



# THE CITADEL

## Winter Storm Operations Plan



### The Citadel

Department of Facilities and Engineering

### Winter Storm/Severe Weather Operations Plan

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 winter storm or severe cold weather event.

FOR THE PRESIDENT

OFFICIAL

Col. Thomas G. Philipkosky  
USAF (Ret)  
Vice President for Operations

DISTRIBUTION: A

### CONCEPT OF OPERATION

- Operational Condition Levels (OPCONs) guide and control response action.
- The OPCON system is coordinated and used by all State and Local authorities.
- Each declared OPCON level represents a desired degree of preparedness that must be achieved within the period of time that remains prior to storm impact or storm effect. (OPCON 1 = all preparedness action complete, evacuation order received or expected).
- 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 predicted impact of severe conditions.

*If an identified cold weather event is predicted to be of an intensity that will likely warrant the mandatory evacuation of Charleston County, such an evacuation is generally planned to occur during daylight hours, and at least 16 hrs prior to the impact of hazardous travel conditions; however, the predicted storm’s intensity, speed, time of impact (day or night), area of impact, etc, will influence how much time is actually available for an evacuation in each case.*

- OPCONs 4 thru 2 identify action required prior to the impact of high winds, frozen precipitation, icing, or other potentially dangerous conditions.
- OPCON 5 represents normal, pre-threat, day-to-day operations
- **All timelines are estimates only!** Each weather event is unique and will present a variety of conditions and response challenges- **Be prepared as early as possible.**

#### **Note:**

The SC Governor has directed that when winter storms occur in South Carolina, state government offices and their employees will follow the same winter weather hazard decisions made by county government officials where those state offices are located.

The Citadel’s Winter Storm Plan response actions will track with the OPCON Levels set by the County EOC Director, to the extent practical.

However, because the County’s immediate tactical response requirements may not always coincide with the immediate needs and priorities of The Citadel, the OPCON level set by the County at any particular time may not be an appropriate level of preparedness or response for The Citadel.

**All directorates shall execute the following Winter Storm Operations Plan using the **+72 thru +0** hour timeline associated with each OPCON Level, instead of relying solely upon any County-declared OPCON levels.**

The Citadel's EOC Director will upgrade/downgrade the campus OPCON level, as appropriate, at his/her discretion.

**+72 hrs - OPCON 4**

#### **County EPD Action:**

Upon receipt of a National Weather Service advisory indicating a potential winter storm threat to South Carolina coastal counties within the next **72 hrs**, the Charleston County EPD Director may move Charleston County from OPCON 5 to OPCON 4.

The NWS may issue a **Winter Storm Watch** that includes Charleston County during this period.

#### **Citadel's Response:**

As soon as possible, The Citadel's Operations Department senior staff meets/teleconferences to discuss threat potential and begin implementing response. All campus activities will begin appropriate action to prepare the campus and be ready to execute responsibilities as outlined within the college's **Winter Storm Operations Plan** and Annexes:

- o Environmental Health & Safety Officer establishes liaison with Charleston County EPD. In addition, he will monitor forecasted weather conditions. Based on the expected conditions he will propose courses of action to the Associate Vice President for Facilities and Engineering and the Vice President for Operations. Finally, he will establish communications with other colleges in the local area.
- o The Commandant's Office begins preparatory activities for possible evacuation of cadets (e.g. rifle collection, transportation & shelter arrangements), or shelter-in-place; and, ensures that Cadet Commanders have an updated cadet tracking/ accountability roster.
- o TAC Officers ensure that company tracking/accountability rosters are current, and verify that each cadet will have transportation/shelter, should an evacuation be necessary.
- o Facilities Staff meets to review procedures and coordinate action and personnel assignments as outlined in **Annex E** of the **Winter Storm Operations 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 (Facilities, Athletics, GCA, etc.).
- o Department Heads designate **Essential Personnel**, develop emergency duty schedules and assignments, and forward updated departmental notification rosters (Annex G) to the Campus EOC.

- o Operations Staff meets to discuss potential impact, current preparedness status, and begins planning/executing event-specific response action.
- o Provost will assess class and activity schedules in preparation for possible modifications.
- o Preliminary guidance communicated to Faculty, Staff, Students (Communications and Marketing).

**+48-36 hrs / OPCON 3**

#### **County EPD Action:**

When National Weather Service forecasts indicate a potential threat to South Carolina coastal counties within the next **36-48 hours**, Charleston County EPD may move to OPCON 3.

#### **Citadel's Response:**

- o Operations Staff meets/teleconferences to discuss the college's state of readiness and the potential for modification of the County's operations schedule, to include: delays, closure, or issuance of a mandatory evacuation order. The Campus EOC may begin limited activation (at discretion of VP for Operations/EOC Director).
- o Environmental Health & Safety Officer continue liaisoning with Charleston County EPD and monitoring forecasted weather conditions. Will updated any proposed courses of action to the Associate Vice President for Facilities and Engineering and the Vice President for Operations. Finally, he will continue communications with other colleges in the local area.
- o Cadet Commanders issue copies of Corps of Cadets shelter-in-place/evacuation procedures, and make sure all cadets are familiar with actions to be taken (see: **Appendix 2 to Annex D of Winter Storm Operations Plan**).
- o Regimental Staff ensures appropriate shelter-in-place support coordination (Mess Hall, Public Safety, Facilities, Infirmary, etc.) if campus shutdown without evacuation seems likely.
- o Corps of Cadets turns-in rifles no later than 48 hours from expected evacuation order.
- 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 non-essential campus buildings or systems.
- o Continue campus inspection, cleanup and securing of property, and pre-staging of emergency equipment and supplies (generators, chainsaws, plastic, tape, etc.) as outlined in **Annex E of Winter Storm Operations Plan**.

