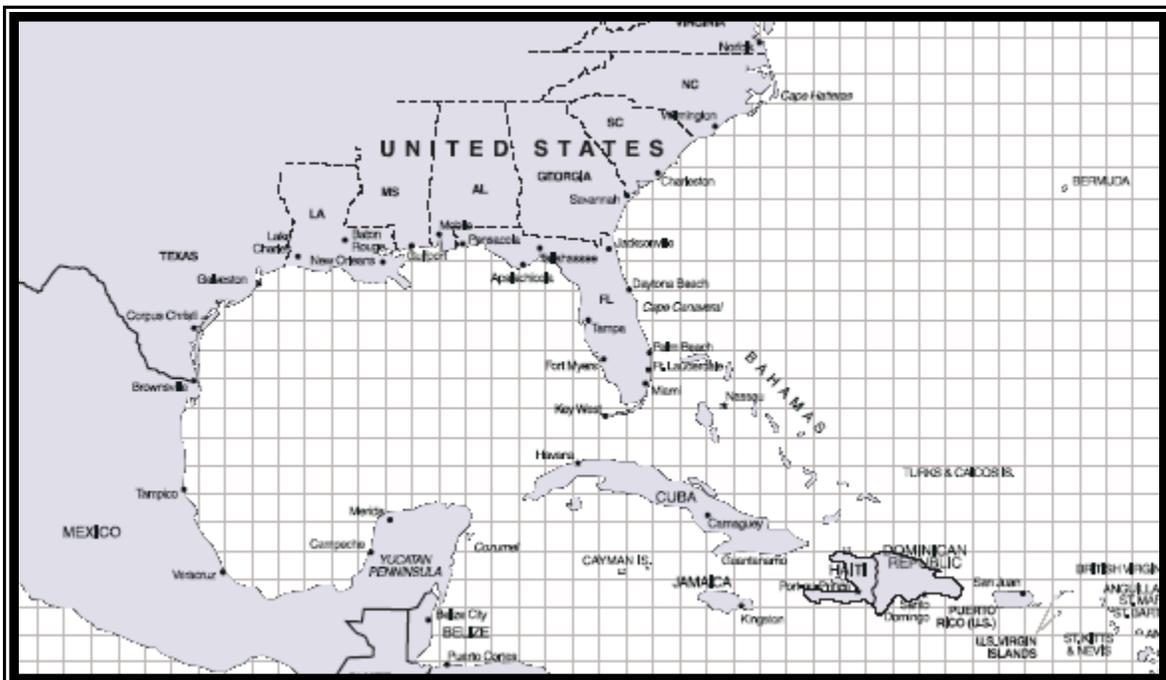




HURRICANE OPERATIONS PLAN



THE CITADEL



**171 Moultrie Street
Charleston, SC 29409**

Hurricane Operations & Response Plan (OPLAN)

Current Revision June 2022

References:

- a. The Citadel Emergency Response Plan
<https://go.citadel.edu/bulldogalert/wp-content/uploads/sites/42/campus-er-plan.pdf>
- b. South Carolina Emergency Operations Plan
<https://www.scemd.org/em-professionals/plans/emergency-operations-plan/>
- c. Emergency Operations Plan, Charleston County EMD.
<https://www.charlestoncounty.org/departments/emergency-management/files/EOP.pdf>

Hurricane Operations Plan (OPLAN)

Task Organization: See Annex A.

President's Intent: Preclude loss of life; minimize damage to property, equipment, utility systems and facilities; return to normal operations.

1. Situation:
 - a. Prepare for operations during a hurricane.
 - b. Execute as planned.
2. Mission: The Citadel executes President's Intent, preserves life, facilities, and returns to full operations.
3. Concept of Operations:
 - a. Charleston County Emergency Operations Center, in coordination with the South Carolina Emergency Management Division, Operating Conditions (OPCON 3 through 1), providing broad guidance and framework for escalatory response and readiness. The Citadel mirrors these OPCONs, and responds to threats from hurricanes or other significant weather events accordingly.

South Carolina can order evacuations and other mandates dictating college operations and timing of responses not precisely in line with time estimates or OPCON levels, based on situation.

Tropical Storm/Hurricane Operational Conditions (OPCONs) are summarized at **Annex B**.

OPCON 3 is defined as normal operations/ready state, and is in effect during hurricane season 1 June-30 November. Planning and preparation for storms should be a focus for all departments.

The Citadel shall activate this plan if a developing storm threatens the Charleston area in 5-7 days, or no later than an OPCON 2 declaration. Situations may dictate rapid escalation of OPCON levels and requirements to accelerate execution of this Plan.

OPCON 2 is defined by 'Enhanced Awareness,' and declared by the State or County no later than an estimated 72 hours from an evacuation order.

The Crisis Management Team (CMT) is activated no later than 5-7 days prior to predicted landfall, per coordination via the Chief of Staff (CoS) with additional action officers/liaisons as assigned by the CoS and/or Vice Presidents (VPs) for

functions outlined within **Annex A**, who may also attend CMT meetings as requested. This Task organization will be maintained through OPCON 1 (Evacuation), until the effects of a hurricane occur, or the threat passes.

It is critical supervisors allow time for employees to make personal preparations for their families, property, and pets.

OPCON 1 is declared when a “disaster is imminent,” and **expected in any case 24 hours before evacuation.** Therefore, declaration of **OPCON 1** will mean **timelines for unfinished tasks in this Plan are compressed, and should be complete or nearing completion.**

After landfall, or as directed by the VPFE, the Deputy Director of Facilities and Engineering assumes the role of Deputy Director of the ROC for Recovery Phase.

The CMT continues until stood down by CoS. Once activated, all information and announcements related to the hurricane are disseminated and/or approved by the VPCM.

The Director of Environmental Health and Safety serves as the College’s liaison to the State and County EOC, and receives all OPCON updates. This information is disseminated by the most expedient means available to all Citadel activities. A Notification Hour (N-Hour) sequence of critical actions for each OPCON is provided at **Annex B**.

b. Task Assignments

(1) **President**

- (a) Provide direction and guidance to the CMT and College.
- (b) Chair the Crisis Management Team if present.

(2) **Provost**

- (a) Serve as a member of the Crisis Management Team.
- (b) Oversee plans and procedures for managing storm-related impact to academic operations and provide safeguarding of records, artifacts, and museum items. Review Continuity of Instruction plans and procedures.
- (c) Coordinate with Deans, Department Chairs, faculty, and IT ensuring course materials backed up and Continuity of Instruction actions in place.

- (c) In coordination with the Vice President for Communications and Marketing, keep faculty informed.
- (3) **Commandant of Cadets (CC)**
- (a) Serve as a member of the Crisis Management Team.
 - (b) In coordination with the CoS, Provost, SVPOA, VPFE and Director of Athletics, develop plans for the sheltering-in-place and/or evacuation of Citadel Cadets per **Annex D**.
 - (c) Develop plans and procedures for managing Infirmary activities per **Annex C**.
 - (d) Assist in sheltering/housing Citadel faculty and staff members designated “essential personnel” remaining on campus in support of Corps during a non-mandatory evacuation.
- (4) **Chief of Staff**
- (a) Serve as the Chair of the Crisis Management Team (in absence of the President).
 - (b) Overall responsibility for coordinating emergency planning, response, and recovery efforts per this OPLAN.
 - (c) Coordinate plans and procedures for Human Resources and Auxiliaries Services per **Annex C**, and other operational support as part of **Annex E**, **Annex I**, **Annex H** and **Annex J**.
 - (d) Assist in coordinating housing and support for personnel on campus during the hurricane.
 - (e) Prepare an “After Action” report and present to the CMT.
- (5) **Vice President for Facilities and Engineering (VPFE)**
- (a) Serve as a member of the Crisis Management Team.
 - (b) Serve as Recovery Operations Center ROC Director.
 - (c) Assistance with the development and implementation of this OPLAN per **Annex E**.
 - (d) Supervising emergency response and recovery efforts.

- (e) Establishes critical objectives and priorities associated with storm preparation, response, and recovery.
 - (f) Coordinate sheltering/housing on campus of Citadel F&E and other essential personnel.
 - (g) Coordinate logistical requirements for the South Carolina National Guard, outside response agencies, technical assistance groups, or others assisting with response/recovery efforts, as required.
 - (h) Compile data for after-action reports regarding campus preparation and recovery.
- (6) **Vice President for Finance (VPF)**
- (a) Serve as a member of the Crisis Management Team.
 - (b) Provide finance/accounting and procurement personnel to serve as liaisons to the CMT.
 - (c) Develop plans and procedures for employee payroll, handle disbursements for emergency services, and manage critical finance activities per **Annex C**.
 - (d) Issue emergency declaration as appropriate with regards to procurement actions and facilitate utilization of Emergency procedures outlined within the State Procurement Code.
- (7) **Director of Athletics (DA)**
- (a) Serve as a member of the Crisis Management Team.
 - (b) Develop plans and procedures for management of storm-related impact to on-campus and off-campus athletic events, activities, and personnel.
 - (c) Coordinate with Commandant and/or VPFE the use of Athletic Department facilities for temporary sheltering/housing, and equipment protection.
- (8) **Executive Assistant to the President (EA)**
- (a) Serve as a member of the Crisis Management Team.

