigerator/freezer doors are shut tight.
18. Fill up and safety store water jugs. Plan on 1 gallon per person per day for drinking and cooking.
19. If you must evacuate, plan on where you are going and can you take your pets.
20. Plan your evacuation route.

## **Citadel specific items:**

1. Remember the campus is located in a low lying area subject to flooding in heavy rain before any tidal flooding occurs. Access to and from the campus is likely to be severely limited. Plan your departure sooner than later.
2. Cars may be parked in the MUSC parking garage at Harborview Towers (Hagood Ave) or at the MUSC garage on Bee St. You must have your Citadel parking decal to park in those garages. Try not to park on the first floor (possible flooding) or the top floor (wind blown debris). Parking inside campus buildings is prohibited. Parking under building overhangs (McAlister FH) is discouraged due to debris collection or damage from falling glass. Parking on the Battalion Quadrangles is not authorized.
3. Turn off power at the main breaker to your quarters when you evacuate.
4. Board up windows with plywood over the outside and **NOT** the inside of the building. Plywood for boarding up windows will be available at the Facilities and Engineering (unless the quarters already have some). See e-mail messages for directions of when to pick-up the plywood. After the storm the plywood should be stored at the quarters for future use.
5. Notify Public Safety if you are evacuating, where you are going and the phone numbers.

Campus flooding and elevations:

Annex E





## Hurricane Operations Plan

VPFE / Operations

Checklist

Date:

OPCON LEVEL:

5	4	3	2	1
Review Plan & Annex E. Train personnel.	Planning meeting to review response, staff assignments, and ID "essential" personnel	Planning meeting to report progress, review response, and staff new assignments.	Planning meeting to report progress, review response, and staff new assignments.	Preparation close-out meeting and recovery plan review.
Update Rosters	Campus insp/clean-up	Order fuel and top-off fuel tanks	Final campus inspections. Top-off all fuel and water levels.	Final campus inspections (as conditions permit) and shutdown of electrical system.
Inventory /restock hurricane supplies and test-run equipment	Check and clean building roof drains, street drains, and sump pumps	Begin covering vulnerable building areas, boarding, and position sandbags. Inspect/tie-down roof mounted equipment.	Complete covering of building areas, boarding, and sandbag positioning. Re-check roof hatches.	Release of non-essential personnel.
Coord seasonal equip needs and contracts w/ Procurement	Verify special equipment/supply needs. Identify new needs.	Secure rental equipment and complete generator hook-ups/tests	Pre-stage storm/recovery equipment and supplies. Deliver Jon-boat to PSAF.	
Review insurance policies. Verify values, limits, and schedules.	Update insurance coverage for rental equip	Secure insurance policies and critical documents	Complete final back-up of computer data and cover/protect office and shop equipment.	
Review/verify IDC on-call list and contracts.	Review activity & project schedules. Plan for possible cancellation or shutdown.	Coordinate activity cancellation and inter-departmental support needs/changes. Verify project shutdown and site preparation status.	Shutdown non-essential building systems and utilities. Verify contractor/site shutdown.	

<p><b>5</b> Inventory/inspect storm panels and shutters. Train personnel and practice installation.</p>	<p><b>4</b> Consider relocation of conex boxes and staging or starting Beach House prep.</p> <p>Develop policy, procedure, and management of material and assistance requests from campus residents.</p> <p>Remind employees to begin making personal preparations.</p>	<p><b>3</b> Relocate boats, vehicles, and equipment. Raise computers and sensitive equipment.</p> <p>Notify campus residents of materials and assistance policy and procedure. Assign personnel to support.</p> <p>Empty can storage area. Cover, protect, or relocate other trash or recycling containers.</p> <p>Coordinate storage or relocation of contractor equipment and vehicles.</p> <p>Begin/continue releasing employees to make personal preparations.</p>	<p><b>2</b> Complete relocation of vehicles and equipment. Secure relocation sites.</p> <p>Finalize preparations of all campus facilities and residences. Secure all materials.</p> <p>Review recovery assignments, policy and procedure with employees.</p> <p>Issue radios, vehicles, equipment to "essential" personnel.</p> <p>Continue releasing employees to make personal preparations.</p>	<p><b>1</b></p>
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## EXTERNAL AFFAIRS ANNEX TO HURRICANE OPLAN

### 1. GENERAL

a. Purpose. The purpose of this SOP is to establish procedures and guidelines for External Affairs staff and augmentees to respond to informational requirements in the event of a hurricane or other natural disaster and subsequent accidents, incidents and queries from the media.

b. Concept. The Citadel has a responsibility to communicate up-to-date situational information to parents, faculty and staff, the news media, the local community and the Corps of Cadets. To maintain the credibility of the college, information must be quickly gathered and verified to respond to our various constituencies in a timely and responsive manner.