- o Relocate, elevate, cover or otherwise protect college vehicles, boats, equipment, supplies and records.
- o Provost will cancel classes and modify other campus activity schedules, as appropriate.
- o Citadel emergency communications web site operational providing faculty, staff, students, parents with critical information ([www.Citadel.edu](http://www.Citadel.edu), [www.bulldogalert.info](http://www.bulldogalert.info)).
- o All activities finalize procurement of emergency equipment and/or supplies.
- o Department Heads provide time for designated **Essential Personnel** to take care of personal needs prior to beginning modified/extended duty assignments.

**+36-24 hrs / OPCON 2**

**County EPD Action:**

When National Weather Service forecasts indicate that potentially dangerous conditions are likely to impact Charleston County within **24-36 hours**, the County EPD may move to OPCON 2.

The NWS may issue **Winter Storm Warning** for areas of Charleston County during this period.

Additionally, the County EPD Director, in consultation with the SC Emergency Preparedness Division and the Governor's Office, may begin mandatory evacuation of zones within Charleston County.

*The actual time-frame for an evacuation is dependent upon several variables. All evacuations are planned to be initiated during daylight and completed before the arrival of hazardous travel conditions. It is reasonable to assume that some areas of Charleston County, including the Charleston peninsula, may be under an evacuation order at the time OPCON 2 is officially declared.*

**Citadel's Response:**

- o The Operations Staff meets or teleconferences to finalize campus preparation and response.
- o Environmental Health & Safety Officer continue liaisoning with Charleston County EPD and monitoring forecasted weather conditions. Will updated any proposed courses of action to the Associate Vice President for Facilities and Engineering and the Vice President for Operations. Finally, he will continue communications with other colleges in the local area.
- o The Campus EOC will move to full activation with support provided as outlined in **Annex A** of the **Winter Storm Operations Plan** to facilitate 24 hr operation.
- o The Corps of Cadets is restricted to campus and prepared to execute action outlined within **Annex D** of the **Winter Storm Operations Plan**.
- o All campus departments continue working to complete preparations and take action to protect personnel and critical facilities/property.

### If Mandatory Evacuation of the campus is NOT expected:

- o The Corps of Cadets and essential support staff will be restricted to campus and will take action as outlined in **Appendix 2 of Annex D**. Supervisors and cadet leadership 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** of the **Winter Storm Ops Plan**.
- o Last minute guidance and direction published for dissemination to campus personnel, students, parents and others with an interest (Communications and Marketing).

NOTE: Department Heads and Supervisors will ensure that departmental recovery/re-opening plans and instructions have been communicated prior to the release of non-essential personnel.

**+36-24 hrs / 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 EPD will declare **OPCON 1** for all areas covered by that order.

- o Commandant prescribes departure uniform for Corps of Cadets.
- o Environmental Health & Safety Officer continue liaisoning with Charleston County EPD and monitoring forecasted weather conditions. Finally, he will continue communications with other colleges in the local area.
- o Last minute guidance and direction published for dissemination to campus personnel, students, parents and others with an interest (Communications and Marketing).
- o Upon order of the President, The Corps of Cadets is released by battalion.
- o Mark Clark Hall Lounge is designated as the muster/collection point for cadets who have not yet secured transportation and shelter by the time of final barracks closure.

*The Commandant will designate a representative to account for and monitor the transportation and relocation of any cadets who remain on-campus.*

- o Release of all non-essential personnel and secure campus gates.

NOTE: Department Heads and Supervisors will ensure that departmental recovery/re-opening plans and instructions have been communicated prior to the release of non-essential personnel.

**+12-0 hrs / OPCON 1**

- Essential support staff will take action to maintain essential campus operations and campus security as outlined within plan Annexes and departmental plans.
- If the Corps of Cadets has not been evacuated, TAC Officers, supervisors and cadet leadership will maintain strict accountability of their assigned personnel at all times, and those campus activities which provide critical support to the Corps of Cadets will prepare to execute associated duties as outlined in **Annex C** of the **Winter Storm Operations Plan**.
- Department Heads and Supervisors will ensure that departmental recovery/re-opening plans and instructions have been communicated prior to the release of non-essential personnel.

**Critical Decision Timeline Summary**

Experience demonstrates that delayed execution of the following may have broad impact on overall ability to achieve campus response and/or evacuation objectives.

	<i>*Critical Point</i>	
➤ Collection of Cadet Rifles	OPCON 3	48-60 hrs
➤ Procure Emergency Equipment & Supplies	OPCON 3	48-60 hrs
➤ Release Non-Essential Faculty & Staff	OPCON 3	48-60 hrs
➤ Begin Securing Facilities and Equipment	OPCON 3	48-72 hrs
➤ Release Corps of Cadets for Evacuation	OPCON 2	16-24 hrs
➤ Secure Non-Essential Utilities	OPCON 2	16-24 hrs
➤ Secure & Close Campus	OPCON 1	0-16 hrs

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**Campus Emergency Operations - Task Organization**

**Crisis Management Team (CMT)**

President

Provost

Vice President for Operations

Associate Vice President for Facilities and Engineering

Commandant of Cadets

Vice President for Communications and Marketing

Vice President for Finance

Director of Athletics

Executive Assistant to the President

General Counsel

Director of Governmental and Community Affairs

Other Support Personnel

**Emergency Operations Center (EOC)**

**Response Phase** – EOC Staffing (typical)

➤ **Corps of Cadets Evacuated:**

Associate Vice President for Facilities and Engineering - EOC Director

Director of Public Safety

Six (6) Public Safety Officers (*on stand-by, or as assigned*)

Director of Facilities Operations/Resident Engineer

Environmental Health & Safety Officer (Liaison to County EOC)

Director of Auxiliaries

Director of Human Resources

Others as requested by EOC Director, or assigned by President.