- (b) Assume responsibility for operation of the Crisis Management Team Chamber.
 - (c) Ensure a recorder is provided to take minutes of Crisis Management Team meetings.
- (9) **Senior Vice President for Operations and Administration**
- (a) Serves as a member of the Crisis Management Team.
 - (b) Coordinate and maintain communications with the Board of Visitors, legislative bodies, and local community.
 - (d) Assist with coordination of State and Federal disaster aid and response requirements, as warranted.
- (10) **Vice President for Communications and Marketing (VPCM)**
- (a) Serves as a member of the Crisis Management Team.
 - (b) Oversee the dissemination of information to the media and all campus faculty and staff members.
 - (c) Develop plans and procedures per **Annex F**.
 - (d) Provide a Communications and Marketing liaison to CMT.
 - (e) Activate the DAWG Line and/or the Bulldog Alert and coordinate information through these paths. All official communications will be discussed in the CMT and approved by the President or as directed.
- (11) **Vice President for Institutional Advancement (VPIA)**
- (a) Serves as a member of the Crisis Management Team.
 - (b) Through the Citadel Alumni Association, and with the VPCM, keep the Citadel Alumni and Foundation Board informed.
 - (e) Coordinate potential Emergency Response Funds, through The Citadel Foundation, to accept donations and support immediate campus needs.
- (12) **Assistant Vice President of Facilities and Engineering (Deputy Director Facilities and Engineering)**

- (a) Serves as Deputy ROC Director.
- (b) Develop plans to minimize damage to State property and equipment, facilitate continuity of operations, and execute cleanup and recovery per **Annex E**. Prepare and plan for recovery of The Citadel Beach House as part of this Annex.
- (c) Coordinate with the Utilities Chief to provide emergency utilities to the campus per established checklist.
- (d) Create functional checklist(s) for the areas within the F&E Compound to prepare.
- (e) Be prepared to evacuate State vehicles, boats, and other mobile equipment to safe locations.
- (f) Pre-position emergency supplies and equipment.

(13) **Director of Public Safety**

- (a) Provide law enforcement plans and services including traffic control, evacuation, and the security of campus facilities before, during, and after a storm.
- (b) Maintain contact with local and State law enforcement activities and emergency services. Develop procedures to handle looting in coordination with these activities.
- (c) Maintain contact with the CMT.
- (d) Develop priorities for debris removal and establish traffic control points to facilitate vehicular movement.
- (e) Prepare detailed responses per **Annex I**.
- (f) Maintain accountability of personnel residing on campus to the extent possible.
- (g) Secure and be prepared to provide direction for use of the parking area on Hagood Avenue.

(14) **Director of Environmental Health & Safety**

- (a) Monitor and track storms (from NOAA/NWS), and related local and State actions. Report status to CoS, EOC, and Public Safety.

- (b) Campus liaison to the County EOC and State EMD – communicate to the CMT OPCON conditions and changes. Monitor activities at the County and State EMSs.
- (c) Serve as contact to, and campus coordinator of FEMA and South Carolina Insurance Reserve Fund (IRF). Includes preparation of FEMA DSR forms, and locating, printing and electronically safeguarding insurance policies, rental equipment insurance and points of contact lists. Work with campus entities gathering data for IRF claims, and file the same.
- (d) Serve as special liaison to CMT/ROC during the Response/Recovery Phases of operations.
- (e) Maintain OPLAN and assist with coordination of staff training.
- (f) Be prepared to supervise and/or coordinate all matters related to campus health and safety.
- (g) Serve as the campus Risk Management Officer

(15) **Director of Human Resources**

- (a) Maintain a master faculty/staff Emergency Notification and Recall List and be prepared to execute and/or assist with post-storm staff recall.
- (b) In coordination with VP for Communications and Marketing, assist with keeping staff members informed of campus activities, particularly requirements to report and related HR and pay matters.
- (c) Provide Crisis Management Team with advice and recommendations on personnel matters.

(16) **Director of Auxiliary Services**

- (a) Provide a representative to the CMT as required or requested.
- (b) Be prepared to provide food, supplies, services, and logistical support per **Annex C**.

(17) **Director of Procurement Services**

- (a) Be prepared to administer emergency procurement activities associated with storm preparation, response, and recovery.

- (b) Publish emergency procurement plans and procedures as part of **Annex C**.

(18) **Resident Architect**

- (a) Be prepared to supervise and/or coordinate all matters related to emergency structural repairs and construction.
- (b) Ensure campus contractors have sites prepared for storm impact.
- (c) Provide leadership support to Damage Assessment Teams and Emergency Repair Teams during Recovery Phase of operations.

(19) **Director of Information Technology Services (ITS)**

- (a) Provide emergency computer systems and associated technical support to campus response and recovery activities.
- (b) Develop plans and publish appropriate guidance for the protection of equipment and critical data as **Annex H**.
- (c) Ensure primary emergency communications circuits and equipment are available in the CMT Chamber, Alternate CMT chamber.

(20) **Other Staff Personnel**

- (a) Other staff personnel will be assigned, as needed, to assist and provide advice to the CMT as directed.

4. Coordinating Instructions:

- a. This OPLAN becomes Operations Order (OPORD) for execution as directed by the President. Planning and development of Annexes is continuous. Annexes and their updates will be submitted to the CoS via the Director of Health and Safety.
- b. All Faculty and Staff as directed by the Senior Staff and their chains of command will do everything to ensure hazards and risks brought by extreme weather are mitigated to minimize threat to life, health, and damage to physical property.
- c. **Only the President, CoS, Public Safety and other designated essential personnel are required to remain on campus during a storm.**
- d. The CMT will communicate and be prepared to conduct business 24 hours per day at OPCON 1.

- e. All VPs shall ensure their departments/directorates maintain a current alert notification roster and assist in maintaining accountability of their personnel. The updated alert roster will be forwarded to the CMT upon notification of OPCON 2 (Annex G).
 - f. If a decision is made to evacuate, via an official evacuation order from the County EOC and/or State, or internal decision, all students, faculty and staff members are expected to make arrangements to evacuate the campus. The Commandant will assist the Corps in evacuation as associated accountability.
 - g. To protect critical college records, the following steps will be taken:
 - (1) Box records not already in file cabinets.
 - (2) Remove records from bottom file cabinet drawers and box them.
 - (3) Place water-sensitive storage media in plastic bags.
 - (4) Store boxed files and plastic bags on desktops, file cabinets, or other elevated location.
 - (5) Cover file cabinets and boxes with plastic.
5. Emergency Service & Support:
- a. Equipment storage/staging locations are:
 - (1) Critical vehicles and rolling equipment, in priority – barracks quads.
 - (2) Boats – barracks quads or other high ground not impeding normal traffic.
 - b. Priorities for protection and continuity of facilities:
 - (1) Facilities & Engineering Building\ CMT (Bond ECR Bond 110), Alternate CMT (Bond 514).
 - (2) Barracks, Coward Hall, Public Safety and emergency shelter locations.
 - (4) Bond Hall, 2nd floor Communications Rm.
 - (5) Infirmary
 - (6) Boiler Plant
 - d. Power Generation Equipment Requirements: (see Utilities checklists)
 - (1) Bond Hall Communications Room – Division of Technology generator.

- (2) Bond Hall Crisis Management Team Chamber-hand portable generator, lights only. ECR Bond 110.
 - (3) Coward Hall - BP generator.
 - (4) Public Safety 208 Richardson – 10KW generator.
 - (5) McAlister Field House - BP generator.
 - (6) Boiler Plant - BP generator.
 - (7) Infirmary - Emergency generator.
 - (8) Deas Hall -TBD (300 KVA requirement).
 - (9) Quarters One -10KW Permanent generator
 - (10) Facilities & Engineering Offices - 100 KVA.
 - (11) Seignious Hall - BP generator.
 - (13) Grimsley Hall Auditorium and 2nd Floor Corridor (*TBD*).
 - (14) Bastin Hall - 80 KW generator: Emergency lights, fire pump, fire alarm control panel, elevator, Mass Notification, and IT room 213.
- e. Emergency Supplies.
- (a) CL I (Food & Drinking Water): CoS responsibility (Annex C), via food service/Auxiliaries. Individuals bring 3-day supply. Priorities are Infirmary, bed down sites/essential personnel.
 - (b) CL II (Clothing, tools, housekeeping): Individual and F&E.
 - (c) CL III (Fuel, oil, lubricants): F&E. Vehicle tanks topped before evacuation; electric vehicles fully charged.
 - (d) CL IV (Construction materials): F&E.
 - (e) CL V (Ammunition): Public Safety. Check special ammunition requirements regarding looting.
 - (f) CL VI (Personal items): Individual responsibility.
 - (g) CL VII (Major Equipment): F&E.

- (h) CL VIII (Medical): Commandant.
 - (i) CL IX (Repair Parts): F&E.
 - f. All procurement actions are administered by the Director of Procurement Services. Contract administration and construction management efforts are supervised by the Resident Architect. Contract administration and construction management support will be provided by contractors currently performing work at The Citadel.
 - g. F&E will coordinate with Public Safety to pre-position a small boat, chain saws, fuel and other equipment so officers have sufficient capability to move about the campus for security, rescue, and damage assessments.
 - h. All departments should create checklists of vital functions during the three phases of an emergency (Prepare, React, Recovery). These checklists are keys for planning, execution, and in the preparation of "After Action" reports used to debrief/improve. If departments need assistance from Facilities and Engineering, the lists need to be communicated to the F&E appropriate shop via the work order system.
6. Command and Signal:
- a. Command Post is Bond ECR with the alternative Bond 514. ROC (Recovery Operations Center) Command Post will be located in the F&E Compound conference room.
 - b. CMT will meet in Bond Hall ECR (Executive Conference Room). Alternate CMT meeting areas are Bond 514, Bond 295, PT Barracks Tower, or another location announced by the SVPOA (or alternate CMT Chair).
 - c. The succession of command during implementation of this OPLAN will be the President, Provost, Senior Vice President for Operations and Administration, Commandant, Vice President for Facilities, Vice President for Finance, Vice President for Communications and Marketing, Vice President for Institutional Advancement, Director of Athletics. The Chief of Staff maintains chairmanship of the CMT in the President's absence, succeeded by the Senior Vice President.
 - d. The Crisis Management Team, Public Safety, and Director of Environmental Health and Safety will be capable of maintaining contact with external activities via the South Carolina Emergency Communications Network or other means as established prior to storm impact.