### 2. Vice President for External Affairs

a. Serves as a member of the Emergency Council.

b. Oversee the dissemination of information to the media and all campus faculty and staff members.

c. Establish the DAWG Line for the emergency and be responsible for the dissemination of all information through this means of communication and The Citadel's Internet web sites. All official communications concerning the emergency will first be approved by the Emergency Council, the President, or the President's successor in the chain of command.

# INFORMATION TECHNOLOGY SERVICES GUIDANCE

## Hurricane Operations Plan

During the hurricane threat ITS will have available at the Help Desk in Bond Hall plastic bags for you to use to protect the computers and printers in your work areas. If and when departments authorize employees to go home, you should cover your computer equipment. Do NOT seal your equipment inside the plastic bag. Simply place the bag over the equipment. Power cords and any network or phone connections should be disconnected before you cover your equipment. If it is not feasible to cover or remove any equipment, it is still necessary to disconnect all power and network cables. If your computer is connected to an Uninterruptible Power Supply (UPS), disconnect the equipment from the UPS and the UPS from the power source.

It is recommended that you back up the data on your computer's hard drive. You do not need to back up programs (such as Microsoft Office), just files that you have created. You should back up the data files on your hard disk to removable media, such as floppy diskettes or USB drives. (If you have questions about how to do this, please call 953-HELP.) It is recommended that you take the media home with you rather than store them in your office. Do not back up to removable media any confidential information subject to regulations such as HIPAA and FERPA. Such information should be kept on The Citadel's centralized servers. Mission-critical data which needs to be stored on your personal computer should be backed up to The Citadel's centralized servers on a regular basis. Do not wait for a hurricane warning! Keep in mind that, in the event of severe damage to campus buildings, buildings may be left unlocked and unsecured in the aftermath of a storm. Other institutions have experienced theft of items such as personal computers under these circumstances. This can result in the loss of confidential information.

The servers managed by ITS may be brought down before the hurricane reaches our area in order to allow for a clean backup to be made and the media taken off-site. Once employees are allowed back on campus, the time taken to restore IT operations will depend on the extent of damage to equipment and the availability of staff. In event of water penetration in your building, do not plug in any equipment until an ITS technician has inspected it.

Please call 953-HELP for further information and assistance.



# ANNEX "I" TO THE CITADEL HURRICANE EMERGENCY OPERATIONS PLAN

## (LAW ENFORCEMENT)

### I. GENERAL

#### A. Purpose

To provide for the coordination and use of all Citadel Public Safety personnel and equipment on the campus during a disaster situation.

#### B. Authority

1. Charleston County Ordinance No. 485 dated July 5, 1983.
2. South Carolina Legislative Act Number 199, 1979.
3. South Carolina Legislative Act Number 223, 1967, with subsequent amendments.
4. Section 3792 of the Code of Laws of South Carolina, 1932.

#### C. Organization

The Director of Public Safety is The Citadel's Chief of Law Enforcement and is responsible for coordinating with law enforcement activities. A listing of activities and their telephone numbers is at Appendix 1 to Annex I.

### II. SITUATION

The Citadel is subject to disasters - - natural, man-made, and war - - which may result in large numbers of deaths and/or injuries. The Responsibility for warning the public of impending disasters, coordinating rescue activities and maintaining a reporting capability fall within the functional areas of law enforcement. A disaster could tax the capability and resources of the Campus Public Safety office.

### III. MISSION

Provide a well organized and equipped law enforcement organization that operates 24 hours per day for traffic control, crime prevention, security, road blocks and warning during a disaster situation.

### IV. EXECUTION

#### A. Concept of Operations

## ANNEX "I" TO THE CITADEL HURRICANE EMERGENCY OPERATIONS PLAN

1. Activities will be directed by and coordinated with The Citadel Emergency Operations Center (EOC) located in the Public Safety Office. If the primary EOC is knocked out of action, another location will be determined by the Vice President for Facilities and Engineering (VPFE).
2. The Director of Public Safety has overall responsibility for the coordination of law enforcement and support forces during a disaster situation. State forces used in support of this Plan will be committed on a mission type basis.
3. The police chiefs of the City of Charleston, Charleston Aviation Authority, City of North Charleston, Folly Beach, Mt. Pleasant, Sullivan's Island, Isle of Palms, and Lincolnton will direct law enforcement operations in their respective jurisdictions.

