

ANNEX D (COMMANDANT'S OFFICE)

1. **SITUATION.** This annex describes the provision of the commandant's office support to THE CITADEL's OPLAN for an avian or other flu pandemic.

2. **MISSION.** The commandant's staff will work with the Campus Physician in monitoring the health of cadets and will implement and enforce infection control policies as required. The staff will ensure the safe and orderly clearing of barracks upon receiving the order to evacuate and will coordinate housing for cadets who cannot or are unable to evacuate to either their home of record or another alternate location.

3. **EXECUTION.**

a. **Concept of Operations.**

Level I (Pre-illness). The Commandant's staff priority will be to monitor the health of cadets. Staff members and tactical officers will identify cadets (during formations, inspections, etc.) exhibiting flu-like symptoms and immediately send them to the Campus Physician.

Level II (Illness identified in Charleston County).

1. During this phase, priority will be placed upon restricting cadets to Campus to minimize the chance of spreading the infection onto school grounds.

a. The commandant's office will hold a mandatory corps-wide formation to discuss the flu. Items to be discussed include:

1. Overview of the avian flu
2. The extent to which the flu has spread and the threat it poses to the Corps
3. Steps the Corps is to take to minimize risk

b. Formations will be mandatory for all cadets. No leave will be authorized to provide a chance for cadet leaders and staff members to quickly identify individuals with flu-like symptoms.

c. Two status checks will be randomly run between 2301 and 2259. Cadets must report/account themselves if they are off Campus during this time.

d. Taps, as always, will serve as a third status check.

e. Staff members will coordinate the establishment of a delivery service for cadets with the Chaplains Office and Cadet Activities. This service will pick up essential items that the bookstore does not carry.

f. Cadets will no longer be authorized to receive visitors, with the exception of family members visiting Campus for the purpose of evacuating a cadet. Cadets will not be allowed to order food from off Campus.

g. Organized physical activity, club sports, and personal workouts, will be cancelled.

2. Accountability is another priority during the second phase.
 - a. The Assistant Commandant will maintain an updated database of cadets who have evacuated Campus in response to the flu.
 - b. AWOL accountability formations. The reg staff and guard team will identify and ascertain the whereabouts of all missing cadets.
3. Rooms will be inspected on a daily basis to ensure occupants are complying with infection control policies as prescribed by the Campus Physician.
4. Cadets will be required to obtain soap and hand sanitizer (Purell) at their own expense.

Level III (Flu on THE CITADEL).

1. During this phase, Commandant Staff efforts outlined in 3a(ii) will continue. Cadets will be authorized to depart Campus to return to their home of record without taking days or weekends with the following provisions.
 - a. Departing cadets may not return to THE CITADEL until the Campus is reopened to outside visitors.
 - b. Cadets must coordinate their absence with their instructors. Permission to leave THE CITADEL does not imply that cadets are not responsible for fulfilling their academic obligations.
 - c. Cadets must inform the Commandant's Staff of their intended destination and contact information.
2. Accurate accountability will remain an area of focus. The Assistant Commandant S-1 will keep an updated database of cadets who have departed Campus, are in the Infirmary, are being quarantined on Campus, or remain in barracks.
3. Each cadet will be tasked with identifying where they will go if the corps of cadets is ordered to evacuate. This information, along with contact information, will be submitted to the Assistant Commandant S-1. Cadets unable to evacuate will submit a "Request for Emergency Housing" form to the Assistant Commandant S-1. These cadets will continue to seek an evacuation location until one is determined.
4. The Deputy Commandant will create a barracks supervisor plan to be implemented during Phase IV.
5. The Cadet-in-Charge of the medically trained cadets will report to the Campus physician to assist in the development of a duty schedule. The CIC will disseminate this duty schedule to the entire cadet medical staff.

Level IV (Infirmery Capacity Exceeded).

1. On command, the Commandant's Staff will issue the evacuation order to the corps of cadets.
 - a. Staff members and tactical officers will follow the Evacuation SOP and inspect each room prior to the occupants being cleared to depart.
 - b. The Commandant's Staff will coordinate the cleaning of barracks with Physical Plant. This will help to minimize the spread of disease following the upheaval of the evacuation.
2. The Assistant Commandant will create an accountability database indicating the location of all cadets.
3. Cadets remaining behind will be assigned a room .
4. The barracks supervisor plan will be implemented. Staff members and tactical officers will be assigned as Officers-in-Charge on a rotating basis. These individuals will oversee barracks. They will send any cadet exhibiting flu symptoms to the Campus Infirmery and they will quarantine the cadet's roommates.
5. Cadets remaining behind will continue to seek, with faculty and staff assistance, an evacuation location outside of THE CITADEL. These cadets will be required to depart Campus once an evacuation location has been determined.

Level V (Campus illness)

1. The Commandant's Staff will work with PPLT to ensure barracks is ready for the corps of cadets to return.
2. Non-evacuating cadets will return to their assigned rooms. The Non-evacuating cadets will comprise the on-duty guard team for when the corps returns.
3. Once cadets return to Campus, the Commandant's staff will execute a normal training schedule immediately.
 - a. The blue book will immediately be in effect.
 - b. A morning inspection will be held the morning after the corps returns to ensure cadets are within standards.
4. The Commandant's staff and tactical officers will follow all Level 1 procedures.
5. The Campus physician must clear all individuals who had the flu prior to their return to Campus.