FOR THE PRESIDENT:

//S//
WILLIAM A. LIND
Commander, USN (Retired)
Chief of Staff

OFFICIAL

ANNEXES:

- A. Task Organization
- B. Operational Conditions (OPCONs)
- C. Personnel, Medical, Food Service, Financial, Procurement
- D. Bed down and Evacuation of Cadets
- E. Facilities & Engineering Preparation and Recovery Operations
- F. Communications and Marketing
- G. Emergency Notification Roster
- H. Information Technology Services Guidance
- I. Security
- J. Phone Directory
- K. Charleston County Emergency Evacuation Zones
- L. Campus Elevations/Flood Map
- M. Glossary of Hurricane Terms
- N. Standard Time Conversion Chart
- O. Charleston County Bridge Procedure

Task Organization
Crisis Management Team (CMT)

President
Chief of Staff
Provost
Commandant of Cadets
Senior Vice President for Operations
Vice President for Facilities and Engineering
Vice President for Communications and Marketing
Vice President for Institutional Advancement
Vice President for Finance
Director of Athletics
Executive Assistant to the President
General Counsel
Other Support Personnel

Emergency Operations Center (EOC)

Response Phase – EOC Staffing (typical)

Corps of Cadets Evacuated:

Vice President for Facilities and Engineering - EOC Director
Director of Public Safety
Assistant Vice President of Facilities & Engineering
Environmental Health & Safety Officer (Liaison to County EOC)
Others as requested

Corps of Cadets Not Evacuated:

Vice President for Facilities and Engineering - EOC Director
Director of Public Safety
Assistant Vice President of Facilities & Engineering
Environmental Health & Safety Officer (Liaison to County EOC)
Communications and Marketing Liaison
Commandant of Cadets Liaison
Information Technology Services Liaison
Others as requested by EOC Director or assigned by President.

Emergency Operations Center (EOC)

Campus EOC organization and operations will transition from Response Phase to Recovery Phase as soon as possible after storm, and recall is underway. Designated Recovery Phase staff liaisons as outlined below will immediately check-in with the EOC Director for assignment and/or coordination of activities.

Recovery Phase

Provost Liaison

Vice President for Facilities and Engineering - ROC Director

Assistant Vice President of Facilities & Engineering

Resident Architect/Construction Management Coordinator

Director of Public Safety

Director of Environmental Health & Safety (and County EOC Liaison)

Director of Auxiliary Services Liaison/Dining Services Coordinator

Information Technology Services Liaison

Human Resources Liaison

Commandant Liaison

Vice President for Finance Liaison/Procurement Services Coordinator

Vice President for Communications and Marketing Liaison

Athletics Department Liaison

Others as required

OPCON Sequence and Summary of Key Response Action and Decision Items

Evacuation of the Charleston area is estimated to take 13 - 26 hours. Evacuation orders and OPCON escalation can occur rapidly based on situation.

OPCON 3: Normal Operations (Hurricane Season Begins)

- Normal operations during hurricane season (1 June – 30 November).
- Review and update departmental SOPs and Hurricane Operations Plan Annexes.
- Update Emergency Rosters.
- Hurricane Operations Plan (OPLAN) review presented to President, Senior Staff.
- Potential storm threats tracked and monitored.

OPCON 2: Enhanced Awareness (And/or storm threatens Charleston area in next 5-7 days; NLT 72 Hours prior to Evacuation)

- Director of Environmental Health & Safety establishes liaison with Charleston County.
- CMT meets, reviews campus readiness, potential for Evacuation.
- ITS checks communications in EOC, Alternate, and CMT Chamber.
- Citadel EOC begins standup, personnel and materials put in place for full activation.

Decisions/Action

- Commandant's Office prepares for possible evacuation (rifle collection, transportation and shelter arrangements). Sets timeline for execution of each based on potential Evacuation Order or storm landfall.
- Campus activity and class schedules evaluated for possible modification or cancellation.
- Provost coordinates backup of course materials, and ensures Continuity of Instruction Plans activated.
- F&E identify potential emergency equipment and supply needs/sources, and begin preparing campus (e.g. campus surveys, boarding, vehicle and boat relocation).
- Update alert and notification rosters.
- Preliminary guidance communicated to faculty, staff, cadets and students. Continued communications as storm approaches.
- Activate all campus preparation per this Plan, with anticipated completion before mandatory evacuation.
- NLT Procurement of emergency materials and supplies.
- Designate essential personnel.
- Designate staff remaining on campus, to include expanded staff if Corps remains/no mandatory evacuation.

OPCON 1: Full Alert, Emergency Imminent (Evacuation expected in 24 hours)

- County EOC moves to "Full Activation."
- CMT meets within 2 hours of upgrade to OPCON 1.
- Citadel EOC moves to "Full 24-Hour Activation" per Annex A.

- Corps of Cadets prepares to evacuate or shelter-in-place per Annex D, Appendix 2.

Decisions/Action

- Finalize preparation of campus facilities and equipment.
- Finalize support to Corps and staff who remain on-campus (if no mandatory evacuation).
- Finalize initial recovery plan.
- Secure all non-critical campus utilities, systems and services. For Provost, includes coordinating with Deans for securing lab operations and safeguard of all records and museum items.
- Release of non-essential personnel.
- Last-minute guidance and instructions to campus constituents.
- Secure entry to campus.

NLT Evacuation Order

- Essential personnel report to EOC or other duty station (Annex A, “*Response Phase*”).
- Corps of Cadets evacuated.
- Secure campus: other utilities, secondary gates, buildings locked.
- Release all remaining non-essential personnel.
- Prepare for Recovery.

Annex C

Medical Support

Food Service Support

Procurement Support

Financial Support

Disaster Reimbursement

Personnel Support (Leave Guidance)

Medical Support

Medical support depends on Corps of Cadets remains on campus or evacuated.

Cadet Evacuation

The Infirmary is closed and its staff follows direction for nonessential staff. All are released and evacuated per the Commandant. Drugs requiring refrigeration will be taken to Coward Hall and placed in a secure refrigerator. Coward Hall is expected to have emergency power during the storm and its aftermath.

Cadets Not Evacuated

If the Corps of Cadets is not evacuated, the Infirmary will maintain its normal operational schedule to the extent possible.

The Commandant reserves the right to declare Infirmary personnel as “Essential,” situation dependent.

Food Service

Coward Hall maintains emergency electrical power. Actions taken by Dining Services differ depending upon evacuation of the Corps of Cadets.

All Cases

The Director of Dining Services will coordinate with Facilities & Engineering and Director of Dining Services to begin lowering the temperature in refrigerators at OPCON 3.

Cadet Evacuation

Dining Services will close and send employees home prior to storm landfall.

After the storm, individuals designated by Auxiliary Services, such as cooks, will be considered essential personnel and return to campus as required.

All personnel and campus residents should stock up on required medicines, water and food, and plan for interrupted electricity and water. No one should rely on the food service provider until full campus operations restored.

As soon as possible after a hurricane, the Director of Dining Services will make every effort to provide meals. Meals may be basic and may be cold. Any member of The Citadel family, if sponsored by a current Citadel employee, may partake of meals provided. All personnel eating will be required to print their name, their Citadel sponsor's name, and the sponsor's CWID for each meal eaten. The attached sign-in sheet will be used for each meal. The Citadel sponsor will be billed for all meals provided.

Cadets Not Evacuated

The Director of Dining Services will make every attempt to maintain normal operations. Cold meals may be substituted for hot meals. Contingency with Food Services is maintained in their Hurricane Response Plan and will be coordinated with campus personnel and Director of Auxiliary Services.

Procurement Services

General

Procurement Services directs procurement of pre-/post-hurricane supplies, services and repairs. The Director of Procurement Services will participate as a member of the Emergency Operations Center as required.

Preparation

Procurement Services ensures hard copy purchasing documents, departmental orders, purchasing requisitions/orders are in place in case electronic means are unavailable.

If a hurricane is imminent, Procurement Services will attempt to place contractors/service providers on a “will call” contract basis.

Execution

If an emergency is declared, Procurement Services will comply with the Emergency Procurement Procedures of the South Carolina Consolidated Procurement Code.

Procurement Officers will staff the purchasing office as soon as possible to begin the recovery phase. All campus purchasing actions will be directed by the Purchasing Office.

Upon cessation of the emergency declaration, the Procurement Office will return to normal operations under the Procurement Code.

Financial Services

Payroll

All Citadel employees are on direct deposit; re-filing the most recent direct deposit file shall occur if an emergency dictates.

Procedures to prepare payroll direct deposit in an emergency differ depending on the timing of the payroll cycle. If within 1 week of an upcoming pay day, Payroll will process, and send direct deposit files before the emergency.

If there is no time, Payroll will re-file the prior payroll direct deposit file. Payroll will continue using this direct deposit file until directed or until the emergency is over. If there were pre-notes with the direct deposit file, another file will be created with only pre-notes and dollar amounts entered to process a direct deposit. This file will be sent separately in case the modification makes the file unable to process. Payday will be the normal payday. Payroll will not code a file to post before the regularly scheduled payday unless directed by the Vice President of Finance.

Accounts Payable Checks

Accounts Payable checks should process normally, as departments have credit cards paid once a month.

With advance warning of an emergency, the Disbursements Manager will notify departments to complete receiving on items received, and Accounts Payable will settle all appropriate invoices. As the college timely pays all invoices, even with no advance notice, most vendors will be paid. Most vendors' payment terms are 30 days, allowing processes to normalize. Most local vendors accept Citadel purchase orders or credit card charges, and maximum use should be made of credit cards in an emergency.

Disaster Reimbursement

Introduction

When disaster strikes, state agencies may be eligible for reimbursement for expenses by means of insurance and federal funds provided through FEMA. This policy assigns responsibility within The Citadel in order that the insurance and FEMA reimbursements can be handled efficiently and effectively. A coordinated effort is required if that is to happen.

