Reviewed: August 2020

HURRICANE OPERATIONS PLAN

QUICK REFERENCE GUIDE

Summary of Operational Conditions and Response Actions

Prepared by:

H. David Orr

Director of Environmental Health &d Safety

The Citadel

Department of Facilities and Engineering

(843) 953-4816

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 (3 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's Director, in coordination with the State Emergency Preparedness Director and/or the Governor's Office.

Baseline: Response plan activated 5-7 days 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 2 thru 1 identify action required prior to the impact of gale-force winds or other potentially dangerous conditions.

OPCON 3 represents normal, day-to-day operations

Hurricane 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 3

County EOC Action:

- **OPCON 3** - Normal Operations/Ready State
  - Day to Day Operations.
  - All storms and significant incidents are tracked and monitored.
  - Routine watch and warning activities.
  - Coordinate and conduct prevention and preparedness activities.

Citadel's Response:

Upon receipt of a National Weather Service advisory indicating a potential threat to the South Carolina coast within the **next 5-7 days** The Citadel standup the CMT and begin monitoring potential storm.

A soon as possible, the Crisis Management Team (CMT) meets in Bond 110 Executive Conference Room (ECR) (Bond 514 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:

- Environmental Health & Safety Officer establishes liaison with Charleston County EOC.
- Telecommunications installs/checks communication lines/handsets in EOC, Alternate, and Crisis Management Team (CMT) Chamber
- 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.
- 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.
- Facilities & Engineering 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.
- Inspection of campus for unusual or difficult items that will require removal or special considerations for securing - make arrangements.
- Executive Staff forwards updated departmental notification rosters to the EOC.
- Class, activity, and athletic schedules and venue rentals assessed in preparation for possible modifications.
- Preliminary Guidance published to Faculty, Staff, and Students.

OPCON 2

County EOC Action:

- **OPCON 2** - Disaster or emergency situation likely or imminent
  - Partial or Full activation of the Charleston County Emergency Operations Center.
  - Implementation of the Charleston County Emergency Operations Plan.

Citadel's Response: Upon receipt of a National Weather Service advisory indicating a potential threat to the South Carolina coast within the next **96 – 120 hours or** the county EOC moves to OPCON 2 (whichever comes first), The Citadel will move to OPCON 2.

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

- The Crisis Management Team (CMT) meets to discuss the college's state of readiness and the potential for Voluntary or Mandatory Evacuation. The campus EOC begins limited activation.
- 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 (**Appendix 2 to Annex D** of Hurricane Operations Plan).
- Regimental Staff ensures accomplishment of required coordination with campus activities (Mess Hall, Facilities & Engineering, and Infirmary).
- Corps of Cadets turns-in rifles no later than 48 hours from landfall.
- Regimental Operations Officer establishes a 24 hr. phone watch to facilitate the passing of current storm information to the Corps of Cadets.
- Begin shutdown of non-essential buildings or systems.
- 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.
- Relocate, elevate, cover or otherwise protect college vehicles, boats, valuable equipment, supplies and records.
- Cancel classes and modify other on and off-campus activity schedules, as appropriate.
- Citadel emergency communications web site operational providing faculty, staff, students, parents with critical information (www.bulldogalert.info).
- All activities finalize procurement of emergency equipment and/or supplies.
- Department Heads provide time for personnel to take care of personal needs.

OPCON 1

County EOC Action:

- **OPCON 1** - Disaster or Emergency Situation in Effect
  - Full activation of the Charleston County Emergency Operations Center.
  - Highest state of emergency operations.

- 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 certain areas of Charleston County.

- *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 an evacuation order at the time OPCON 2 is declared.*

Citadel's Response: Upon receipt of a National Weather Service advisory indicating a potential threat to the South Carolina coast within the next **0 – 96 hours or the county EOC moves to OPCON 1** (whichever comes first), The Citadel will move to OPCON 1.

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

- The Crisis Management Team (CMT) meets within 2 hrs. of upgrade to OPCON 1.
- The Citadel EOC will move to full activation with support provided as outlined in **Annex A** to facilitate 24 hr. operation.
- The Corps of Cadets is restricted to campus and prepared to execute action outlined in **Annex D**.
- 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:

- 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.
- Those campus activities which provide critical support to the Corps of Cadets will prepare to execute associated duties as outlined in **Annex C**
- Last minute guidance and direction published for dissemination to campus personnel, students, parents and others with an interest.

