



THE CITADEL HURRICANE OPERATIONS PLAN QUICK REFERENCE GUIDE

Summary of Operational Conditions and Response Actions



Prepared by:
Robert E. Williamson
Environmental Health & Safety Officer
The Citadel

Hurricane Operations Plan – Quick Reference Guide

This document has been prepared as a quick reference which summarizes actions to be implemented by various college activities in response to the threat of a tropical storm or hurricane.

The Citadel's complete Hurricane Operations Plan may be viewed at:

www.bulldogalert.info

CONCEPT OF OPERATION

- Operational Condition Levels (OPCONs) guide and control response action.
- OPCON system coordinated and used by all State and Local authorities.
- Each OPCON level (5 thru 1) represents a level of preparedness and response. An area under OPCON 1 has received an evacuation order.
- OPCON levels are officially declared by County Emergency Operations Center Directors, in coordination with the State Emergency Preparedness Director and/or the Governor's Office.
- Baseline:** Response plan activated 72 hrs prior to storm impact.

If an identified storm is predicted to be of an intensity that will likely warrant the mandatory evacuation of Charleston County, that evacuation is planned to occur during daylight and at least 16 hrs prior to the impact of gale-force winds; however, the predicted storm intensity, speed, time of impact (day or night), area of impact, etc will influence how much time is actually allowed for evacuation in each case.

- OPCONs 4 thru 2 identify action required prior to the impact of gale-force winds or other potentially dangerous conditions.
- OPCON 5 represents normal, day-to-day operations during tropical storm season :
1 Jun – 30 Nov.
- All timelines are estimates only!** Each storm is different and will be impacted by varying conditions. **Be prepared as early as possible.**

OPCON 4

County EOC Action:

Upon receipt of a National Weather Service advisory indicating a potential threat to the South Carolina coast within the next **72 hrs**, the county EOC Director will move the county from OPCON 5 to OPCON 4.

Citadel's Response:

A soon as possible, the Emergency Council meets in Bond 514 (Bond 295 Alternate) to discuss the storm's potential and begin implementing response. All campus activities will begin taking appropriate action to prepare the campus for a storm and be ready to execute responsibilities as outlined within the Hurricane Operations Plan and its Annexes:

- o Environmental Health & Safety Officer establishes liaison with Charleston County EOC.
- o Telecommunications installs/checks communication lines/handsets in EOC, Alternate, and Emergency Council Chamber
- o The Commandant's Office begins preparatory activities for possible evacuation of cadets (e.g. rifle collection, transportation & shelter arrangements) and ensures that Cadet Commanders have an updated cadet tracking/ accountability roster.
- o TAC Officers check tracking/accountability rosters to ensure that all company personnel are included and have a form of transportation out of the evacuation area, should evacuation be necessary.
- o Physical Plant meets to review procedures and coordinate action and personnel assignments as outlined in **Annex E** of the Hurricane Ops Plan. Resident Architect notifies campus construction contractors to prepare for possible project site shut-down.
- o Inspection of campus for unusual or difficult items that will require removal or special considerations for securing - make arrangements.
- o Executive Staff forwards updated departmental notification rosters to the EOC.
- o Class and activity schedules assessed in preparation for possible modifications.
- o Preliminary Guidance Published to Faculty, Staff, Students

OPCON 3

County EOC Action:

When the National Weather Service forecasts gale-force winds (39 mph+) or higher, flooding, or other potentially dangerous conditions are likely to impact South Carolina within **36-48 hours**, the EOC will move to OPCON 3.

A tropical storm or **Hurricane Watch** for all, or portions of, the South Carolina coast may be issued by the NWS during this period.

Citadel's Response:

- o The Emergency Council Meets to discuss the college's state of readiness and the potential for Voluntary or Mandatory Evacuation. The campus EOC begins limited activation.
- o Cadet Commanders issue copies of Corps of Cadets shelter-inplace/evacuation procedures and make sure all cadets are familiar with actions to be taken (**Appendix 2 to Annex D** of Hurricane Ops Plan).
- o Regimental Staff ensures accomplishment of required coordination with campus activities (Mess Hall, Public Safety, Physical Plant, Infirmary).
- o Corps of Cadets turns-in rifles as soon as the threat is 48 hours from landfall and Charleston is considered a possible landfall location.
- o Regimental Operations Officer establishes a 24 hr phone watch to facilitate the passing of current storm information to the Corps of Cadets.
- o Begin shutdown of all unnecessary buildings or systems and secure.
- o Continue campus inspection, cleanup and securing of property, and pre-stage emergency equipment and supplies (generators, chainsaws, plastic, tape, etc.) as outlined in **Annex E** of Hurricane Ops Plan.
- o Relocate, elevate, cover or otherwise protect college vehicles, boats, valuable equipment, supplies and records.
- o Cancel classes and modify other on and off-campus activity schedules, as appropriate.
- o Citadel emergency communications web operational providing faculty, staff, students, parents with critical information (www.bulldogalert.info).
- o All activities finalize procurement of emergency equipment and/or supplies.
- o Department Heads provide time for personnel to take care of personal needs.

OPCON 2

County EOC Action:

When the National Weather Service forecasts gale-force winds (39 mph+) or higher, flooding, or other potentially dangerous conditions are likely to impact Charleston County within **24-36 hours**, the EOC will move to OPCON 2.

The NWS may issue a tropical storm or **Hurricane Warning** for all or portions of South Carolina during this period.

Additionally, the County EOC Director, in consultation with the SC Emergency Preparedness Division or the Governor's Office may issue advisories recommending (or mandating) the evacuation of vulnerable populations.

The actual time-frame for the issuance of these advisories is dependent upon several variables. All evacuations are planned to be initiated during daylight and completed before the arrival of gale-force winds. It is reasonable to assume that some areas of Charleston County, including the Charleston peninsula, may be under at least a voluntary relocation order at the time OPCON 2 is declared.

Citadel's Response:

- o The Emergency Council meets within 2 hrs of upgrade to OPCON 2.
- o The Citadel EOC will move to full activation with support provided as outlined in **Annex A** to facilitate 24 hr operation.
- o The Corps of Cadets is restricted to campus and prepared to execute action outlined in **Annex D**.
- o All campus departments continue working to complete preparations and take action to protect critical facilities & property.

If a Mandatory Evacuation order of the campus is NOT expected :

- o The Corps of Cadets and essential Corps support staff will be restricted the barracks and will take action as outlined in **Appendix 2 of Annex D**. All will maintain strict accountability of their assigned personnel at all times.
- o Those campus activities which provide critical support to the Corps of Cadets will prepare to execute associated duties as outlined in **Annex C**
- o Last minute guidance and direction published for dissemination to campus personnel, students, parents and others with an interest.

OPCON 2

(continued from previous page)

If a Mandatory Evacuation order of the campus IS expected or received:

Immediately upon receipt of a mandatory evacuation order from the Governor's Office, County EOC will declare **OPCON 1** for all areas covered by that order.

- o Commandant prescribes departure uniform for Corps of Cadets.
- o Last minute guidance and direction published for dissemination to campus personnel, students, parents and others with an interest.
- o Upon order of the President, The Corps of Cadets is released by battalion.
- o Mark Clark Hall Lounge is designated as the collection point for cadets who have not yet secured transportation at the time of final barracks closure.

The Commandant will designate a representative to account for and monitor the transportation and relocation of these cadets.

- o Release of non-essential faculty & staff and secure campus gates

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
Eley, 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