Information Technology Services Liaison (*as required*)

➤ **Corps of Cadets Not Evacuated:**

Associate Vice President for Facilities and Engineering - EOC Director

Director of Public Safety

Six (6) Officers (*on stand-by, or as assigned*)

Director of Facilities Operations/Resident Engineer

Environmental Health & Safety Officer (Liaison to County EOC)

Communications and Marketing Liaison (*as assigned by VPCM*)

Commandant of Cadets Liaison(s) (*as assigned by CMDT*)

Information Technology Services Liaison (*as required*)  
Director of Auxiliaries  
Others as requested by EOC Director, or assigned by President.

**Emergency Operations Center (EOC)**

Campus EOC organization and operations will transition from Response Phase to Recovery Phase as soon as possible after threat has passed and recall is underway. Designated Recovery Phase staff liaisons (as outlined below) will immediately check-in with the EOC Director for assignment and/or coordination of activities.

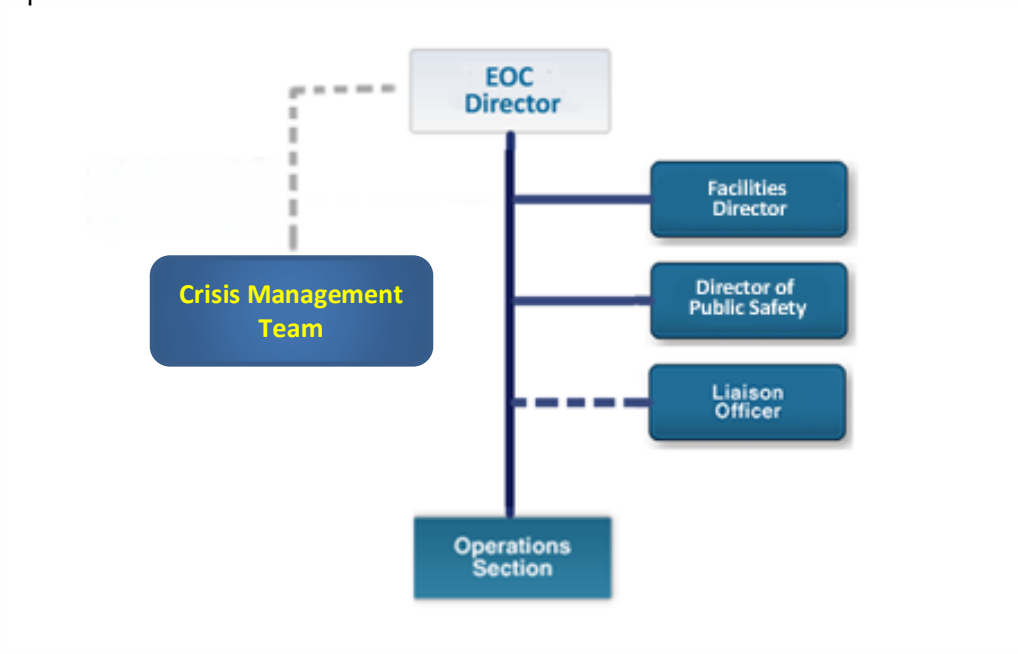
**Recovery Phase** – EOC Staffing (typical)

Provost Liaison (and EC Liaison)  
Vice President for Operations Liaison  
    Associate Vice President for Facilities and Engineering - EOC Director  
        Director of Facilities/Resident Engineer  
        Resident Architect  
            Construction      Management      Coordinator      (*as required*)  
  
    Director of Public Safety  
        Public Safety Officers  
    Director of Environmental Health & Safety (and County EOC Liaison)  
    Director of Auxiliary Services Liaison  
        Dining Services Coordinator (*as required*)  
    Information Technology Services Liaison  
    Human Resources Liaison  
Commandant of Cadets Liaison  
    Medical Services Coordinator (*as required*)  
    Cadet Activities Coordinator (*as required*)  
Vice President for Finance Liaison  
    Procurement Services Coordinator  
    Finance/Budget Coordinator (*as required*)  
Vice President for Communications and Marketing Liaison  
Athletics Department Liaison  
Other Support Personnel (*as assigned*)

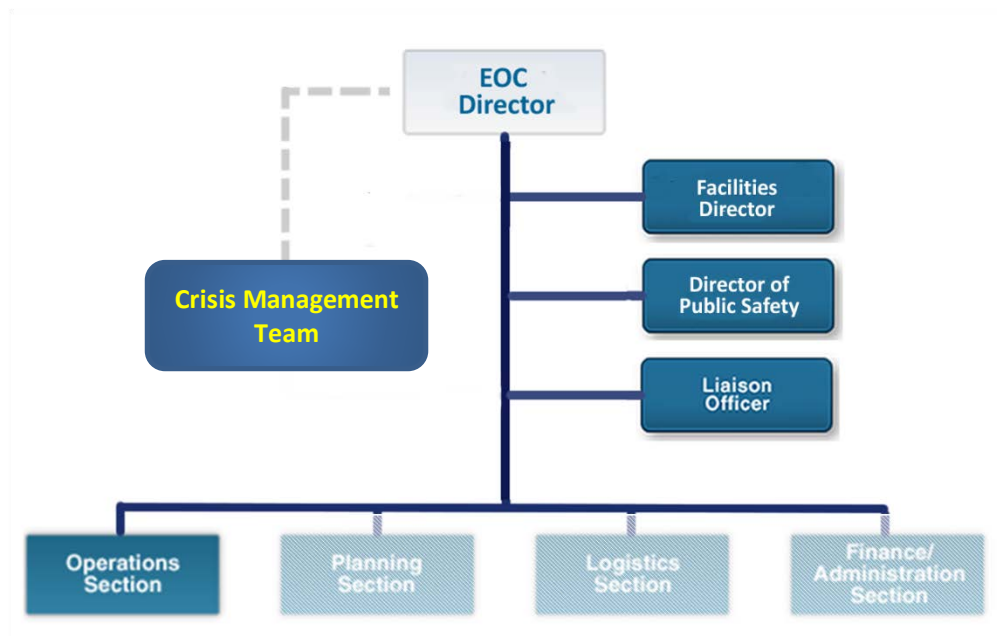
**Emergency Operations Center (EOC)**

**Response Phase – EOC Organization (typical)**

- Corps of Cadets Evacuated:



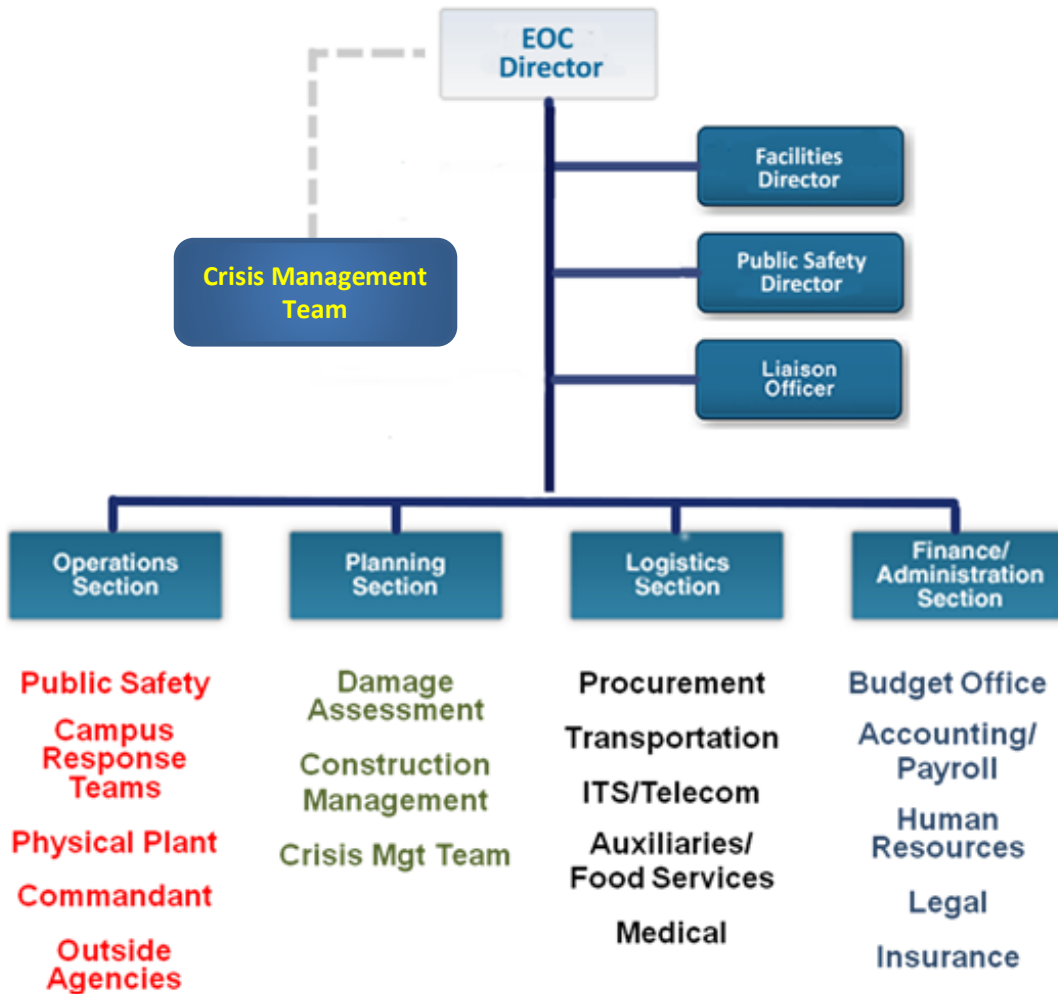
- Corps of Cadets Not Evacuated:



\* Additional Emergency Support Sections activated as warranted

**Emergency Operations Center (EOC)**

Recovery Phase – EOC Organization (full activation, typical)



- Emergency Support Section personnel coordinate recovery activities/resources with EOC Director via department-designated EOC staff and/or liaisons.
- Key priorities and objectives are outlined within OPLAN Annexes.

## Modified Operations Schedule

The SC Governor has directed that when winter storms occur in South Carolina, state government offices and their employees will follow the same winter weather hazard decisions made by county government officials where those state offices are located.

For example, under the Governor’s policy, if a county delays opening offices for three hours, or closes three hours early, state agencies in that county will do likewise. Further, if a county closes offices for entire day, state offices in the impacted county also will do likewise.

If/when the Charleston County Administrator has announced that County offices will move to a delayed schedule, or close all offices (except for essential personnel), The Citadel will adopt the same operations schedule as Charleston County, with only designated **essential personnel** providing required support to campus activities.

Communications and Marketing will continuously monitor the following sources of information regarding closings and delayed openings of county/state offices:

- 1. South Carolina Educational Television and Radio.** SC ETV will broadcast a “crawl” showing information on closings and will announce on SCETV radio.
- 2. SCEMD web site ([www.scemd.org](http://www.scemd.org))** County office schedules will be posted as decisions are made and information is updated.
- 3. Local commercial news media outlets.** Local media will typically broadcast, post on their web sites, and/or disseminate through social media any deviations from normal operations for county offices. That information applies to state agencies located in those counties.

**Note: Do not call county emergency management offices for this information.** The Governor’s Office asks that state employees refrain from requesting this information from county emergency management staff, as emergency management personnel are typically focused on critical planning and response activities, and should not be interrupted.

**County/state closing information can change rapidly.** Employees should contact their immediate supervisors if they have questions.

## **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 electrical power in the event of a winter storm. Actions taken by Dining Services will differ depending upon whether an evacuation of the Corps of Cadets is expected, or not.

### **All Cases**

The Director of Auxiliary Services will coordinate with Facilities and Engineering Chief of the Utility Division and Director of Dining Services to begin lowering the temperature in refrigerators once OPCON 3 (Standby) is issued. Refrigerated space for Infirmary drugs will be set aside.