Responsibilities

The Vice President for Finance will be the college's certifying official for all federal documents and requested insurance reimbursements.

Facilities Finance is responsible for coordination of efforts associated with documenting costs and claiming reimbursement. Facilities Finance provides tactical oversight and acts as campus control point with regards to the preparation of necessary documentation and coordination of activities in support of the reimbursement process.

Facilities Finance shall:

- Defines reimbursement requirements and sees those are met.

- Requests accounts and directs reporting costs to the proper account.

- Associates the various Damage Survey Reports (DSR) with each account, and directs changes as soon as errors are noted, or with additional information.

- Coordinates insurance and federal funds into the proper accounts.

- Coordinates with Financial Services to sign all documents by the Chief Financial Officer or Certifying Official for the college.

- Works with the Disbursement to assemble vendor payment documentation (not cost documentation) for costs incurred by the college.

The Vice President for Facilities and Engineering and the director of Public Safety are responsible for assigning individuals to work with insurance or FEMA inspectors to:

- Investigate and document damage.

- Estimate repair costs.

- Document actual charges to the various DSRs.

Procedure

Facilities Finance will attend and coordinate other required personnel at meetings called by the Governor's Disaster Recovery Staff.

Facilities Finance will prepare the "Notice of Interest" and "Designation of Applicant's Agent" for each disaster where Federal reimbursement is possible.

Facilities Finance in concert with the Director of Environmental Health and Safety will coordinate with FEMA/Insurance inspectors on campus, along with other required personnel.

Buildings Division Chief will coordinate the inspection and estimates with FEMA/Insurance inspectors. F&E staff will assist in preparing detailed, accurate estimates.

Facilities Finance will prepare DSRs based on data provided by the Buildings Chief. Preparation of DSRs is coordinated with ongoing insurance reimbursements. All completed DSR forms and insurance claim forms must be coordinated with Financial Services prior to signature by any college official.

Facilities Finance documents all costs associated with each DSR. Actual costs are required, and no different than normal insurance claims.

Items pulled from shop stock will reference vouchers paid by the college's accounts payable department to verify the actual costs.

Actual labor costs, not shop rates, are required for work orders. Work orders will be prepared based on estimated eligible costs. For example, Citadel full time employees' regular time is not an eligible cost for disaster preparation while the regular time for temporary employees is eligible. Overtime costs are eligible. F&E will only charge eligible overtime costs to a work order that involves preparing for a disaster. It will be the responsibility of each office to separate costs charged to an account between eligible and non-eligible labor.

Supply costs will tie to the source purchase order required for each supply item. Facilities Finance may review vouchers pulled by Accounts Payable to determine costs of various shop stock charged to a DSR. Actual purchase requisitions charged to a DSR are easier to document and should be used.

Administrative costs are not included in the costs charged to DSRs.

Hazardous Weather and Emergency Leave

Purpose

The Citadel policy on hazardous weather and emergency leave for employees including temporary and student, pursuant to regulations of the South Carolina Office of Human Resources.

Definitions

"Emergency Condition" means circumstances that would expose Citadel employees to harmful or unsafe conditions, as determined by the Governor's Office.

"Essential Employees" are employees whose services are required, regardless of conditions.

Policy

Declaration of Emergency

The Governor has sole authority to excuse employees from reporting to work during extreme weather or other emergency conditions. The Governor can provide State employees with up to five (5) days leave with pay for absences from work due to the state of emergency for hazardous weather.

The Governor will issue a Declaration of Emergency stating as a result of extreme weather or other specified emergency conditions, employees should not report to work. The Citadel will mirror the closing of Charleston County government offices. This protocol is also used for delayed openings. Unless a Declaration of Emergency is issued, all State government employees are expected to report for work.

A Declaration of Emergency may be applicable to all employees in the State, or only employees in particular geographical regions. Non-essential employees who live or work within the regions specified will not be expected to report to work.

During a Declaration of Emergency, all essential and direct care services are maintained. The President, Vice Presidents, Commandant, Director of Athletics, Deans and all Department Heads will identify essential employees by position, classification or internal title. A copy essential employees will be maintained at Public Safety. To the extent possible, no changes to the Roster after the Declaration.

In the event a non-essential employee reports to work when The Citadel is closed, the employee should be sent home if safety allows. If an employee disregards a directive to leave, time worked must be reported, but the employee may be subject to discipline.

No provision of the Hazardous Weather and Emergency Leave policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of safety.

Compensation During Declaration of Emergency

If the Governor does not provide pay for state employees (FTE) during a Declaration of Emergency, those employees who do not report to work or report late will use annual or compensatory leave, take leave without pay, or make up lost time.

Temporary employees will not be compensated for lost time.

Employees have the option of making up the time lost; the time will be made up and/or scheduled according to the needs of The Citadel. Making up the lost time should be done in a reasonable length of time, preferably within seven calendar days. Make up time should be scheduled during the work week, and not create an overtime situation.

If an employee already obtained approval for leave during the declared state of emergency, they may withdraw this approved leave and substitute hazardous weather leave. Changes are routed through supervisors and submitted in writing to the payroll office.

Procedure

Notification - Regular Working Hours

The Governor directs when conditions warrant, state government offices and employees follow weather hazard decisions made by county government.

If Charleston County announces office opening is delayed or closed (except for essential personnel), The Citadel will adopt the same schedule save for essential personnel.

All official opening and closing schedules will be published by Communications in consultation with Human Resources Director via e-mail and other electronic means. Supervisors should monitor and assist in communicating these messages to their employees.

Notification - Off-Duty Hours

Between the hours of 5:00 p.m. and 8:00 a.m., all Declarations of Emergency are transmitted by the Governor's Office to the news media.

Employees are responsible to conform to all closing announcements.

Evacuation/Shelter-in-Place of Corps of Cadets.

1. Situation: A hurricane is expected to make landfall in the Charleston area and/or an Evacuation Order may be received.
2. Mission: The Commandant plans and oversees an orderly evacuation of the Corps of Cadets, or prepares and executes a 'shelter in place' bed down.
3. Concept of Operations:

A. The Commandant's Department, supported by The Citadel staff, provides guidance, education and direction the Corps prior to, during, and after a hurricane. The Commandant supervises sheltering the Corps in the barracks when evacuation is not directed and a storm makes landfall in the Charleston area. The Commandant will plan and supervise an evacuation of the Corps of Cadets upon receipt of an evacuation order. **Rifles will be secured in the Armory prior to landfall or within 24 hours of Evacuation Orders.**

B. Tasks:

(1) Actions at **OPCON 3** - Hurricane Season Start

- (a) The Commandant reviews operational plans and conducts training ensuring all staff and cadets are familiar with storm operations.
- (b) All Citadel staff review shelter-in-place and evacuation support requirements and take actions necessary for the provision of shelter in place.
- (c) Upon Corps reconstitution, The Commandant ensures cadet chain of command initiates the Company evacuation plan by updating cadet tracking/accountability roster (example at appendix 1). All unit personnel must be listed with complete information.
- (d) Company TAC Officers check rosters for completeness, insuring freshmen cadets understand the importance of the information, its accuracy, and the procedure should the campus be evacuated.

(2) Actions NLT **OPCON 2** – Increased Awareness

- (a) The Commandant recertifies Company evacuation plans by ensuring the cadet tracking/accountability roster is complete and up to date. (Example at Appendix 1). All unit personnel must be listed and accounted for with complete evacuation information. Continuous Process.

- (b) Local cadets evacuating with family are included on the accountability roster with their family member shown as the driver as applicable.
- (c) Cadets with vehicles provided a dedicated time to conduct maintenance checks and insure fuel tanks are full.
- (d) Cadet Chain of Command issues copies of Corps of Cadets bed-down/evacuation procedures (appendix 2), ensuring all hands are familiar.
- (e) Regimental staff ensures accomplishment of required coordination with campus activities (mess hall, PSAF, Facilities & Engineering, and infirmary).
- (f) Corps to turn-in rifles NOT LATER THAN 48 hours from landfall. This may occur any time before landfall/evacuation, based on situation.
- (g) Regimental and Battalion Operations Officers establish a 24-hour radio contact with the Commandant's Operations section for timely communication to the Corps. This watch will be maintained until the Corps is evacuated, or the storm passes and OPCON is reduced to category 4.

(4) Actions at **OPCON 1** - Full Alert OR Evacuation within 24 hours.

- (a) If evacuation ordered, President authorizes Corps release.
- (b) The Corps is restricted to campus until release is executed.
- (c) Barracks preparation complete IAW Appendix 2, Annex D.
- (d) Cadets with vehicles make contact with families and/or someone at their evacuation location. Typically this includes cadets from areas directly affected by the storm's projected landfall.
- (e) Local cadets without vehicles make contact with family members for pick up in the event of an evacuation. A decision will be made concerning local cadets being allowed to go home before OPCON 1.
- (f) Cadets with vehicles should be prepared to move per instructions from The Citadel's Public Safety in the event an evacuation is not directed but a storm strike is imminent.
- (g) Mark Clark Hall/Buyer Auditorium is the collection point for cadets not yet picked up before barracks closure. The Commandant will designate a representative to account for and monitor the pickup of these cadets.

