

Appendix E

EMERGENCY SITUATIONS AND PROTOCOLS

1. **Purpose.** During emergencies, it is the mission of the guard team to ensure the safety of the Corps of Cadets. Through guidance and an understanding of the Emergency Protocols, the guard team ensures the Corps of Cadets understands the gravity of the situation at hand and understand where they need to go and what they need to do. The guard team, when necessary, ensures all cadets evacuate barracks in a timely manner. The guard team first places priority in completely evacuating the barracks and then on ensuring that emergency vehicles are able to respond.

2. **Protocol.** Emergency situations can take many forms and no two are always alike. Although several specific types of situations will be addressed in this SOP, the following procedures are a general guideline that addresses common procedures that would occur in many emergencies.

3. **Procedures (Specific):**

a. **Fire.** In the event of a fire, the following procedures should be taken:

(1) If not already sounding, pull the fire alarm.

(2) Call Public Safety (953-5114) to inform them of the emergency.

(3) Make announcement over the barracks intercom to evacuate the barracks immediately. Remind cadets to leave doors open and lights on when they depart their room.

(4) Unlock/open all sally port gates.

(5) Push dumpster inside of the barracks.

(6) Once all rooms have been cleared, guard personnel will position themselves in each sally port to ensure no one reenters the barracks before emergency personnel deem it safe.

(7) If during accountability of personnel, a cadet was missing, go to their room and verify that SNC is not in his/her room. If the cadet is still unable to be located then inform the TAC Officer, OC, or COC, if after normal working hours.

(8) Once emergency personnel have deemed the barracks safe, communicate this to the emergency evacuation area and instruct cadets that the emergency is now over and they may re-enter the barracks.

(9) Instruct Company Supply Sergeants and/or First Sergeants to report to the Guard Room to input accountability into the Cadet Accountability System.

(10) Push dumpster into the sally port or outside of the barracks.

(11) Close/lock all sally port gates.

b. **Active Shooter.** In the event of an Active Shooter, the following procedures should be taken by the guard team:

(1) Make an announcement over the barracks intercom informing cadets of the situation, last known location, and description of the suspect, if known.

(2) All cadets on guard will lock all sally port gates and will barricade themselves inside the Guard Room.

(a) One cadet should have the microphone and continue to make announcements.

(b) One cadet should have a cell phone in order to call Public Safety (953-5114) and inform them of the situation.

(c) One Cadet should attempt to reach the COC, if after hours, via cell phone (814-4677).

(d) Announcements for an Active Shooter should be:

“Attention inside and outside the barracks, there are reports of an active shooter on post. The last known location was (Insert Information Here). All cadets need to move to a safe location, preferably a lockable room. All shades should be pulled down and doors and windows secured. Cadets are to remain at these locations until an announcement or electronic notification specifies otherwise.”

(e) Cadets on guard should remain in the Guard Room while continuously making announcements until instructed to do otherwise by emergency responders or a member of the Commandant’s Staff that the cadet knows. Cadets should be prepared to unlock the sally port gate for any official requiring entry.

c. **Natural Disasters.** In the event of a natural disaster, the following procedures should be taken by the guard team:

(1) The guard team will make an announcement informing cadets that (Insert Natural Disaster) has taken place and the following procedures should be taken.

(2) Cadets should remain in their rooms.

(3) Cadets should stay away from windows and open doorways.

(4) The guard team will contact the COC, if after hours, and inform them of the situation.

(5) Based on the COCs discretion, the barracks may be evacuated. If the barracks is evacuated, the guard team will employ the procedures outlined in Procedures (Specific): Fire, on page one of this appendix.

d. Major Disturbance in Barracks. In the event of a major disturbance in the barracks (i.e. attack on a cadet, burning of turkey in the barracks, etc.), the following procedures should be taken by the guard team:

- (1) If an event is suspected or likely, inform a TAC Officer or OC/COC, if after normal working hours.
- (2) Gather as much information as possible regarding the disturbance.
- (3) Question cadets at the scene of the disturbance.
- (4) Notify cadet leadership, both Company and Battalion that a disturbance has or may take place.
- (5) During the disturbance:
 - (a) If not already on, turn all quadrangle lights on.
 - (b) Send members of the guard team to patrol areas where the disturbance is likely to take place. Guard team members will move in “buddy teams” at all times.
 - (c) If necessary, call Public Safety (953-5114). Do so in extreme cases where it does not seem that the situation will work itself out.
 - (d) Isolate the disturbance (i.e. confine cadet(s) to a room, the guard room, etc.), if possible.

e. Intoxicated or Impaired Cadet(s) on Campus

- (1) If a cadet demonstrates erratic behavior, or appears to be intoxicated or lacking self-control, he/she will be escorted by a member of the guard team, a responsible company representative (Cadet Officer or Human Affairs member, if available), or a Night OC, or COC to the Infirmary staff for evaluation.
- (2) The following information should be obtained by the OG, and logged into the OG’s journal prior to the impaired cadet departing the barracks.
 - (a) Cadet’s name
 - (b) CWID
 - (c) Company
 - (d) A short description of the event
 - (e) If after hours, the COC shall be notified ASAP.
- (3) If through the Infirmary’s medical evaluation, the cadet is deemed “intoxicated”, but NOT combative, or a risk to self or others, he or she is allowed to return to the barracks. An escort, or member of the guard team will take the cadet back to their room. The guard team (if

still on duty) will do its best to monitor the cadet's room to ensure that the cadet does not exit onto the galleries for any reason other than to visit the latrine from that point forward.

(4) If the cadets condition changes and he/she does appear to be a "risk to self or others," Public Safety and Infirmary personnel shall be notified for support. If the cadet is deemed "combative," or "intoxicated" enough to be a risk to self or others, he or she will be held for appropriate disposition by the Infirmary staff and possible transport to a local hospital.

4. Points to Remember

- a. Stay calm
- b. Avoid physical confrontations
- c. Coordinate with the TAC Officer, OC or COC, if after normal working hours.
- d. Involve the Company Chain of Command when available

5. Important Phone Numbers

- Commandant's Officer in Charge (COC):
Duty Hut: 953-6439
COC Cell: 814-4677
- Public Safety: 953-5114
- Infirmary: 953-6847
- Officer of the Day (OD): 425-3420
- Junior Officer of the Day (JOD): 425-3992
- Lesesne Gate: 953-5117
- Hagood Gate: 953-6901
- Command Sergeant Major:
Office: 953-1855
Cell: 843-469-7579