### B. **Tasks**

The following actions are required prior to or immediately after a hurricane strike:

1. Direct and control traffic evacuation routes departing campus from all gates. Primary traffic control points are provided at Appendix 2 to Annex I.
2. Lock all buildings not in use.
3. Coordinate with the Medical University of South Carolina Public Safety for the Harbor View Towers parking garage for Citadel State vehicles.
4. Assign liaison officer to the Emergency Operation Center.
5. Assist in the removal of debris hindering traffic flow on campus roads.
6. Provide vehicle public address system warning to areas requiring evacuation, advise of shelter locations, and assist in evacuation if required. A listing of shelter locations and their telephone numbers is provided at Appendix 3 to Annex I.
7. Maintain law and order, prevent looting, and enforce curfews.
8. Assist in rescue operations.

## ANNEX "I" TO THE CITADEL HURRICANE EMERGENCY OPERATIONS PLAN

9. Maintain communication with the Campus EOC, other local police departments and the Highway Patrol.

10. Provide the EOC with campus damage and incident reports.

a. Type of Incident/Emergency

b. Location

c. Damage Incurred

d. Action Taken

e. Casualties Incurred

f. Nature and Extent of Assistance Required.

C. **Logistics**: Organic supplies, operational aids and transportation will be used. Additional supplies and transportation will be requested through The Citadel Emergency Operations Center.

### V. **DIRECTION AND CONTROL**

A. When conditions warrant activation of the EOC, coordination of law enforcement activities will be under the direction and control of the Director or Deputy Director of Public Safety. Coordination will be conducted from the Emergency Operations Center (EOC) unless a forward Command Post (CP) has been established in its place.

#### B. **Communications**

Law enforcement operations will be directed over the county law enforcement radio communications net and telephones.

**APPENDIX 1 TO ANNEX "I", LAW ENFORCEMENT - ALERT LIST**

**CHARLESTON COUNTY**

<b><u>TITLE</u></b>	<b><u>TELEPHONE</u></b>
Sheriff, Charleston County Sheriff's Office	554-4700
Chief, City of Charleston Police Department	577-7434
Chief, of North Charleston Police Department	554-9030
Chief, of Folly Beach Public Safety Department	588-2433
Chief, Town of Mt. Pleasant Police Department	884-4176
Chief, Town of Sullivan's Island Police Department	883-9636
Chief, City of Isle of Palms Police Department	886-6522
Captain, Charleston Aviation Authority Police Department	767-1100
Senior Officer, Town of Lincolnville Police Department	871-6220
U.S. Air Force Base Security	554-2241
U.S. Coast Guard Base Law Enforcement	724-4382
U.S. Naval Base Security	743-4890
S.C. Army National Guard	884-2830
S.C. Highway Patrol	747-5705
S.C. Wildlife Law Enforcement	800-922-5431
	794-6350
S.C. Law Enforcement Division (SLED)	803-737-9000
S.C. Alcohol Beverage Control Commission	803-758-2165

**NOTE: PERSONAL NAMES AND HOME PHONE NUMBERS ARE MAINTAINED IN THE CHARLESTON COUNTY EOC ALERT LIST FOR LAW ENFORCEMENT**

**APPENDIX 2 TO ANNEX "I", LAW ENFORCEMENT - PRIMARY TRAFFIC CONTROL POINTS (TCPs) FOR EVACUATION**

**CHARLESTON COUNTY**

**East Cooper Area**

**LOCATION**

Hwy 17 N at Hwy 45	McClellanville
Hwy 17 N at Hwy 41	
Hwy 41 at Hwy 45/17 A	Jamestown
Hwy 45 at Hwy 52	St. Stephen
Hwy 45 at Hwy 6/45	
Hwy 45 at Hwys. 6 & 453	Eutawville
Hwy 45 at Hwy 176	Holly Hill
Hwy 703 and Jasper Blvd.	Sullivan's Island
Hwy 17/701 Bus at Hwy 17/701 By-Pass	

**Peninsula City/North Area**

Meeting Street at I-26 W	City of Charleston
Ashley Phosphate Rd. at I-26 W	North Charleston
Hwy 78 at I-26 W	
I-26 at Hwy 301	Orangeburg

**West Ashley Area**

**LOCATION**

Hwy 61 N. at Hwy 165	
Hwy 61 N at Hwy 15	
Hwy 61 N at I-95	
I-95 at Hwy 178	Rosieville
Hwy 178 at Hwy 210	Bowman