### **Cadet Evacuation**

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

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

All campus residents are responsible for maintaining their own storm 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 provider may have difficulty getting its own personnel back to the campus.

As soon as possible after a storm event, 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 (Appendix 1, Annex C). 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 emergency 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-storm 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 Response 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 storm is imminent, 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, 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-submitting 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 there are several days notice of an impending emergency, and we are within 1 week of an upcoming pay day, Payroll will process pay, and submit the direct deposit files before the emergency occurs. If there is no time to process the payroll, Payroll will re-submit 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 dollar amounts entered to process a direct deposit. Payday will occur as normally scheduled. Payroll will not code a file to post before the regularly scheduled payday unless directed by the Vice President of Finance.

### **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

POC: Jay Puchir, 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 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.

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 Associate 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 Associate 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 Facilities and Engineering 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 Facilities and Engineering 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 Director of Facilities Finance will be responsible for coordinating and ensuring the documentation of all costs associated with each DSR. Actual costs, not estimates, will be required.
- 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.
  - Work orders will be prepared based on estimated eligible costs. Actual labor costs, not shop rates, should be charged to work orders.
  - For example, a full-time employees' **regular time is not an eligible disaster cost**, while a temporary employees' time is eligible.
  - **Overtime costs are eligible.** The Facilities and Engineering Business Office will only charge overtime costs to work orders that actually involve disaster-related work. It will be the responsibility of that office to separate eligible and non-eligible labor costs.
  - Supply costs must be tied to a source purchase order for each supply item claimed. The Facilities and Engineering 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 are much easier to document and will be used whenever possible. **Administrative costs are not eligible for reimbursement.**

## **Hazardous Weather and Emergency Leave**

### **Purpose:**

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.

### **Definitions:**

- A. "Emergency Condition" means circumstances that would expose Citadel employees to harmful or unsafe conditions, as determined by the Governor's Office.
- B. "Essential Employees" are employees whose services are required, regardless of conditions.

### **Policy**

1. Declaration of Emergency
  - A. The Governor has sole authority to excuse employees of State government from reporting to work during extreme weather or other emergency conditions. The Governor can provide State employees with up to five (5) days leave with pay for absences from work due to the state of emergency for hazardous weather. 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. Closure of The Citadel will mirror the closing of Charleston County government offices. This protocol is also used for delayed openings. Unless a Declaration of Emergency has been issued, all State government employees are expected to report for work.
  - B. 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.
  - C. During a Declaration of Emergency, all essential and direct care services will be maintained. The President, Vice Presidents, 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. A copy of the essential employees will be maintained at Public Safety. To the extent possible, no change of the essential employee roster should be made after the Declaration of

Emergency.

- D. In the event a non-essential employee reports to work when The Citadel is closed, the employee should be sent home unless personal safety would be jeopardized. If an employee disregards a directive to leave the work site, the time worked must be reported, but the employee may be subject to disciplinary action.
- E. 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.

## 2. Compensation During Declaration of Emergency

- A. If the Governor does not provide pay for state employees (FTE) during a Declaration of Emergency, those employees who do not report to work or who report late will use annual or compensatory leave, take leave without pay or be allowed to make up time lost from work.
- B. Temporary employees will not be compensated for lost time.
- C. 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 Citadel. Making up the lost time should be done in a reasonable length of time, preferably within a 7 day calendar period. Make up time should be scheduled during a workweek that will not create an overtime situation.
- D. If an employee has already obtained approval for leave during the declared state of emergency, the employee may withdraw the approved leave and substitute the hazardous weather leave. Leave changes must be routed through the employee's supervisor and submitted in writing to the payroll office.

### **Procedure:**

## 3. Notification - Regular Working Hours

- A. The SC Governor has directed that when storms occur in South Carolina, state government offices and their employees will follow the same weather hazard decisions made by county government officials where those state offices are located.
- B. If/when the Charleston County Administrator has announced that County offices will move to a delayed schedule, or close all offices (except for essential

personnel), The Citadel will adopt the same operations schedule as Charleston County, with only designated essential personnel providing required support to campus activities.

- C. Once the decision for closing has been made, the official opening and closing schedule will be published by The Citadel Human Resources Director, via e-mail. It is the responsibility of the supervisors and/or department heads to keep their employees informed and up-to-date on all schedules.
4. Notification - Off-Duty Hours
- A. 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.
  - B. Employees will assume individual responsibility for responding in an appropriate manner to closings as they may be announced.



### Evacuation/Shelter-in-Place of Corps of Cadets

1. Situation: A storm 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 storm 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**. (Preparedness)

(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, Facilities and Engineering, infirmary).

(f) Corps of Cadets to turn-in rifles NOT LATER THAN 48 hours from landfall with Charleston considered a possible target. 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 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

## Cadet Emergency Evacuation Roster

Date: \_\_\_\_\_  
Cadet Organization: \_\_\_\_\_

NAME DRIVER/COMPANY	CWID	DESTINATION	CONTACT TEL.#
------------------------	------	-------------	---------------

**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.

### **Facilities and Engineering - Winter Storm 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 a winter storm (ice and/or snow storm). Each of these tasks and actions included in this plan will be balanced against the threat of a winter 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 **Winter Storm Operations Plan**. Provide changes and revisions as needed particular attention to those positions designated as “Critical” and “Essential”. – All Shops
2. Monitoring of winter storm activity. –All Facilities and Engineering staff
3. Verify location of insurance policies and insurance contact information- Risk Manager
4. Test run all Citadel-owned generators; perform maintenance and make repairs as necessary – Grounds and Electric Shop.
5. 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.
6. Check and fill boiler plant fuel oil tanks – Boiler Plant.
7. Update Facilities and Engineering employee contact information and emergency phone numbers. All Shops & Office
8. Verify contacts at SCNG Readiness Center, Corp of Engineers, MUSC, and City of Charleston – Resident Engineer & Safety Officer
9. Review current stocks of storm supplies preparation/repair/recovery and order as needed – 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 & chains  
Deicing salt,  
Sand  
Generators



**+72 hrs - OPCON 4**

**OpCon 4:** Notification and Alert (winter storm identified as possible threat to South Carolina and/or the Low country).

