

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, S.C. 29409

MEMORANDUM
NUMBER 2-16

9 February 2010

Annual Exercise Program for Safety, Security, & Public Safety

1. PURPOSE

This Memorandum announces The Citadel's Annual Exercise Program for Safety, Security & Public Safety.

2. REFERENCES:

- A. <http://www.bulldogalert.info/media/docs/20080617.Campus-ER-Plan-Master.pdf>
- B. <http://www.bulldogalert.info/citadel-hurricane-ops-plan.html>
- C. <http://www.bulldogalert.info/media/docs/20080617.emerg-reference-guide.pdf>
- D. http://www.citadel.edu/hr/orders/bomb_threat.pdf
- E. http://www.citadel.edu/hr/orders/safety_manual.pdf
- F. http://www.citadel.edu/hr/orders/ser_incid.pdf
- G. <http://www.citadel.edu/hr/orders/terror.pdf>

3. DEFINITIONS

- A. Tabletop Exercise: An exercise where a selected number of participants confer on a subject either in a room, at a location, on the phone, or on the internet in order to exercise a college plan or procedure without the involvement of other students, staff, or faculty.
- B. Command Post Exercise (CPX): An exercise that assembles a number of key representatives of multi-echelon elements to exercise a college plan or procedure.
- C. Siren Test: A monthly test of the campus siren alert device that occurs on the first working day of each month.
- D. BULLDOG Alert: A phone, text, and EMAIL alert that takes place at least once a month to all subscribed members of the BULLDOG Alert system.
- E. Fire drill: An on-the-ground test of the evacuation of a building, portion of the campus, or the entire campus. It requires the physical evacuation of the building as well as the execution of the necessary steps to secure the building if there were a fire.
- F. Outside Police Agencies: Representatives of law enforcement agencies outside of Citadel Public Safety.

4. POLICY

- A. The Citadel will conduct safety and training exercises according to the schedule attached hereto as Attachment A. This schedule will be reviewed annually, but is subject to change at any time. Therefore, all departments should review Attachment A regularly.
- B. All departments identified to participate in these exercises will provide the necessary resources, to include personnel, time, and materials to contribute to the successful conduct of the exercise.
- C. The attached exercise schedule will appear on the Senior Staff Calendar and will be integrated into the planning calendars of all identified participants.
- D. An After Action Review (AAR) will be conducted as a part of every exercise. A formal AAR document will be prepared and submitted through the Vice Presidents to the President for his information and follow on actions as directed. An essential part of every AAR conducted will be a written review of the governing plan, policy or memorandum for the exercise that was conducted.

5. COMPLIANCE

- A. All departments and individuals identified as participants in an exercise will participate unless excused by the President or the Director of Staff.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Director of Citadel Staff 8 February 2010

B. Responsible Department:

Director of The Citadel Staff

C. Responsible Official:

Director of The Citadel Staff

D. Cross References

None

6. RESCISSION

None

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, US Army, Retired
Director of The Citadel Staff

Attachments
Exercise Schedule