**APPENDIX 2 TO ANNEX "I", LAW ENFORCEMENT - PRIMARY TRAFFIC CONTROL POINTS (TCPs) FOR EVACUATION (cont'd)**

**CHARLESTON COUNTY**

Hwy 171 At Maybank Hwy	James Island
Hwy 171 at Hwy 17 S	
Hwy 165 at Hwy 17S	Ravenel
Hwy 64 at 17A/63	Walterboro
Hwy 64 at 17 Hwy 21 N	
Hwy 21 at Hwy 61	
Hwy 21 at Hwy 78	Branchville
Hwy 174 at Hwy 17 S	
Hwy 17 S at I-95 N	

**APPENDIX 3 TO ANNEX "I", LAW ENFORCEMENT - SHELTERS AND CONGREGATE FACILITIES.**

**CHARLESTON COUNTY SHELTERS**

<b>No</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>AREA</b>	<b>Phone No.</b>	<b>POP.</b>
1.	Alice Birney	7750 Pinehurst St.	Ashley Hgts.	764-2212	1325
2.	Angel Oak Elementary	6134 Chisolm Rd.	Johns Isl.	559-6412	825
3.	Ashley River Elementary	1871 Wallace Road	West Ashley	763-1555	825
4.	Brentwood Middle	2685 Leeds Ave.	Charleston Hgts.	745-7094	1300
5.	Burke High School	244 President St	Charleston	724-7784	2000
6.	C.C. Blaney Elementary	7184 Hwy 162	Youngs Island	889-3992	650
7.	C.E. Williams Middle	640 Butte Street	West Ashley	763-1529	1400
8.	Chicora Elementary	1912 Success Street	N. Charleston	745-7099	1175
9.	Drayton Hall Middle	3183 Ashley River Road	West Ashley	763-1541	1400
10.	E.B. Ellington Elementary	5800 Ellington School Rd.	Ravenel	889-9411	400
11.	Frierson Elementary	Wadmalaw Island	Wadmalaw Island	559-1182	300
12.	Ft. Johnson Middle	1825 Camp Road	James Island	762-2740	1000
13.	Gaillard Auditorium	77 Calhoun St. (Post Storm)	Charleston	577-7400	2000
14.	Garrett High School	31 Gordon Street	N. Charleston	745-7125	1450
15.	Harborview Elementary	1576 Harborview Dr.	James Island	762-2749	425
16.	Haut Gap Middle	1861 Bohicket Road	Johns Island	559-6418	850
17.	Hunley Park Elementary	1000 Michigan Ave.	North Charleston	767-5914	625
18.	James Island High School	1000 Ft. Johnson Road	James Island	762-2754	2075
19.	James Island Middle	1484 Camp Road	James Island	762-2786	900
20.	James Simmons Elementary	741 King Street	Charleston	724-7763	875
21.	Jane Edwards Elementary	Rt. 1 Box 557	Edisto	559-4171	325
22.	Ladson Elementary	Ladson Road	Ladson	764-2225	875
23.	Laing Middle	2213 Highway 17 North	Mt. Pleasant	849-2809	950
24.	Lincoln High	714 Lincoln School Road Non Storm	McClellanville	577-0970	1175
25.	Lambs Elementary.	6800 Dorchester Road	North Charleston	757-5900	625

