

THE WHITE BOOK

CHAPTER 8

Emergencies and Severe Weather

SECTION 3

Hurricane Preparedness

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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 Vice President of Operations and the Crisis Management Team, maintaining the department hurricane response policy.

- II. **Functions.** This policy uses Citadel Hurricane Operations Plan at <http://www.bulldogalert.info/root/images/hurricane-operations-quick-guide.pdf> <http://www.bulldogalert.info/root/images/hurricane-operations-plan.pdf> (in particular Annex D) to proscribe procedures for
 - A. How to complete the “Cadet Emergency Evacuation Roster” (commonly called the “Hurricane Roster”)
 - B. How to implement specific requirements in Appendix D, Section 2 (Shelter-in-Place/Evacuation) of the Citadel Hurricane Operations Plan.

- III. **Procedures:**
 - A. **How to complete the “Cadet Emergency Evacuation Roster” (commonly called the “Hurricane Roster”)**
 - i. Preparation. Battalion TACs will have initial rosters completed by company and submitted to the Commandant’s Department Sergeant Major within ten days of Reconstitution. Cadet chain of command responsibility for completing the rosters lies with 1SGs and CSMs.
 - ii. Format
 - a. Rosters will be completed in the following format:

C STATUS	CWID	NAME	CLASS	EVACUATION DESTINATION	EVAC DRIVER	PHONE

- b. “Evacuation Destination” will be a complete street address, city, and state.
- c. “Evacuation Driver” must be listed by name or stated as “self.”

- d. "Phone" is the number through which the cadet can be reached during the evacuation.

B. How to implement specific requirements in Appendix D, Section 2 (Shelter-in-Place/Evacuation) of the Citadel Hurricane Operations Plan.

- i. Evacuation
 - a. Cadets will ensure that all doors and windows are closed and secured prior to departure.
 - b. Fuel tank of the evacuation vehicle should be filled prior to departure.
 - c. Cadet vehicles remaining behind should be moved to areas on campus not prone to flooding.
 - d. Commanders will ensure that rooms are configured in departure order:
Trash emptied, Food removed, Windows and doors closed and secured
 - e. Turn in Rifles to the Armory on order by the Commandant's Operation section.
 - f. Cadets will be released IAW instructions from the Commandant's Department once an evacuation has been declared
- ii. Shelter in Place
 - a. BN TACs have overall responsibility for preparing their barracks IAW Appendix D, Section 2 requirements
 - b. Cadet chain of command responsibilities are:
 1. Update Hurricane Rosters: CSMs and 1SGs.
 2. Move all moveable items on the galleries into rooms (e. g., trash cans and guard desks): Supply Officers and NCOs.
 3. Move bicycles into cadet rooms: Provost Marshals.
 4. Move personal computer hardware to the second division: Individual cadets, supervised by squad leaders.
 5. Rifles will be turned in prior to the hurricane making landfall should a need arise for an emergency evacuation: XO's, assisted by Supply Sergeants and Armorers.
 6. Cadets should always be prepared for an evacuation decision as a hurricane approaches; i.e., evacuation vehicle filled with fuel, evacuation bag packed, call someone at your evacuation destination, make contact with other cadets that will ride with you.
 7. Cadet will be restricted to the barracks as the hurricane approaches landfall.
 8. Once restricted to the barracks, cadets remain inside a room as the storm passes.
 9. All windows, doors, and transoms shall be closed and secured.
 10. Accountability remains extremely important. Keep your chain of command notified as to your location at all times.