(h) Commandant's Department secures barracks and Jenkins Hall

4. Coordinating Instructions: Omitted.
5. Service Support: As directed in overall Hurricane Operations Plan.

APPENDICES:

1. Cadet Emergency Evacuation Roster (example)
2. Corps of Cadets Shelter-in -Place/Evacuation Procedures

Cadet Emergency Evacuation Roster

Date: _____

Cadet Organization: _____

NAME	CWID	DESTINATION	CONTACT TEL. #	DRIVER/COMPANY
-------------	-------------	--------------------	-----------------------	-----------------------

Under NAME put last, first and middle initial. Under DESTINATION put city and state

Shelter-In-Place/Evacuation Procedures For Corps Of Cadets

1. The Corps will either be evacuated or be required to “bed-down” in the barracks.
 - a. Cadets are restricted to campus as threat becomes imminent/at OPCON 2.
 - b. Local cadets may be authorized to depart by the Commandant/prior to an Evacuation. Cadet emergency evacuation rosters are used to account for local cadets. Cadet Chain of Command will maintain strict accountability for all cadets.
 - c. Battalion Operations Officers will maintain continuous radio contact with the Commandant’s Operations Section.
2. Barracks:
 - a. At OPCON 2:
 - (1) All moveable items on the galleries shall be placed inside (Trash cans, brooms, extra items of furniture, bicycles).
 - (2) Personal electronics on first division moved to higher division rooms.
 - (3) Cadets prepare for evacuation decision - bag packed, call someone at your evacuation destination, make contact with cadets riding with you.
 - b. If ‘shelter in place’ ordered:
 - (1) Cadets remaining on campus will be restricted to the barracks.
 - (2) Once restricted to the barracks, remain in rooms as storm passes.
 - (3) All windows, doors, and transoms shall be closed and secured.
 - (4) Accountability remains extremely important. Keep your chain of command always notified as to your location.
3. Mess:
 - a. Mealtimes adjusted based upon landfall and storm impacts. Cadets are authorized to keep food items in their rooms during OPCON 2 and 1.
4. Cars:
 - a. Cadets will be provided special instructions regarding their cars as the storm approaches.

Facilities and Engineering Preparation Plan

Each task and action is balanced against the threat of storm damage to the campus. Preparations may vary depending upon the severity of the storm and storm track proximity to the campus.

OPCON 3:

1. Review Hurricane Plan. Provide changes and revisions as needed to positions designated as “Critical” and “Essential”. – All Shops
2. Monitoring of tropical activity. –All Facilities and Engineering staff
3. Test generators, perform maintenance, and make repairs as necessary. – Grounds and Electric Shop.
4. Review current supplies – All shops.

Plywood & Lumber	Tape
Rope, Chain & accessories	Fuel (Motor Pool and Boat Center)
Electrical supplies	Nails, screws
Roll Plastic	Gloves
Batteries/Lights	Hand tools
Foul weather gear	Chain saws
5. Procure materials (plastic covering and tie-offs) to cover electronic equipment (i.e., computers, screens, keyboards, phones etc.) and file cabinets.
6. Specs to Procurement for rental generators - 150 - 400 KVA – Utility Division.
7. Specs to Procurement for rental equipment – man lift, Lull, etc.- Grounds, Buildings and Utility Divisions.
8. Review and update on-call list for Indefinite Delivery Contractors, utility repair and engineering services – AVP F&E, Resident Architect, Buildings, Grounds and Utilities Staff and Procurement.
9. Check and fill boiler plant fuel oil tanks – Boiler Plant.
10. Update Facilities and Engineering employee contact information and emergency phone numbers - All Shops & Office.
11. Verify contacts at SCNG Readiness Center, MUSC, and City of Charleston, and coordinate agreement/availability of space for possible vehicle relocation. – AVP F&E
12. Review and update list of non-Citadel Boats stored at the Boat Center.

NLT OPCON-2 Declared: Enhanced Awareness.

1. Facilities and Engineering staff review procedures and determine if alternate or replacement personnel are needed. Based on storm category and evacuation orders, determine if any F&E “essential personnel” are to relocate on campus and where. – Facilities and Engineering Senior Staff, Shop Heads, and “essential personnel”
2. Inspection of campus for unusual or difficult items requiring removal or special considerations for securing - make arrangements. – Grounds
3. Roof and drain inspections and cleaning – Zone Maintenance and others as required.
4. Campus cleanup – Grounds with assistance of other shops.

5. Sand delivery - fill and palletize bags – Grounds and others as required.
6. Check/verify operation of building sump pumps. - Machine Shop and Zone Maintenance
7. Consider staging or starting Beach House board-up.
8. Review camp schedule and discuss potential cancellations with camp directors/Citadel camp sponsors – Citadel camp coordinators/points of contact.
9. Inform campus contractors of potential threat and plan for possible project/service shutdown – Resident Architect and Contract Administrator.
10. Discuss/establish policy, procedure, and staffing to support requests from campus residents.
11. Rent man lift to start installing hurricane panels - Jenkins front, Seignious 2nd fl.
12. Move boats, non-critical vehicles and other non-critical equipment to staging locations.
13. Stage hurricane panels at board up locations- Building Division.
14. Shop Heads discuss with their Division Chiefs intended evacuation locations.

Office Staff

1. All Division Chiefs and office personnel confirm evacuation location with VP F&E.
2. VP F&E communicates critical information, college preparations and updates to the Hurricane Plan.

Boat Center

1. Boat Center Manager review the Hurricane Response plan secure loose items. Review boat reservations and notify renters of possible storm and cancellations. Continue through OPCON-1.

OPCON 2 Declared: Enhanced Awareness; storm likely to impact Charleston; Evacuation expected in 72 hours

1. Relocation of boats, CONEX boxes, and excess Buildings, Grounds and Utilities equipment to stadium or other secure area - Boat Center, all shops.
2. Relocation of unnecessary vehicles (leased/interagency) to stadium or MUSC and City parking garage - Motor Pool.
3. Cover exposed glass, double doors and any known weak or vulnerable structures and deliver sandbags - Carpenter Shop with assistance of other shops.
4. Inspect roof-mounted equipment – secure loose panels, doors, hoods, etc. - HVAC and Zone Maintenance.
5. Secure rental generators based upon evaluation of expected need - complete hookups and test. Assign personnel to service and fuel each - Procurement and Electric Shop with assistance from Grounds and Motor Pool.
6. Secure rental equipment, trucks, and gear - Grounds Shop.
7. Notify campus residents of policy/procedure for preparing residences (requests for materials and measurements needed prior to pick up) – Housing Director, Buildings, Grounds and Utilities staff.
8. Order fuel and top off all vehicles, move vehicles to secure locations - Motor Pool.
9. Place tools, electronic diagnostic equipment, and other valuable equipment on vehicle lifts above potential flooding - Motor Pool.

10. Empty aluminum can container and coordinate with Budd Group for storing/securing cleaning items and moving vehicles to a safe location - Contracts Administrator.
11. Fuel and top off all equipment and portable fuel containers – Grounds.
12. Back-up computer files to off-campus servers at close of business each day.
13. F&E Division Chiefs ensure all shop personnel understand any assistance to other shops as required.

NLT OPCON 1: Full Alert; Evacuation expected in 24 Hours

1. Re-check all buildings; ensure windows, doors and roof hatches are secure - Zone Maintenance with assistance from other shops.
2. Shutdown unnecessary building systems, close air louvers and- HVAC and Electric Shops.
3. Final campus inspection, clean up and items secured – Grounds, other shops as required.
4. Stage equipment and supplies; generators, chainsaws, plastic, tape, etc. - All shops.
5. Secure valuable equipment, supplies, records, etc. if flooding likely. Items that cannot be relocated must be elevated to preclude flooding - All staff.
6. Hazardous materials such as drums of oil, waste oil, and refrigerants relocated to secure areas if flooding is likely - Motor Pool and HVAC shop.
7. Fill water tanks (fire tanks and water buffalo) and pool - Machine Shop.
8. Cover computers, other electronics and file cabinets with plastic – All Shops.
9. Deliver john boat/canoe, motor, fuel, and safety gear to Public Safety - Boating Center.
10. Assign radios to critical personnel, reconfirm contact numbers and locations.
11. Back-up their computer files a final time.
12. All personnel acknowledge how to communicate with Facilities and Engineering and/or of how to receive information update on “All-Clear” and return to work notifications.
13. Inspect and re-clean the top of all storm drains – Grounds.

Office Staff

1. Facilities Finance contact Procurement for a list of pre-approved purchase order numbers for storm related expenses.

Immediately Prior to Evacuation / Landfall

1. Campus Inspection conditions permitting.
 - A. Debris removal.
 - B. Re-secure windows/doors.
 - C. Sandbag buildings as required.
2. Shut down mechanical systems - HVAC Shop.
3. Update list of Buildings, Grounds and Utilities personnel on campus and their location.
4. Assign walkie-talkies to critical personnel.
5. State pickup trucks issued to the Vice President for Facilities and Engineering, and designated Facilities and Engineering staff - Motor Pool.
6. All personnel evacuate.

Recovery

1. EOC and Facilities Leadership meet to determine courses of action and repair priority.
2. Inspection and damage assessment of campus and structures – assign personnel to specific buildings with inspection sheets. Prioritize work according to damage and critical infrastructure to supporting Corps return - Buildings, Grounds and Utilities Staff.
3. Key and Essential personnel return to campus as soon as possible, dependent on damage.
4. All other employees contact the Facilities and Engineering office and report location, condition, and availability to return.
5. Begin cleanup efforts, focus on road clearance - All available personnel and equipment.
6. Campus clean up, repair of shops, and recovery of materials and transportation enabling campus repair.
7. Connect generators as required – Electrical Shop.
8. Contact outside contractors – Buildings/Grounds, Construction Management.

Office Staff/Boat Center

1. Collect data for IRF claims and FEMA.

Appendix 1 to Annex E: McCormick Beach House Plan

Appendix 2 to Annex E: Suggested Individual “To-Do” Items

Appendix 3 to Annex E: Campus Flood Zones, Elevations; Re-location and Staging

Appendix 4 to Annex E: Facilities and Engineering OPCON Checklist

McCormick Beach House

OPCON-3

Facilities and Engineering and Procurement to identify local contractor(s) to secure the Beach House if Facilities and Engineering unable. The contractor(s) are historically located near the Beach House. This is essential, as locals are last to leave/first to return.

OPCON-2

Plan labor assignments for campus and the Beach House. The Beach House Caretaker begins relocating exterior items (tables, chairs etc.), and locate window panels. Corrugated panels should be stored in the Beach House shed.