**APPENDIX 3 TO ANNEX "I", LAW ENFORCEMENT - SHELTERS AND CONGREGATE FACILITIES.**

26.	Mary Ford Elementary	3180 Azalea Road	N. Charleston	745-7131	900
27.	Midland Park Elementary	2415 Midland Park rd	Charleston Heights	764-2221	
28.	Minnie Hughes Elementary	8548 Willtown Road	Youngs Island	889-2976	400
29.	Moultrie Middle	645 Coleman Blvd	Mt. Pleasant	849-2819	700
3.0	Moultrie Militray Magnet Middle	2950 Carver Ave.	North Charleston	745-7102	1450
31.	Mt. Zion Elementary	3464 River Road	Johns Island	559-3841	425
32.	Murray-LaSaine Elementary	691 Riverland Drive	James Island	762-2764	800
33.	No Charleston High	1087 E. Montague Ave.	North Charleston	745-7140	2925
34.	No. Charleston Elementary	4921 Durant Ave	North Charleston	745-7121	825
35.	Oakland Elementary	2728 Arlington Drive	West Ashley	763-1510	650
36.	Pepperhill Elementary	3300 Creola Road	North Charleston	767-5905	850
37.	Rivers Middle	1002 King Street	Charleston	724-7789	1250
38.	Ronald E. McNair Elementary	3795 Spruill Ave.	N. Charleston	745-7107	1150
39.	Schroder Middle	7224 Highway 162	Youngs Island	889-2391	1400
40.	Springfield Elementary	2741 Clover Street	West Ashley	763-1538	600
41.	St. Andrews Elementary	30 Chadwick Road	West Ashley	763-1503	725
42.	St. James-Santee	Hwy. 17 North	McClellanville	723-0863	825
43.	St. Johns High	1518 Main Road	Johns Island	559-6400	1250
44.	Stall High School	7749 Pinehurst Street	North Charleston	764-2200	1250
45.	Stiles Point Elementary	883 Mikell Drive	James Island	762-2767	625
46.	W.J. Fraser Elementary	63 Columbus Street	Charleston	724-7766	775
47.	Wando High School	1560 Mathis Ferry Road	Mt. Pleasant	849-2830	2375
48.	West Ashley Intermediate	721 Wappoo Road	West Ashley	763-1533	1700
49.	West Ashley Middle School	1776 William Kennerty Dr.	West Ashley	763-1546	1675

**NOTE:** Shelter List is pending survey by State EPD personnel. Minimal shelter areas are available in Charleston County

## Emergency Operations Center at The Citadel

DAWG INFO LINE – 953-3294 or 1-800-868-3294  
 County Emergency Preparedness Office – 740-6300

**SCE&G – 745-6000**

SCTAG (Gen Spears) – (803) 806-4217

LOCATION	TELEPHONE NUMBER	LINE TYPE
<b>Public Safety Office</b>	<b>South Carolina Emergency Communications Network</b>	<b>Analog</b> <b>NOTE: Number assigned by CIO Columbia when activated.</b>
<b>Public Safety Office</b>	<b>953-7022</b>	<b>Analog – Fax Machine</b>
<b>Public Safety Office</b>	<b>953-7023</b>	<b>Digital</b>
<b>Public Safety Office</b>	<b>953-7024</b>	<b>Digital</b>
<b>Public Safety Office</b>	<b>953-7025</b>	<b>Digital</b>
<b>Physical Plant –Conference Room</b>	<b>953-7026</b>	<b>Digital</b>
<b>Grimsley Hall – Copeland Aud.</b>	<b>953-7027</b>	<b>Digital</b>
<b>Grimsley Hall – Copeland Aud.</b>	<b>953-7028</b>	<b>Digital</b>
<b>Bond Hall-President’s Office</b>	<b>953-6805</b>	<b>Analog</b> <b>NOTE: Number assigned by CIO Columbia when activated. 727-2317</b>
<b>Bond Hall – Executive Conference Room</b>	<b>953-7030</b>	<b>Analog – Fax Machine</b>
<b>Bond Hall – Executive Conference Room</b>	<b>953-7032</b>	<b>Digital</b>
<b>Bond Hall – Executive Conference Room</b>	<b>953-7088</b>	<b>Analog</b>
<b>Bed Down Location – Coward Hall, Band Area</b>	<b>953-6889</b>	<b>Analog</b> <b>Band Director’s Telephone</b>
<b>Physical Plant</b>	<b>South Carolina Emergency Communications Network</b>	<b>Analog</b> <b>NOTE: Number assigned by CIO Columbia when activated.</b>

