

THE WHITE BOOK

CHAPTER 8

Emergencies and Severe Weather

Section 2

Fire Safety

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Position: Commandant's Department Sergeant Major

- I. **Organization.** The Commandant Department Sergeant Major has Commandant Department responsibility for, in conjunction with Facilities & Engineering, maintaining the department fire safety policy.
- II. **Functions.** This policy uses The Citadel Fire and Emergency Action Plan <http://www.citadel.edu/root/ehs-health-safety-programs/297-ofe/ehs/23011-fire-and-emergency-action-plan> and Citadel Memo 6-3 Fire and Life Safety Equipment Tampering Policy <http://www.citadel.edu/root/images/policies/fire-and-life-safety-equipment-tampering-policy.pdf> to proscribe procedures for:
 - A. **How to prevent a fire in the barracks.**
 - B. **How to respond to a fire in the barracks.**
- III. **Procedures:**
 - A. **How to prevent a fire in the barracks.**
 1. No smoking or open flames are allowed in the barracks. Open flames include lighting candles, incense, shoe polish, nail polish remover, etc. Special instructions for Thanksgiving cigars will be disseminated by the Regimental Commander and will include being only permitted on the quad and other fire safety procedures.
 2. The electrical wiring in rooms and on galleries or elsewhere must not be altered or tampered with by cadets. Electric attachments and light bulbs of higher power than those issued by the custodian must not be used. The sixty-watt bulb is the highest wattage authorized for shaving lamps.
 3. Only Physical Plant personnel may make electrical repairs in the barracks.
 4. Tampering with or damaging Fire Safety Equipment (i.e., pulling fire alarm, spraying fire extinguishers, etc.) is prohibited. The Battalion Provost Marshall will inspect the tags on the fire extinguishers on a monthly basis and report non-compliant extinguishers to the Battalion TAC.
 5. No electrical appliances designed to prepare food (other than coffee makers) or refrigerators (without approval from the Infirmary) are allowed in cadet rooms.
 6. Extension cord use must be limited. Any extension cord used in lieu of permanent wiring must have built-in surge protection. Extension cords will not be plugged into each other (daisy chained). All surge protectors will be plugged directly into an outlet.

7. Ensure all outlets have enough clearance around them to prevent plugs from being compressed between outlets and other objects (furnishings).
8. No cords (electrical, communication) of any kind shall stretch across any walkway.
9. The Regimental Commander will distribute safety procedures for Christmas decorations.
10. The Commandant Department Sergeant Major, in conjunction with Facilities & Engineering, will schedule four fire drills annually. Typically two drills during the Fall semester, one in the Spring semester and one drill during the time that CSI occupies the barracks.

B. How to respond to a fire in the barracks.

1. Actions of Leaders (during duty hours):

- The BN TAC will immediately:
 - Notify the guard to sound the alarm and call PSAF, unlock and fully open all gates, pull the dumpster out of the sally port and onto the quad, notify the Commandant's Department.
 - Numbers for PSAF are (843) 953-5114 or 811 (from the Citadel VOIP phone). 911 from any phone will get the Charleston 911 emergency call center.
 - Use the PA system in the affected barracks is highly recommended, especially in Stevens Barracks.
 - Report accountability and status of facility evacuation to on-scene first responders (Citadel PSAF, Citadel EHS staff, Local Fire Department)
 - Report to the center of the quad where they will be joined by all Company TACs and the TAC NCO, the Battalion Commander, the Battalion Provost, the Battalion Operations Officer and the Battalion CSM.
 - Instruct each Company TAC to report to his company area and supervise evacuation
 - Instruct the TAC NCO and Battalion CSM to lead evacuating cadets to the battalion assembly area and establish accountability
 - Instruct the Battalion Provost to remain with him on the quad to assist with command and control while maintaining communication via radio with the Bn Operations Officer.
- The BN TAC NCO will:
 - Report to the center of the quad and receive instructions from the BN TAC
 - On order, with the BN CSM lead evacuating cadets to the battalion assembly area and establish accountability
 - Report accountability to the Commandant Department Sergeant Major
- Battalion Commander
 - Meet the BN TAC at the center of the quad and then immediately depart the barracks and move to the assembly area to establish accountability with the Company Commanders and Bn Operations Officer (w/radio).
- Battalion Operations Officer
 - Meet the BN TAC at the center of the quad and then immediately depart the barracks and move to the assembly area to establish accountability with the Company Commanders
 - Maintain radio communication with the Bn Provost
- Battalion Provost
 - Maintain communication with the Bn Operations Officer