Determine labor availability and physical access to the Beach House. Carpentry and/or contractor labor installs window panels, and assists in securing any remaining loose items.

As storm approaches, shut propane tank valve, move elevator off the ground floor, open main electrical breakers - Beach House Caretaker.

OPCON-1

Complete any outstanding tasks above; **Evacuate.**

Recovery

Remove all protection materials. Inspect for damage, make temporary repairs as practical, report damages for inclusion into overall recovery planning and/or insurance claims - Carpenter Shop.

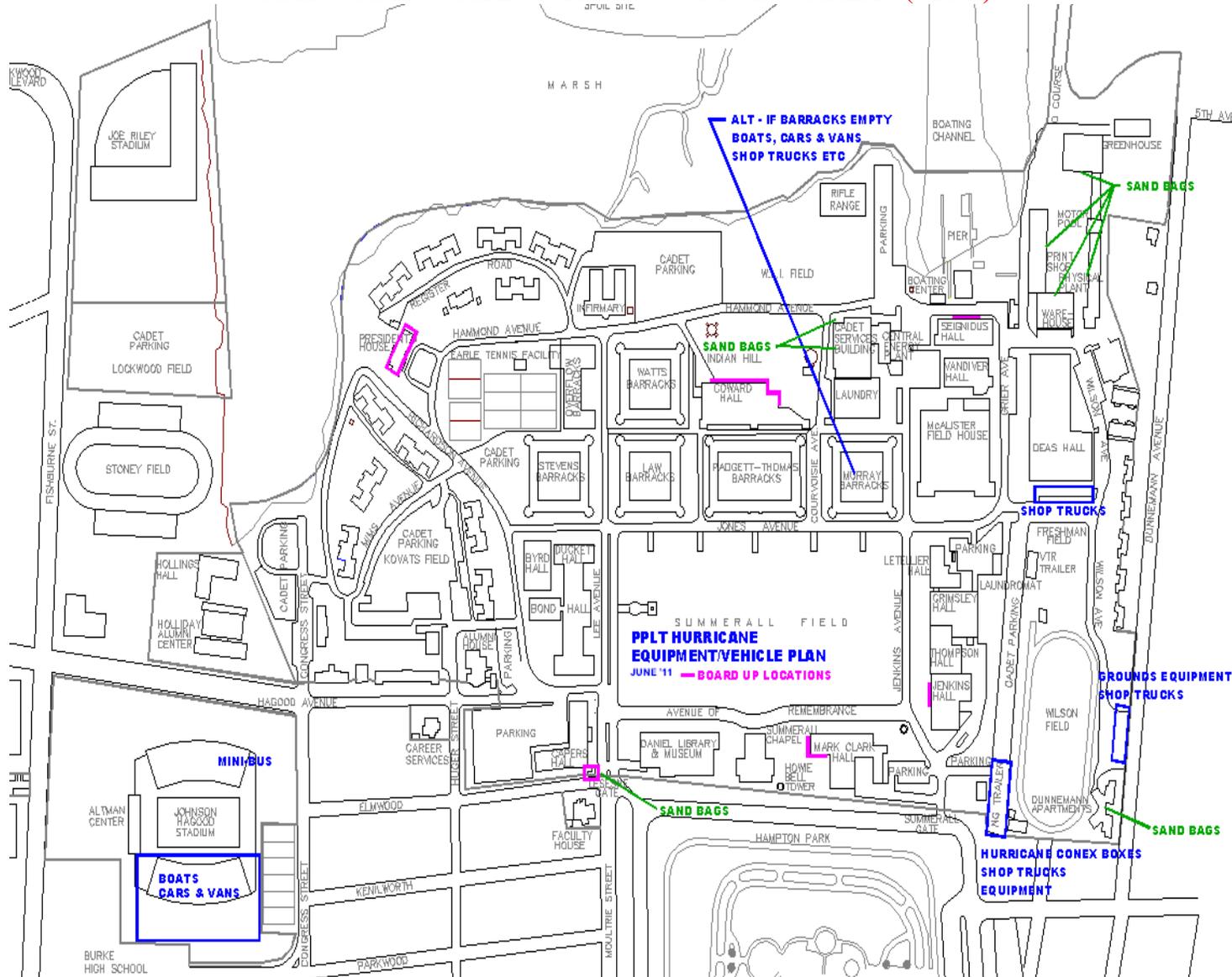
Suggested Individual Hurricane Preparation “To Do” List

1. Secure windows with plywood/storm shutters. Taping windows is ineffective
2. Move items from areas susceptible to flooding. Stack furniture.
3. Cover furniture and valuables with plastic sheeting.
4. Wrap breakables such as crystal and china and place inside furniture.
5. Prepare and rehearse for a storm room/safe place to duck for cover. The room could be a bathroom or a walk-in closet, but generally should be windowless, away from outside walls and safe from flooding. Store your emergency supplies and valuable property (if you don't take it with you).
6. Before leaving, shut off gas, water and electricity.
7. Secure patio furniture, potted plants, hanging baskets, wind chimes and bird feeders.
8. Locate, copy, take away or store important papers.
9. Prepare a first aid kit and a box of emergency supplies.
10. Have phone numbers of out-of-town relatives and friends, in case of need, and have a point of contact in case family members must separate for an evacuation.
11. Have recent photos of family and of pets.
12. Plan for and withdraw cash. Expect ATMs to be inoperative post-storm.
13. Have medications refilled. Pharmacies may be closed post-storm.
14. Have a list and/or photos of personal property.
15. Pack practical clothing.
16. Carry non-perishable food for after the storm and don't forget food for your pet.
17. Make sure the refrigerator/freezer doors are secured.
18. Fill up and store water jugs. Plan on 1 gallon per person per day for drinking and cooking.
19. If you must evacuate, plan on where you are going and can you take your pets.
20. Plan your evacuation route.

Citadel Resident and Employee Specifics

1. Campus is located in a low-lying area subject to flooding in heavy rain before any tidal flooding occurs. Access to and from the campus is likely to be severely limited. Plan your departure sooner than later.
2. Cars may be parked in the MUSC parking garage Harborview Towers (Hagood Ave) or the MUSC garage on Bee Street. Display Citadel parking decal to park in those garages. Try not to park on the first floor (possible flooding) or the top floor (wind-blown debris). Parking inside campus buildings is prohibited. Parking under building overhangs (McAlister, Stadium, etc.) and on Barracks Quadrangles is prohibited.
3. Secure power at the main breaker to quarters if you evacuate.
4. Board up windows with plywood on the exterior. Plywood for boarding up windows will be available from Facilities, directions for pick up will be passed. Post-storm, plywood should be stored at quarters for future use.
5. Notify Public Safety if you are evacuating, where you are going, and how to contact.

MAP: CAMPUS RELOCATION & STAGING AREAS (VPFE)



Hurricane Operations Plan

AVPFE Operations

Checklist

Date:

OPCON LEVEL:

3	3/2	2	2	1
Review Plan & Annex E. Train personnel.	Planning meeting to review response, staff assignments, and ID "essential" personnel	Planning meeting to report progress, review response, and staff new assignments.	Planning meeting to report progress, review response, and staff new assignments.	Preparation close-out meeting and recovery plan review.
Update Rosters	Campus insp/clean-up	Order fuel and top-off fuel tanks	Final campus inspections. Top-off all fuel and water levels.	Final campus inspections (as conditions permit) and shutdown of electrical system.
Inventory /restock hurricane supplies and test-run equipment	Check and clean building roof drains, street drains, and sump pumps	Begin covering vulnerable building areas, boarding, and position sandbags. Inspect/tie-down roof mounted equipment.	Complete covering of building areas, boarding, and sandbag positioning. Re-check roof hatches.	Release of non-essential personnel.
Coord seasonal equip needs and contracts w/ Procurement	Verify special equipment/supply needs. Identify new needs.	Secure rental equipment and complete generator hook-ups/tests	Pre-stage storm/recovery equipment and supplies. Deliver Jon-boat to PSAF.	
Review insurance policies. Verify values, limits, and schedules.	Update insurance coverage for rental equip	Secure insurance policies and critical documents	Complete final back-up of computer data and cover/protect office and shop equipment.	
Review/verify IDC on-call list and contracts.	Review activity & project schedules. Plan for possible cancellation or shutdown.	Coordinate activity cancellation and inter-departmental support needs/changes. Verify project shutdown and site preparation status.	Shutdown non-essential building systems and utilities. Verify contractor/site shutdown.	

3
Inventory/inspect storm panels and shutters. Train personnel and practice installation.

3/2
Consider relocation of conex boxes and staging or starting Beach House prep.

Develop policy, procedure, and management of material and assistance requests from campus residents.

Remind employees to begin making personal preparations.

2
Relocate boats, vehicles, and equipment. Raise computers and sensitive equipment.

Notify campus residents of materials and assistance policy and procedure. Assign personnel to support.

Empty can storage area. Cover, protect, or relocate other trash or recycling containers.

Coordinate storage or relocation of contractor equipment and vehicles.

Begin/continue releasing employees to make personal preparations.

2
Complete relocation of vehicles and equipment. Secure relocation sites.

Finalize preparations of all campus facilities and residences. Secure all materials.

Review recovery assignments, policy, and procedure with employees.

Issue radios, vehicles, equipment to "essential" personnel.

Continue releasing employees to make personal preparations.

1

Communications and Marketing

Purpose

Establish procedures and guidelines for Communications and Marketing staff and augmentees to respond to requirements for campus communications and media queries.

Concept

The Citadel shall communicate up-to-date situational information to cadets, students, faculty, staff, the media, and community as required. Information must be gathered and verified to respond to our various constituencies in a timely and responsive manner.

Vice President for Communications and Marketing

Serves as a member of the Crisis Management Team.