EMERGENCY PREPAREDNESS DIVISIONS BY COUNTY

COUNTY	DIRECTOR	24 HOUR PHONE #	EOC CENTER PHONE #	ECO CENTER FAX #
Beaufort County EPD P.O. Drawer 1228 2001 Duke Street Beaufort, SC 29901	William Winn	(843) 524-2777	(843) 470-3100	(843) 470-3054
Berkeley County EPD 223 North Live Oak Drive Moncks Corner, SC 29461	Wes Blanchard	(843) 761-9000	(843) 719-4167 (843) 723-3800	(843) 719-4187
Calhoun County EPD 302 S. Fr Huff Drive, Suite 116 St. Matthews, SC 29135	Bill Minikiewicz	(803) 874-2454	(803) 874-3042	(803) 655-7515
Charleston County EPD 4045 Bridgeview Dr Charleston, SC 29405-7464	Kathy Haynes	(843) 554-4700	(843) 202-7400	(843) 202-7408
Collection County EDP P.O. Box 677 Hampton Street Walterboro, SC 29488		(843) 549-1911 (843) 549-2211	(843) 549-5632	(843) 549-2529
Dorchester County Emer. Servs. Dept. 212 Deming Way, Box 3 Summerville, SC 29483-4751	Kenn Harrell	(843) 873-5111	(843) 832-0341	(843) 832-0343
Georgetown County EPD P. O. Drawer 1270 Georgetown, SC 29442	Lewis Dugan	(843) 546-5101	(843) 545-3273	(843) 546-4945
Horry County Emergency Prep 2560 N. Main Street, Suite 4 Conway, SC 29526-3718	Paul Whitten	(843) 248-1326	(843) 248-1225	(843) 248-1867
Lexington County EPD C/O Public Safety Director 212 S. Lake Drive Lexington, SC 29072	Neil Ellis	(803) 359-8230	(803) 359-8342 (803) 359-8141	(803) 251-6271
Orangeburg County EPA P.O. Drawer 9000 190 Sunnyside Street Orangeburg, SC 29116-9000	John Smith	(803) 531-3020	(803) 533-6265	(803) 533-5899
Richland County EPO 1410 Laurens Street Columbia, SC 29204	Michael Byrd	(803) 691-9000	(803) 254-9696	(803) 748-5055

## SOUTH CAROLINA STATE AGENCY EMERGENCY NUMBER

AGENCY	24 HOUR PHONE #	AGENCY'S PHONE #	AGENCY'S FAX #
S. C. Emergency Preparedness Division 1429 Senate Street Columbia, SC 29201	1-800-811-8045	(803) 734-8020	(803) 734-8062

## FEDERAL AGENCIES EMERGENCY NUMBERS

AGENCY	24 HOUR PHONE #	AGENCY'S PHONE #	AGENCY'S FAX #
USAF 437 <sup>TH</sup> AWCES/CEX 212 S. Graves Avenue Charleston AFB, SC 29404 –5020	296-0970	963-5340	963-5662
USAF Readiness Flight 315 <sup>th</sup> AW 212 S. Graves Avenue Charleston AFB, SC 29404-5020		963-5329	963-5338
USN Emergency Preparedness Commander Officer – Code 10 Weapons Station Charleston 2316 Redbank Road, Suite 100 Goose Creek, SC 29445	764-7202	764-7205 764-7202	764-7429
FAA/ATC Tower 5775 South Aviation Avenue Charleston, SC 29406-6167	744-5006 – Tower	747-5285	744-2235
FEMA – Region IV 3003 Chamblee Tucker Road Atlanta, GA 30341	(770) 220-5200 1-800-333-4846	(770) 220-5200	(770) 220-5230
FEMA – Region IV Federal Regional Center 402 S. Pinetree Blvd. Thomasville, GA 31792		(912) 225-4612 (229) 221-4622	
EMI National Emergency Training. Center Bldg. K, 16825 S. Seton Avenue Emmitsburg, MD 21727 <b>(Same for National Fire Academy)</b>		(301) 447-6771 (301) 447-1000	(301) 447-1497
National Transportation Safety Board 60 Forsyth St., Suite 3m2s Atlanta, GA 30303-3104	1 404-562-1666		