- Oversee the proper and thorough execution of the evacuation plan as prescribed.
- Plan to be one of the last cadets to leave the barracks in the case of a real emergency
- Battalion CSM
 - Meet the BN TAC at the center of the quad and receive and follow on instructions
 - On order, assist the BN TAC in leading evacuating cadets to the assembly area and establishing accountability
- Company TACs
 - Report to the center of the quad and receive instructions from the BN TAC
 - On order, ensure the safe evacuation of the company
- Company Commanders
 - Notify each division inspector or previously appointed designee to evacuate their division
 - Receive and follow instructions from the Company TAC
 - Depart the barracks and move to the assembly area to establish accountability of the Company
- Company 1SGs
 - Notify each division inspector or previously appointed designee to evacuate their division
 - On order, lead evacuating cadets to the assembly area and establish accountability with the Company Commander

2. Actions of leaders (during non-duty hours)

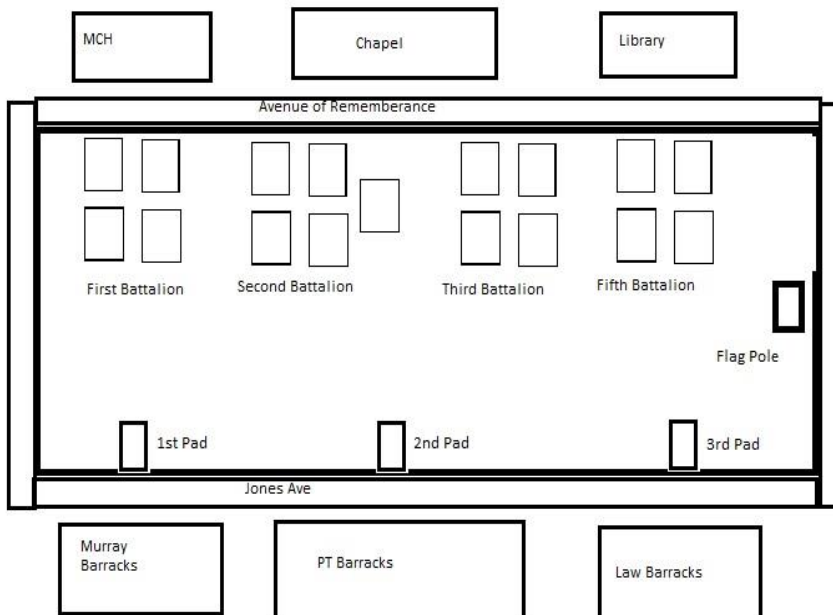
- The Night OC will perform the duties assigned to the BN TAC and cadets will perform their duties as prescribed during duty hours
- The Night OC will also notify the CoC who will report to the barracks and assist with the evacuation. If necessary, the CoC will call on Night OCs from unaffected barracks to report to the emergency location to assist.
- In the absence of a guard team the Night OC will first sound the alarm and then call PSAF, unlock and fully open all gates, pull the dumpster out of the sally port and onto the quad. The Night OC should immediately seek assistance from the very first cadets that arrive on the quad.

3. Actions of Individuals:

- If you observe a fire in the barracks:
 - Immediately sound the alarm by multiple means, including:
 - Yelling “fire” and banging on doors
 - Pulling the fire alarm
 - Having the guard make a PA announcement
 - Calling Citadel Public Safety at 843-953-5114 and 911
 - Personally notifying the TAC or Night OC
 - Do not attempt to fight the fire unless it is extremely small and isolated, and it is safe to do so

- If you receive notification of a fire:
 - Immediately exit the barracks area by the most direct means available and report to your battalion assembly area (Knobs will also immediately exit without regard to uniform or quad restrictions)
 - Room doors will be left open and lights will remain on
 - Close the door to any room affected by fire. This will help to compartmentalize the building and reduce fire/smoke from spreading.
 - Use the stairwell rather than the elevator
 - If safe to do so, bang on doors as you exit to notify occupants of the fire
 - Before opening any doors, feel the metal knob. If it is hot, don't open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and do not enter.
 - If you encounter heavy smoke, crawl through it
 - Battalion Assembly Areas are:
 - 1st BN Summerall Field
 - 2nd BN Summerall Field
 - 3rd BN Summerall Field
 - 4th BN Tennis Courts
 - 5th BN Summerall Field
 See diagram for exact location on Summerall Field

Muster Areas for Emergency Evacuation



- If you are trapped:
 - If you are in your room, keep the door closed. Seal cracks and vents. If there's no smoke outside, open the windows from the top to let out the heat and smoke, and from the bottom to let in fresh air.
 - Signal for help by hanging an object at the window (a bed sheet, jacket, shirt) to attract the fire department's attention. Call the fire department or a friend, and report that you are trapped. Be sure to give your room number and location.
 - If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows, if safe, wave something at the window and shout or phone for help.
 - Do not jump unless it is absolutely necessary to do so. Wait for the fire department to rescue you.