1. Facilities and Engineering staff meet to review – 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. Purchase material as needed for storm preparation and recovery
4. Roof and drain inspections and cleaning – Zone Maint with assistance from other shops.
5. Initial cleanup of campus – Grounds with assistance of other shops.
6. Sand delivery and deicing salt - fill and palletize sandbags and or 5 gal buckets – Grounds with assistance of other shops.
7. Prepare insurance policies for relocation with Risk Manager, including scanned copies for online access, and update rental equipment insurance coverage – Risk Manager
8. Review campus event schedule and discuss potential event cancellations. – Risk Manager
9. Inform campus contractors of potential threat and plan for possible project/service shutdown – Resident Architect and Contract Administrator
10. Discuss/establish policy, procedure, and staffing to support requests from campus residents.
11. Check condition of docks for weak chains and fittings – make necessary repairs.
12. Reminder letters/emails/phone calls to all boat owners concerning responsibility for their boats

**OpCon 4 - Office Staff**

1. Finalize essential personnel list.
2. Determine a timeline for essential personnel to be able to leave campus, attend to their personal property and return to campus to complete preparations
3. Determine bed down space needs and options.
4. All Division Chiefs and office personnel will discuss their intended location should campus closing be necessary.
5. Director will communicate with personnel critical information, college preparations and updates to the Winter Storm Plan.
6. Contact the SCNG Readiness Center and Corp of Engineers regarding support needs – Resident Engineer.

**+48 hrs - OPCON 3**

**OpCon 3:** Stand-by (winter storm poses significant threat to South Carolina and/or the Low country).

1. Inspect all roof-mounted equipment - secure any loose panels, doors, hoods, etc. - HVAC and Zone Maintenance
2. 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.
3. Deliver and stage under cover Citadel owned generators - Electric Shop & Grounds
  - a. Public Safety - one 10k
  - b. Quarters 1 – two 10k
  - c. Greenhouse - one 6.5k
4. Secure rental equipment, trucks and gear.- Buildings Div Chief
5. Order fuel as needed.
6. Fuel and top off all grounds equipment and portable fuel containers. – Grounds
7. Remove any Citadel boats from the water.

**OpCon 3 - Office Staff**

1. Facilities and Engineering’s campus preparations in the event the campus is closed.
2. Finalize bed down space for essential personnel.
3. Ensure all shop personnel understand who is deemed “essential” and their role to the campus when the campus is closed. Those non-essential understand their roles for leaving campus, monitoring communications (and where to look) and returning to work.
4. Ensure all shops have copies of the latest call out phone lists and know how to find out information if the Citadel is closed about reporting back to work.
5. Notify campus residents of policy/procedure for preparing residences – Housing Coordinator

## +24 hrs - OPCON 2

### **OpCon 2:** Full Alert and Preparation (campus closing is imminent).

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 outdoor air louvers and secure – HVAC and Electric Shops.
3. Final campus inspection, cleanup and securing of items– Grounds with assistance of other shops.
4. Deliver of 5 5 gal buckets and 5 sand bags to each battalion main sallyport for cadets to sand their building
5. Staging of sand bags and deicing salt inside the Grounds shop for reuse
6. Stage 1 pickup truck with filled gas cans for gen sets in the wash rack open bay to prevent icing.
7. Staging battery powered lanterns plus spare batteries in the F&E conference room (minimum 1 lantern plus 2 sets of batteries per battalion)
8. Cone of areas around trees where threat of falling limbs or ice is likely. - Grounds
9. Staging of other equipment and supplies - chainsaws, plastic, tape, etc.- All shops.
10. Fuel all vehicles and portable fuel containers. Move vehicles to secure locations. Portable containers must be located in secure location and under cover .- Grounds and Motor Pool
11. Move to a secure location any valuable equipment, – All staff
12. Hazardous materials such as drums of oil, waste oil, and refrigerants must be relocated to more secure areas if damage is likely. – Motor Pool and HVAC shop.
13. Assign radios to essential and other critical personnel, reconfirm contact numbers and bed down locations.
14. All personnel will back-up their computer files a final time and cover computers with plastic bags.
15. 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.
16. Inspect campus for any water on roads, walkways steps etc. Repair if possible and pre sand as needed – all shops

### **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.
2. Notify campus residents of policy/procedure for preparing residences – Housing Coordinator

## +12 hrs - OPCON 1

### **OpCon 1: campus closing through to full return to work (campus open for normal operation)**

1. Inspection of campus (as conditions permit): Essential on-campus personnel only.
2. Removal of debris. Spreading sand and salt as needed. Assessing area that are icing or having snow accumulation.
3. Support any loss of heat or power outages as weather permits
4. Update list of Buildings, Grounds and Utilities personnel that are staying through the storm and their location on the campus – “ Essential Staff”
5. Maintain communication through assigned walkie-talkies to other critical personnel.
6. State pickup trucks will be issued to the Vice President for Facilities and Engineering, and designated Facilities and Engineering staff to utilize during the storm and recovery. – Motor Pool.
7. All non-essential personnel will evacuate the campus until campus opens for normal business.

**Recovery:**

Once the campus has been returned to normal operations and opens for normal business.

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 but who did not bed down on campus will return to campus as soon as possible (before the campus opens for normal operations. Access will be dependent on storm severity.
3. All other employees will make contact with the Facilities and Engineering office/shop head or division Chief and report their location, condition and availability to return. Monitor local news stations, the citadel web page for notices on when the campus will reopen
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**

Collection of data for insurance claims and FEMA – DSRs (see **Annex C**: “Disaster Reimbursement”)

## **Communications and Marketing Annex to Winter Storm Operations Plan**

### 1. GENERAL

a. Purpose. The purpose of this SOP is to establish procedures and guidelines for Communications and Marketing 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 Communications and Marketing

a. Serves as a member of the Crisis Management Plan.