Oversees the dissemination of information to campus and outside entities.

Establish and update the DAWG Line, disseminate in conjunction with other CMT official direction and information via all means of communication (web sites, social media, etc.). All official communications concerning the emergency are approved by the President via the Crisis Management Team or as delegated by The President.

Coordinate with Citadel Family Liaison to synchronize messaging on family communications paths.

Information Technology Services Guidance

If campus closes, shut down your computer, monitor and peripherals such as printers and external drives. Unplugging these from wall sockets, as well as disconnecting Uninterrupted Power Supplies from both the devices and wall will protect your equipment from surges.

Unplug the network cable to your computer, telephone, and other networked devices. Lightning can send voltage through these lines. If the wall outlet is inaccessible or hard to reach, unplug the power and network cables from the equipment itself.

If located near a window, move equipment to a more protected location or cover your computer with plastic. Do NOT seal your equipment inside the plastic, simply place over equipment.

Back up data on your computer's hard drive to removable media (USB drives, etc.). It is recommended you take this media home. Do not back up to removable media any confidential information subject to HIPAA and FERPA. Such information should be kept on The Citadel's centralized servers.

Mission-critical data on your personal computer should be backed up to The Citadel's centralized servers on a regular basis. In the event of severe damage to campus, buildings may be left unsecured. Theft is possible, and can result in the loss of confidential information.

Any on-campus servers managed by ITS may be shut down before the hurricane for a clean backup, and the media taken off-site.

Once employees are back on campus, restoration of IT operations depends on damage to equipment and the availability of staff. In event of water penetration in your building, do not plug in any equipment until cleared by ITS.

Application servers managed by ITS critical to The Citadel community are located in a secure, hardened facility in Ladson, SC, and unlikely to be affected by inclement weather. Faculty and staff email, as well as SharePoint, student email, and CitLearn (Blackboard) are hosted by Microsoft, Google, and Blackboard, respectively and availability is not subject to local weather conditions. Authorized users in a location with access to the Internet may continue using these products.

Backups and a limited amount of IT equipment are in another secure, hardened facility in Greenville, SC. In the unlikely event the Ladson facility is compromised it is possible to resume critical services at that location, subject to staff availability.

Please call 843-953-HELP for further information and assistance.

Law Enforcement

I. GENERAL

A. **Purpose:** Coordinate Citadel Public Safety personnel and equipment during natural disaster.

B. **Authority**

1. Charleston County Ordinance No. 485 dated July 5, 1983.
2. South Carolina Legislative Act Number 199, 1979.
3. South Carolina Legislative Act Number 223, 1967, with subsequent amendments.
4. Section 3792 of the Code of Laws of South Carolina, 1932.

C. **Organization**

The Director of Public Safety is The Citadel's Chief of Law Enforcement and responsible for coordinating with law enforcement activities. A listing of activities and their telephone numbers is at Appendix 1 to Annex I.

II. SITUATION

The Citadel is subject to disasters with the potential for large numbers of deaths, injuries and property damage. Public Safety, with campus partners, communicates with campus and the public, coordinates rescue activities, and maintains reporting capability.

III. MISSION

Provide a well-organized and equipped law enforcement operation for crime prevention, traffic control, security, and warning during a disaster.

IV. EXECUTION

A. **Concept of Operations**

1. Activities are directed by and coordinated with The Citadel Emergency Operations Center team.

2. The Director of Public Safety coordinates law enforcement and support forces during a disaster. State forces used in support of this Plan will be committed based on situation.
3. The police chiefs of the City of Charleston, Charleston Aviation Authority, City of North Charleston, Folly Beach, Mt. Pleasant, Sullivan's Island, Isle of Palms, and Lincolnville will direct law enforcement operations in their respective jurisdictions.

B. Tasks

1. Direct and control traffic evacuation routes departing campus from all gates. Primary traffic control points are provided at Appendix 2 to Annex I.
2. Lock buildings not in use.
3. Coordinate with the Medical University of South Carolina Public Safety for the Harbor View Towers parking garage for Citadel State vehicles.
4. Assign liaison officers to the Emergency Operation Center.
5. Assist in the removal of debris hindering traffic flow on campus.
6. Provide vehicle public address system warning to areas requiring evacuation, advise of shelter locations, and assist in evacuation if required. A listing of shelter locations and their telephone numbers is provided at Appendix 3 to Annex I.
7. Maintain law and order, prevent looting, and enforce curfews.
8. Assist in rescue operations.
9. Maintain communication with the Campus EOC, local police departments and the Highway Patrol.
10. Provide the EOC with campus damage and incident reports.
 - a. Type of Incident/Emergency.
 - b. Location.
 - c. Damage Incurred.
 - d. Action Taken.
 - e. Casualties Incurred.

f. Nature and Extent of Assistance Required.

- C. **Logistics**: Organic supplies, operational aids and transportation will be used. Additional supplies and transportation will be requested through The Citadel Emergency Operations Center.

V. **DIRECTION AND CONTROL**

A. When conditions warrant activation of the EOC, coordination of law enforcement activities fall under the direction and control of the Director or Deputy Director of Public Safety. Coordination will be conducted from the Emergency Operations Center (EOC) or the Public Safety office, situation dependent.

B. **Communications**

Law enforcement operations are directed over the county law enforcement radio communications net and telephones.

Appendix 1 To Annex "I", Law Enforcement**Charleston County EMD "Red Book" Points Of Contact**

<u>TITLE</u>	<u>TELEPHONE</u>
Sheriff, Charleston County Sheriff's Office	202-1700
Chief, City of Charleston Police Department	577-7434
Chief, North Charleston Police Department	740-2800
Chief, Folly Beach Public Safety Department	588-2433
Chief, Town of Mt. Pleasant Police Department	884-4176
Chief, Town of Sullivan's Island Police Department	883-9636
Chief, City of Isle of Palms Police Department	886-6522
Captain, Charleston Aviation Authority Police Department	767-1100
Senior Officer, Town of Lincolnton Police Department	871-6220
Joint Base Charleston Security	963-1110
U.S. Coast Guard Base Law Enforcement	724-7600
S.C. Army National Guard	577-3011
S.C. Highway Patrol	963-6000
S.C. Wildlife Law Enforcement	800-922-5431
Charleston County Emergency Management North Charleston	202-6700
Charleston County Emergency Management Ladson	746-3800
S.C. Law Enforcement Division (SLED)	803-737-9000
S.C. Alcohol Beverage Control Commission	803-898-5864

Personal names and home phone numbers are maintained in the Charleston County EOC alert list for law enforcement.

Charleston County EMS	Phone Number	Special Division
Charleston County Warning Point	743-7200	
Charleston County Coroner	974-6430	
Charleston County EMD	743-7200/746-3800	RSAR, MIRT, WMD, Fire Service
Charleston County EMS	743-7200	
Charleston County Radio	743-7200/670-0328	
Charleston County Rescue	743-7200	Dive, SW/F & Marine Team
Charleston County Safety	746-3890	
Other County Contact Points	Phone Number	Special Division
SC Warning Point/EMD	803-737-8500	
Berkeley County	761-9000	EMD,EMS, WMD, Rescue
Dorchester County	873-5111	EMD, EMS
Georgetown County	545-3157	
Orangeburg County	531-3020	
Colleton County	549-2211	
Williamsburg County	354-2374	
Coordination Center Lowcountry Regional Hospital	441-1091	
State and Federal Assets	Phone Number	Special Division
SC DHEC Environmental	888-481-0125/803-737-8500	Emergency Response
FAA Charleston International	744-5006	Radar Supervisor
NTSB	404-562-1666	Transportation Board
Joint Base Charleston	963-8400	Command Post
Joint Base Charleston	743-0527/963-2531	EOD
USCG Sector	740-7050	
Law Enforcement	Phone Number	Special Division
Charleston County Sheriff	743-7200	Dive, Metro, EOD, Marine Team
Berkeley County Sheriff	761-9000	
Dorchester County Sheriff	873-5111	
Charleston International Police	767-7000	
Charleston City Police	743-7200/577-7434	Dive, EOD, Marine Team
Folly Beach Public Safety	588-2433	
Hanahn Police	747-5711	
Isle of Palms Police	743-7200/886-6522	
Lincolntonville Police	743-7200	
Mount Pleasant Police	743-7200/884-4176	
North Charleston Police	743-7200/745-1510	Dive, EOD, Marine Team
Sullivan's Island Police	743-7200/883-3931	
Summerville Police	875-1650	
SU Marshall's Office	803-756-5821	
FBI	803-551-4200	

Fire/Rescue Departments	Phone Number	Special Division
Berkeley County Central Dispatch	719-4169	
Dorchester County Control Dispatch	873-5111	
Charleston County Dispatch	743-7200	
Goose Creek City Fire	863-5200	
Old Fort Fire Department	873-6111	
Hanahan Fire Department	747-5711/744-4073	
Summerville Fire Department	875-1650	
USAF Crash/Fire/Rescue	963-8062	
HAZMAT TEAMS	Phone Number	Special Division
Charleston Fire	743-7200	
North Charleston Fire	743-7200	
Mount Pleasant Fire	743-7200	
St Johns Fire Department	743-7200	
Summerville Fire	875-1650	
Airport/Transportation	Phone Number	Special Division
Charleston International	767-7000	
Charleston Executive Aviation	559-2401	John's Island
East Cooper Airport	884-8837	
Berkeley County Airport	889-7711	
Summerville/Dorchester Airport	851-0970	
Amtrak	800-331-0008	
CSX Railroad	800-232-0144	
Norfolk Southern Railroad	800-453-2530	
South Carolina Railroad	866-868-9103	
South Carolina Search Dogs	810-2085/743-7200	
Cannon Marine	870-0058	Isle of Palms
Charleston Harbor Tours	722-1112/800-979-3370	
Charleston Pilots	577-6695	
KMD Marine	881-0812	Goose Creek
McAllister Marine Towing	577-6449	
Moran Marine Towing	529-3000	North Charleston
Sea Tow	881-8949	Mount Pleasant
SpiritLine Cruises & Ft Sumter Tour	722-2628	
Stevens Marine Towing	889-2254	Hollywood
TowBoat US	745-5977	North Charleston
Utilities	Phone Number	Special Division
PUPS Underground Line Locator	811	
Dominion Gas	800-815-0083	Gas
Dominion Electricity	888-333-4465	Electricity
Berkeley Co-op	888-253-4232	
Coastal Electric	538-5800/538-5700	