# EMERGENCY CONTACT DIRECTORY

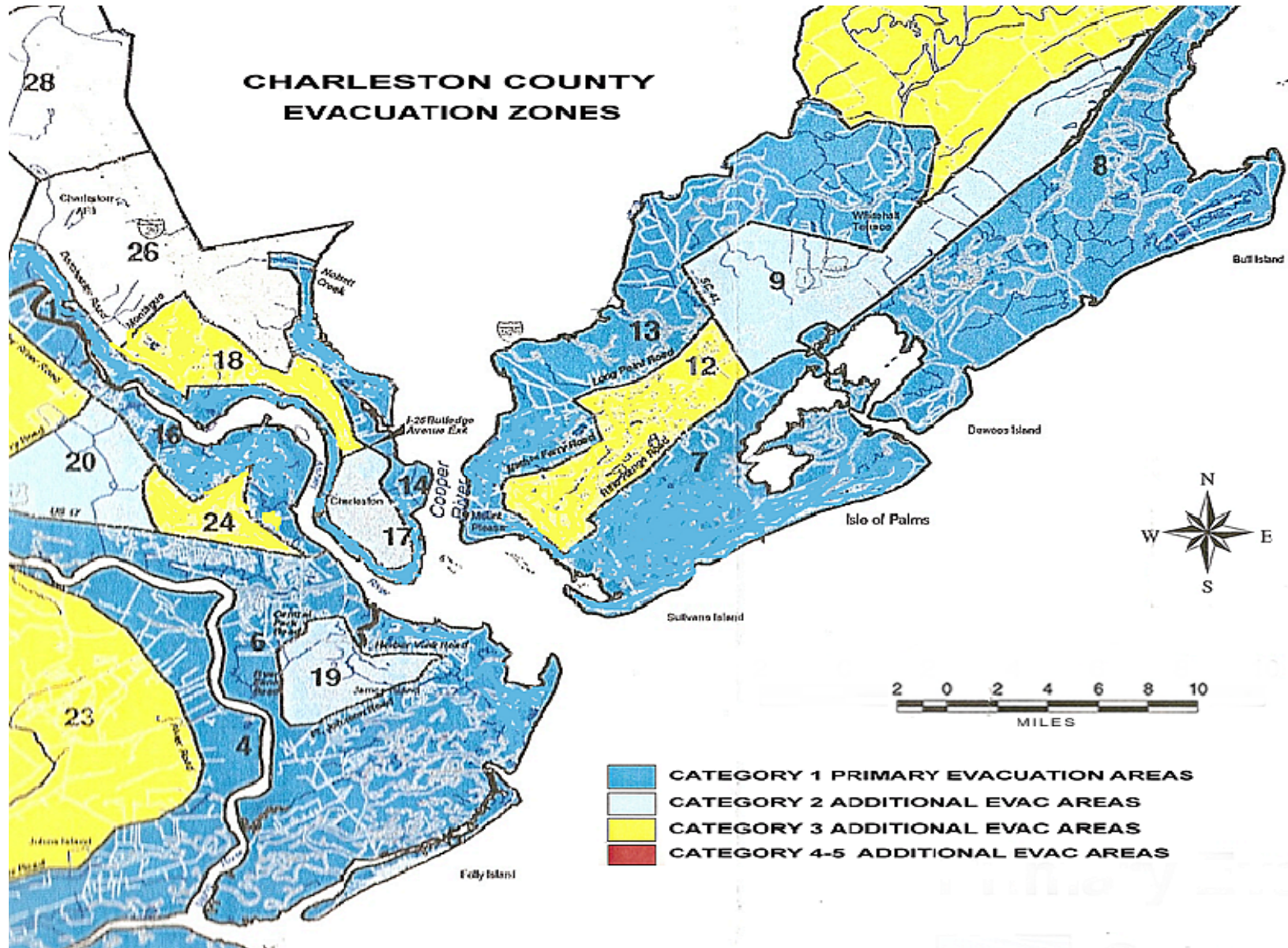
LOCATION	TELEPHONE NUMBER	LINE TYPE
EOC 1 - Public Safety Office	953-7023	Digital
EOC 2 - Public Safety Office	953-7024	Digital
EOC 3 - Public Safety Office	953-7025	Digital
EOC 4 - Public Safety Office (FAX)	953-7022	Analog – EOC Fax
EOC - Public Safety Office	S.C.Emerg Comm Net	NOTE: Number assigned when activated.
Alternate EOC 1 (Grimsley Hall)	953-7027	Digital – Alt. EOC – Copeland Auditorium
Alternate EOC 2 (Grimsley Hall)	953-7028	Digital – Alt. EOC – Copeland Auditorium
Bond Hall -514 - Emerg Council Room	953-4887	Analog
Bond Hall - President's Office	S.C. Emerg Comm Net	NOTE: Number assigned when activated
Bond Hall - President's Office	953-6805	Digital
Bond Hall – Executive Conf Room (FAX)	953-7030	Analog – Fax Machine
Bond Hall – Executive Conf Room	953-7032	Digital
Bond Hall – Executive Conf Room	953-7088	Analog
Physical Plant Conf Room	S.C. Emerg Comm Net	NOTE: Number assigned when activated
Physical Plant Conf Room	953-7026	Digital