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 Communication and Marketing, the President, or the President's successor in the chain of command.

**Communications and Marketing will continuously monitor the following sources of information regarding closings and delayed openings of county/state offices:**

1. South Carolina Educational Television and Radio.
2. SCEMD web site ([www.scemd.org](http://www.scemd.org))
3. Local commercial news media outlets.



## **Information Technology and Computing**

If and when departments authorize employees to evacuate/shut down campus due to a storm event:

1. turn-off your computer and turn-off your monitor.
2. turn-off any peripherals, such as printers and external drives.

The Citadel may lose power during a storm and surges can happen when power is restored. Unplugging your computer from the wall socket will protect your computing equipment from such surges.

Also, unplug the network cable going to your computer, your telephone, as well as any other networked device. Lightning can send voltage through these lines. If the wall outlet is inaccessible or hard to reach, unplug the power and network cables from the equipment itself. If located near a window, move your computing equipment to a more protected location or cover your computer with a plastic garbage bag in case water comes in.

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 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 Microsoft Office), just files that you have created. You should back up the data files on your hard disk to removable media, such as 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 disaster 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 an emergency. Other institutions have experienced theft of items such as personal computers under these circumstances. This can result in the loss of confidential information.

Any on-campus servers managed by ITS may be shut down before the storm 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.



## **Public Safety - 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

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 Associate Vice President for Facilities and Engineering (AVPFE).
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 weather emergency event:

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/recovery operations.

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.

**THE CITADEL - EMERGENCY CONTACT DIRECTORY**

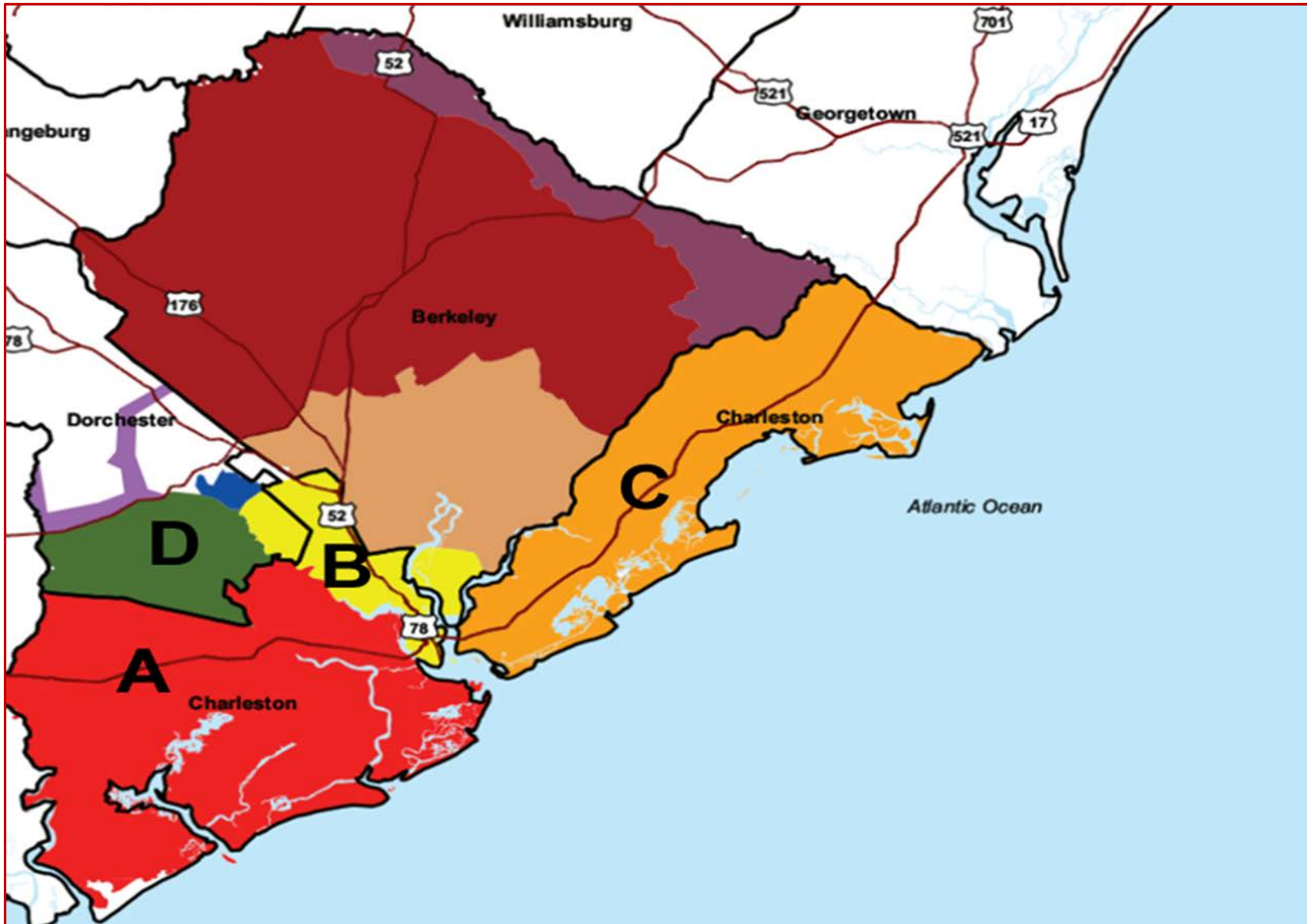
LOCATION	TELEPHONE NUMBER	LINE TYPE
EOC 1 - Facilities and Engineering	953-7023	Digital
EOC 2 - Facilities and Engineering	953-7024	Digital
EOC 3 - Facilities and Engineering	953-7025	Digital
EOC 4 - Facilities and Engineering (FAX)	953-7022	Analog – EOC Fax
EOC - Public Safety Office	S.C.Emerg Comm 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
Facilities and Engineering Conf Room	S.C. Emerg Comm Net	NOTE: Number assigned when activated.
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