OPCON 1

(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.*

- Commandant prescribes departure uniform for Corps of Cadets.
- Last minute guidance and direction published for dissemination to campus personnel, students, parents and others with an interest.
- Upon order of the President, The Corps of Cadets is released by battalion.
- 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.
- Release of non-essential faculty & staff and secure campus gates

EMERGENCY CONTACT DIRECTORY

LOCATION	TELEPHONE NUMBER	LINE TYPE
EOC 1 – Facilities & Eng. Conf. Rm	953-7024	Digital
EOC 2 – Facilities & Eng. Conf. Rm	953-7025	Digital
EOC 3 – Facilities & Eng. Conf. Rm	953-7026	Digital
Alternate EOC 1 (Grimsley Hall)	953-7027	Digital – Alt. EOC – Copeland Auditorium
Alternate EOC 2 (Grimsley Hall)	953-7028	Digital – Alt. EOC – Copeland Auditorium
Citadel Public Safety	727-2095	Analog
Bond Hall -514	953-4887	Analog
Bond Hall - President's Office	953-6805	Digital
Bond Hall – Executive Conf. Room	953-6805	Digital
Bond Hall – Executive Conf Room	727-8213	Analog

EMERGENCY CONTACT DIRECTORY – (PAGE 2)

Listing	Department	Office	Cell	Home
SODEXO	Food Services	953-8274		
Barton, LTC Pamela	Asst. Commandant	953-6928	813-9670	216-0511
Turner, Chief Michael	Public Safety Director	953-5145	609-8165	
Capell, Dr. Carey	Medical Representative (Infirmary)	953-6848	377-5088	434-0487 (beeper)
Schonfeld, Leah	Assistant VP Human Resources	953-6961	(864) 903-1332	
IT Help Desk	Help Desk	800-922-1367		
Reid, Kevin	Assistant VP Auxiliary Services	953-6950		
Mackey, Jeremy	Director, Auxiliary Services	953-7183		
Charleston, City of	Storm Water Service	724-7367		
	Streets and Sidewalks	724-7366		
	Emergency Management	720-2482	408-5305	973-7219
Charleston, County of	Public Works	202-7600		
	Administrator's Office	958-4000		
	Emergency Management	202-7400		
College of Charleston		805-5507		
Charleston Water System		727-6800		
Conlon, Celeste	Medical Representative (Infirmary)	953-0853	425-2332	766-0820
"DAWG" Line (Citadel)	Communications & Marketing	953-3294 (953-DAWG) 1-800-868-3294 (DAWG)		
Dept. of Natural Resources	Columbia Office	(803) 734-3833		
Public Safety Office	Citadel Campus	953-5114		

EMERGENCY CONTACT DIRECTORY (PAGE 3)

Listing	Department	OFFICE	CELL	HOME
O'Leary, Col Paul	Commandant COS	953-0253	813-9670	
Logan, Ward	Finance	953-5256	367-8435	
Dille, Kathleen	Resident Architect	953-6876		
Molina, Joe	Director of Religion (Chaplain)	953-6841	904-422-6419	
Highway Patrol (24 hour)	Charleston Office	953-6010		
Selden, Sally BG	Provost	953-5101		
Lind, CDR William	Executive Asst. to President	953-5011	757-574-5463	
Dorrian, John D. Col	VP for Communications & Marketing	953-6965		
Herron, Kyle	Chief Information Officer	953-9888	803-609-9847	
Philipkosky, Col Tom	Sr. VP for Ops & Admin.	953-6907	817-4795	
Red Cross	Charleston Office	764-2323		
Walters, Gen Glenn	President	953-5024		
Capaccio, Michael	Director of Athletics	953-5240	910-297-6696	
Yagle, SgtMaj Andrew	Commandant's Office	953-1855	469-7579	
Dominion Energy	Local Agency	888-333-4465		
Paluso, CAPT Eugene	Commandant of Cadets	953-6930	371-6284	
Easterby, Glenn	Deputy Director of F&E Operations	953-7062	735-2132	
Brechtel, Scott	Procurement	953-6861		
Lamberson, CAPT Jeffrey	VP for Facilities and Engineering	953-7962	212-6995	
Orr, H. David	Director EHS & Emergency Manager	953-4816	906-3492	
Soares, Jesse P.	Manager EHS & Fire Safety	953-6945		

CRISIS MANAGEMENT TEAM:

President

Provost

Senior Vice President for Operations and Administration

Commandant of Cadets

Vice President for Finance and Business

Vice President for Facilities and Engineering

Vice President for Communication and Marketing

Director of Athletics

Vice President for Institutional Advancement

General Counsel

Executive Assistant to the President

Chief of Public Safety

Other Support Personnel (as required)