## EMERGENCY CONTACT DIRECTORY – (PAGE 2)

Listing	Department	Office	Cell	Home
Aramark	Director., Food Services	953-8274		
Barton, LTC Pamela	Asst. Commandant	953-6928	817-8296	216-0511
Fletcher, Bill	Director, Public Safety	953-5145	214-0375	899-3166
Bright, Nancy	Director, Telecommunications	953-6962	814-2877	559-3489
Capell, Dr. Carey	Medical Representative	953-6848		371-0176
Carpenter, COL Dennis	Human Resources Representative	953-5375	324-8248	577-8044
CIO Help Desk	Chief Information Office (CIO)	1-800-922-1367		
	Director, Auxiliary Services	953-6950		
Charleston, City of	Storm Water Service	724-7367		
	Streets and Sidewalks	724-7366		
	Department of Public Services	727-6800		
Charleston, County of	Deputy of Operations Keith Bustraan	958-4063		
	Public Works	202-7600 FAX #: 202-7601		
	Administrator	958-4000		
College of Charleston		805-5507		
Charleston Water System		727-6800		
Conlon, Nurse Celeste	Medical Representative	953-0853		766-0820
DAWG INFO Line (Citadel)	Public Affairs	953-3294 (953-DAWG) 1-800-868-3294 (DAWG)		225-3294 (225DAWG) 1-800-868-1842
Dept of Natural Resources	Columbia Office	(803) 734-9100		

## EMERGENCY CONTACT DIRECTORY (PAGE 3)

Listing	Department	OFFICE	CELL	HOME
Dopf, LTC Kevin	Asst. Commandant	953-6707		
Reynolds, Sue Ms.	Director, Financial Services	953-3176		722-2404
Gardner, John E., AIA	Resident Architect	953-6876	670-0351	336-4112
Chaplain	Religious Activities	953-5049		
Highway Patrol	Charleston Office	24 Hr: 953-6010		953-6000
Hines, BG Sam	Provost	953-5007	727-5138	556-2166
Elzey, BG Thomas	Executive Vice President	953-5092/5533	412-6841	
Perez, COL Jeff	Vice President for External Affairs	953-6965	364-2791	
Metts, COL Isaac	Faculty Liaison Officer	953-4822	813-3425	723-7717
Nelson, Richard	Director, Information Tech Services	953-2232	670-5877	
Philipkosky, COL Tom	Executive Assistant	953-5012	817-4795	
Red Cross	Charleston Office	764-2323		
Rosa, LT GEN John	President	953-5012	367-8096	953-5125 722-8771
Leckonby, Larry	Director of Athletics	953-5030	364-1297	499-1886
SC TAG (Gen. Spears)		(803) 806-4217		
SCE&G		745-6000		
Mercado, COL Leo	Commandant of Cadets	953-3020		
Trez, COL Joseph	Director of Staff	953-5029	364-5496	763-0046
Walker, John	Procurement Representative	953-6861	841-4401	871-1158
Plunkett, LTC Paul	Athletic Report Liaison	953-6703	327-2339	
Williamson, Bob	Environmental Health & Safety	953-4816	367-0459	797-1367
Yeatts, COL Dewey	Vice President for Facilities & Eng	953-5304	425-5550	637-3114



## Glossary

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### Tropical Depression

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 MPH (33 knots) or less. Sustained winds are defined as one-minute average wind measured at about 33 ft (10 meters) above the surface.

### Tropical Storm

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39–73 MPH (34–63 knots).

### Hurricane

An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 MPH (64 knots) or higher.

Saffir-Simpson Hurricane Scale			
Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

### Storm Surge

A dome of water pushed onshore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50–1000 miles wide.

### Storm Tide

A combination of storm surge and the normal tide (i.e., a 15-foot storm surge combined with a 2-foot normal high tide over the mean sea level created a 17-foot storm tide).

### Hurricane/Tropical Storm Watch

Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours. Tune in to NOAA Weather Radio, commercial radio, or television for information.

### Hurricane/Tropical Storm Warning

Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

# STANDARD TIME ZONE CONVERSIONS

Conversions from UTC to some US time zones:

\* = previous day

UTC (GMT)	PACIFIC STANDARD	MOUNTAIN STANDARD	CENTRAL STANDARD	EASTERN STANDARD
00	4 pm *	5 pm *	6 pm *	7 pm *
01	5 pm *	6 pm *	7 pm *	8 pm *
02	6 pm *	7 pm *	8 pm *	9 pm *
03	7 pm *	8 pm *	9 pm *	10 pm *
04	8 pm *	9 pm *	10 pm *	11 pm *
05	9 pm *	10 pm *	11 pm *	12 mid
06	10 pm *	11 pm *	12 mid	1 am
07	11 pm *	12 mid	1 am	2 am
08	12 mid	1 am	2 am	3 am
09	1 am	2 am	3 am	4 am
10	2 am	3 am	4 am	5 am
11	3 am	4 am	5 am	6 am

Note: For DST conversion add 1 hr to times on chart.

**Annex M**