**LOCAL EMD DIRECTORY**

COUNTY	DIRECTOR	24 HOUR PHONE #	EOC CENTER PHONE	ECO CENTER FAX
<b>Beaufort County EPD</b> P.O. Drawer 1228 2001 Duke Street Beaufort, SC	William Winn	(843) 524-2777	(843) 470-3100	(843) 470-3054
<b>Berkeley County EPD</b> 223 North Live Oak Drive Moncks Corner, SC 29461	Tom Smith	(843) 761-9000	(843) 719-4817 (843) 719-4800	(843) 719-4811
<b>Charleston County EPD</b> 4045 Bridgeview Dr Charleston, SC 29405-7464	Cathy Haynes	(843) 554-4700	<b>(843) 202-7400</b>	(843) 202-7408
<b>Colleton County EDP</b> 108 Simmons Street Walterboro, SC 29488	Suzanne Gant	(843) 549-5632	(843) 549-5632	(843) 549-2529
<b>Dorchester County Emer. Servs. Dept.</b> 212 Deming Way, Box 3 Summerville, SC 29483-4751	Ken Harrell	(843) 873-5111	(843) 832-0341	(843) 832-0343
<b>Georgetown County EPD</b> P. O. Drawer 1270 Georgetown, SC 29442	Lewis Dugan	(843) 546-5101	(843) 545-3273	(843) 546-4945
<b>Horry County Emergency Prep</b> 2560 N. Main Street, Suite 4 Conway, SC 29526-3718	Paul Whitten	(843) 248-1326	(843) 248-1225	(843) 248-1867
<b>S. C. Emergency Preparedness Division</b> 1429 Senate Street Columbia, SC 29201	1-800-811-8045	(803) 734-8020	<b>(803) 734-8062</b>	

FEDERAL AGENECIES	24 HOUR PHONE	PHONE	FAX
<b>USAF 628<sup>TH</sup> CES/CEX</b> 212 S. Graves Avenue Charleston AFB, SC 29404 –5020	296-0970	963-5340	963-5662
<b>USAF Readiness Flight</b> 315 <sup>th</sup> AW 212 S. Graves Avenue Charleston AFB, SC 29404-5020		963-5329	963-5338
<b>Joint-Base CHS Emergency Preparedness</b> 2316 Redbank Road, Suite 100 Goose Creek, SC 29445	963-1110 (Operator)	Air Base: 963-5333/5332 Weapons Station: 764-4333/7652	
<b>FAA/ATC Tower</b> 5775 South Aviation Avenue Charleston, SC 29406-6167	744-5006 (Tower)	747-5285	744-2235
<b>FEMA – Region IV</b> Federal Regional Center 402 S. Pinetree Blvd. Thomasville, GA 31792	(770) 220-5200 1-800-333-4846	(912) 225-4612 (229) 221-4622	(770) 220-5230
<b>National Transportation Safety Board (NTSB)</b> 60 Forsyth St., Suite 3m2s Atlanta, GA 30303-3104	1 404-562-1666		

### STATE EVACUATION ZONES – CENTRAL COASTAL REGION





## Charleston County Bridge Procedures During High Winds

Revised September 12, 2008

The Charleston County Emergency Operations Center (EOC) works closely with law enforcement officers to receive updates on wind speeds on the various bridges throughout the County during an emergency.

**The public can expect the following warnings during storms that produce high winds:**

### Condition Yellow: 30 mph sustained winds

- When the EOC receives reports from law enforcement officers that sustained wind speeds have reached 30 mph, the media will be asked to put out a message to the public that high profile vehicles will be advised not to use high span bridges (35 feet or higher), and the public should use extreme caution if they decide to travel over bridges.

High profile vehicles are:

- Box-type trucks similar to those operated by the United Parcel Service (UPS)
- Tractor trailers
- Motor homes
- Vehicles pulling travel trailers, box type trailers, large sail boats or other watercraft

### Condition Red: 40 mph sustained winds:

- When the EOC receives reports from law enforcement officers that sustained wind speeds have reached 40 mph, the media will be asked to put out a message to the public that high span bridges (35 feet or higher) are **unsafe for public travel**. At these wind speeds, law enforcement officers may not be present at bridges due to unsafe conditions. Anyone who drives over bridges against the advisory is doing so at their own risk.

In addition to the above advisories, the public is warned that no matter what the measured sustained wind speeds, there could be unexpected and dangerous wind gusts of higher speeds.

### High span bridges (35 feet high or higher) in Charleston County:

- **Arthur Ravenel, Jr. Bridge**  
Hwy 17 in both directions between Mt. Pleasant and downtown Charleston
- **Don Holt Bridge**  
I-526 over the Cooper River between North Charleston and Daniel Island
- **Cosgrove Bridge (the "North Bridge")**
- **Isle of Palms Connector**
- **James Island Connector**
- **Limehouse Bridge**
- **McKinley Washington Bridge (the "Edisto Bridge")**  
Hwy 174 over the Edisto River near Edisto Island
- **Stono Bridge (need to verify with DOT that this should be listed here)**  
Over Maybank Highway connecting James Island to Johns Island
- **Wando River Bridge**  
I-526 over the Wando River in Mt. Pleasant
- **Wappoo Bridge**
- **Westmoreland Bridge**  
I-526 over the Ashley River between North Charleston and West Ashley

### At 25 mph, draw bridges are locked down to boat traffic:

Draw bridges and swing bridges (bridges that can be mechanically opened to allow for tall boat traffic to pass through from the water) will be **locked down to boat traffic** when sustained winds reach 25 mph or greater.