

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 2-106

24 JULY 2023

CAMPUS SAFETY EXERCISES, DRILLS, TESTS, AND COMMUNICATIONS

1. PURPOSE

The Citadel's goals for campus safety are to preclude death and injury, protection of campus assets, and, after an emergency or crisis, the rapid return to normal operations. Prior planning and preparation are facilitated by a robust Exercise Program.

Campus leadership, those directly involved with campus safety, and the campus community benefit from regular, prescribed exercises, training, and learning resources.

Campus Safety and Security Exercises are driven by statutory requirements, best practices, and experiences unique to The Citadel campus and environment. This Policy covers only Campus-wide requirements; other workplace or regulatory requirements are addressed at the Department level.

2. REFERENCES

- A. [The Citadel Emergency Response Plan](#)
- B. [The Citadel Severe Weather/Emergency Operations Plan](#)
- C. South Carolina Fire Code Chapter Four

3. DEFINITIONS

- A. Communications Test. The Citadel has audible (Siren and 'Big Voice') and electronic mass-communications ('Bulldog Alert') for emergency campus notifications. These are tested regularly.
- B. Exercise. Any activity involving campus leadership, safety personnel, and/or the campus community for practicing and/or educating participants.
- C. Fire Drill. Practice in evacuating buildings to familiarize occupants with exit routes and techniques used in case of fire. Periodicity of drills vary based on buildings used for instruction, the barracks, and other residences.
- D. Safety and Security Communications and Training. Public Safety will communicate safety reminders, offer safety presentations, and provide electronic training on safety and security topics to the campus on a regular basis. Messages to campus at the start of each semester shall highlight safety and security systems in place and highlight best practices.

4. POLICY

- A. The Citadel will conduct safety exercises, drills, and tests according to Attachment A, and utilize details in References as guides, or in the case of Fire Codes, requirements.
- B. Departments, in conjunction with assistance from Public Safety, shall provide personnel, access, and time for safety and security exercises.
- C. As applicable, Exercises and Training may include outside Law Enforcement and Public Safety agencies.
- D. The Chief of Public Safety shall maintain annual records of all Safety and Security Exercises, Fire Drills, and Training completed.

5. COMPLIANCE

All departments shall become familiar with the exercise schedule and encourage participation. Public Safety is always available for additional training or resources.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Chief of Staff 19 July 2023

B. Responsible Department:

The Citadel Department of Public Safety

C. Responsible Official:

Director of Environmental Health and Safety and Fire Marshall

D. Cross References:

None

7. RESCISSION

This Memorandum replaces Memo 2-016 and associated 'Annex A' of 9 February 2010.

8. REVIEW

Biennially, or with Fire Code change.

FOR THE PRESIDENT:

OFFICIAL

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WILLIAM A. LIND
CDR, USN (Ret)
Chief of Staff

Annex A, List and Schedule of Exercises and Safety Communications

**ANNEX A
LIST AND SCHEDULE OF EXERCISES, DRILLS, TESTS, AND COMMUNICATIONS**

<u>Locations/Participants</u>	<u>Timing</u>
Fire Drills; Barracks (Cadets and TACs)	2 x Semester First w/in 10 Days
Fire Drills, Assembly Buildings Deas, McAllister, Summerall Chapel, Daniel Library, Coward, Johnson Hagood, Alumni Center (Employees)	Quarterly
Fire Drills, Academic and Administrative Buildings Hollings managed by Army Corps of Engineers (Employees)	Annually
Active Shooter/Campus Threat Exercise Coordinated w/Outside Agencies (Employees)	Late August
Active Shooter Training Meeting Coordinated w/Outside Agencies (Faculty)	August Faculty
Active Shooter Training (Corps) Briefs	August/September ICW Reconstitution
Severe Weather/Campus Emergency Exercise Senior Staff and Department Leadership Follow Up Brief to President	July/August
Hurricane Exercises/Training w/County and State EOCs (PSAF Representatives)	As Scheduled
Active Shooter Online Training	Available all times
Bomb/Suspicious Package Exercise, w/Outside Agencies (PSAF)	Annually
Siren/'Big Voice' Audio Warning Test	Monthly
Bulldog Alert Electronic Communications Test	September/January
Campus Messages on Safety and Security	September/January Or as required