Water and Sewer	Phone Number	Special Division
Charleston Water System	727-6800	
Berkeley Counter Water & Sewer	572-4400	
Dorchester County Water & Sewer	832-0075/563-0075	
Isle of Palms Water and Sewer	886-6148	
Kiawah Island Water and Sewer	768-0641	
Mouth Pleasant Water & Sewer	884-9626	
North Charleston Sewer District	764-3072	
Seabrook Island Water and Sewer	768-0102/768-0822	
St John's Water Company	724-7912	
Sullivan's Island Water and Sewer	883-3947/883-3931	
Communications	Phone Number	Special Division
Bell South	800-922-0983	
McClellanville Phone Company	887-3201	
Home Telecom	277-7307	Daniel Island
Home Telecom	761-9101/761-9166	Monck's Corner
Federal Agencies	Phone Number	Special Division
FEMA Region IV	770-220-5200/800-333-4846	3003 Chamblee Tucker Road Atlanta, GA 30341
FEMA Federal Regional Office	229-225-4500	402 South Pinetree Blvd Thomasville, GA 31792
USN Weapons Station	709-1077	2316 Redbank Road Goose Creek, SC 29445

Appendix 2 To Annex "I", Law Enforcement**Primary Evacuation Traffic Control Points****Charleston County****East Cooper Area**

Hwy 17 N at Hwy 45	McClellanville
Hwy 17 N at Hwy 41	
Hwy 41 at Hwy 45/17 A	Jamestown
Hwy 45 at Hwy 52	St. Stephen
Hwy 45 at Hwy 6/45	
Hwy 45 at Hwys. 6 & 453	Eutawville
Hwy 45 at Hwy 176	Holly Hill
Hwy 703 and Jasper Blvd.	Sullivan's Island
Hwy 17/701 Bus at Hwy 17/701 By-Pass	

Peninsula City/North Area

Meeting Street at I-26 W	City of Charleston
Ashley Phosphate Rd. at I-26 W	North Charleston
Hwy 78 at I-26 W	
I-26 at Hwy 301	Orangeburg

West Ashley Area

Hwy 61 N. at Hwy 165	
Hwy 61 N at Hwy 15	
Hwy 61 N at I-95	
I-95 at Hwy 178	Rosieville
Hwy 178 at Hwy 210	Bowman

Hwy 171 at Maybank Hwy	James Island
Hwy 171 at Hwy 17 S	
Hwy 165 at Hwy 17S	Ravenel
Hwy 64 at 17A/63	Walterboro
Hwy 64 at 17 Hwy 21 N	
Hwy 21 at Hwy 61	
Hwy 21 at Hwy 78	Branchville
Hwy 174 at Hwy 17 S	
Hwy 17 S at I-95 N	

Emergency Operations Center Points of Contact

DAWG INFO LINE – 843-953-3294 or 1-800-868-3294
 County Emergency Preparedness Office – 843-740-6300

SCTAG (803) 806-4217

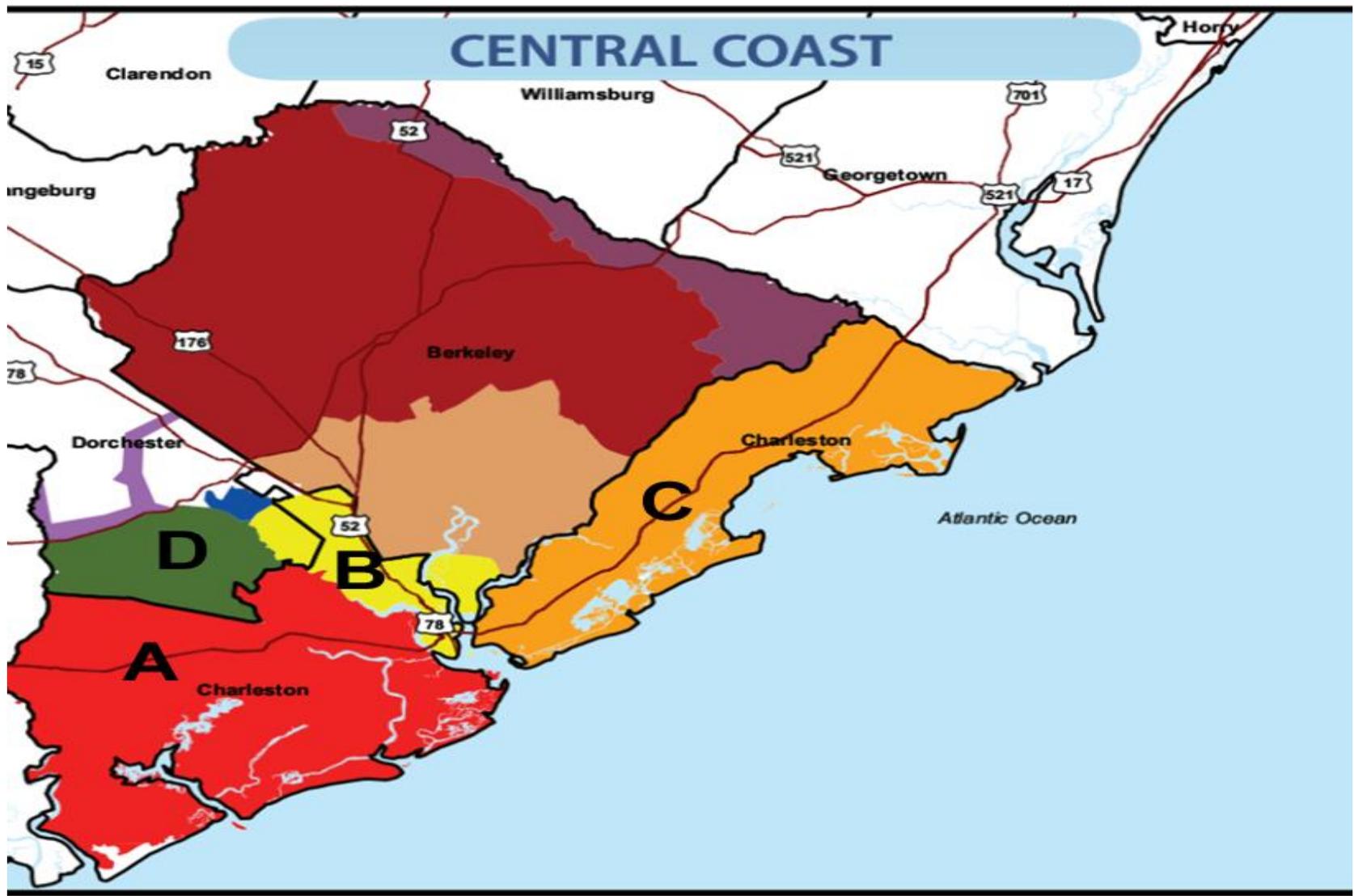
LOCATION	TELEPHONE NUMBER	LINE TYPE
Public Safety Office	SC Emergency Communications Network	Analog Number assigned by CIO Columbia when activated.
Facilities & Engineering –Conference Room	953-7022	Analog – Fax Machine
Facilities & Engineering –Conference Room	953-7023 (Primary)	Digital
Facilities & Engineering –Conference Room	953-7024	Digital
Facilities & Engineering –Conference Room	953-7025	Digital
Facilities & Engineering –Conference Room	953-7026	Digital
Grimsley Hall – Copeland Aud.	953-7027	Digital
Grimsley Hall – Copeland Aud.	953-7028	Digital
Bond Hall-President’s Office	953-6805	Analog Number assigned by CIO Columbia when activated 843-727-2317
Bond Hall – Executive Conference Room	953-5287	Digital
Bond Hall – Executive Conference Room	953-6805	Digital

COUNTY	DIRECTOR	24 HOUR PHONE #	EOC CENTER PHONE #	ECO CENTER FAX #
Beaufort County EMD 2001 Duke Street Beaufort, SC 29901	Lt. Col. Neil Baxley	(843) 524-2777	(843) 255-4000	(843) 255-4008
Berkeley County EPD 223 North Live Oak Drive Moncks Corner, SC 29461	Daniel Barb	(843) 761-9000	(843) 901-5019	(843) 719-4811
Charleston County EPD 8500 Palmetto Commerce Pkwy. Ladson, SC 29405-7464	Jason Patno	(843) 743-7200	(843) 746-3800	(843) 746-3810 (843) 746-3846
Colleton County EMP P.O. Box 677 108 Simmons Street Walterboro, SC 29488	Suzanne P. Gant	(843) 549-2211	(843) 549-5632	(843) 549-2529
Dorchester County Emer. Servs. Dept. 212 Deming Way, Box 3 Summerville, SC 29483-4751	Mario Formisano	(843) 873-5111	(843) 832-0341	(843) 832-0343
Georgetown County EPD 2222-C Highmarket Street Georgetown, SC 29442	Sam Hodge	(843) 546-5101 (843) 527-6763	(843) 545-3273	(843) 546-4945
Horry County Emergency Prep 2560 N. Main Street, Suite 4 Conway, SC 29526-3718	Randy Webster	(843) 248-1300	(843) 915-5150	(843) 915-6150
Lexington County EPD C/O Public Safety Director 212 S. Lake Drive Lexington, SC 29072	David Kerr	(803) 359-8230	(803) 359-8230	(803) 915-2462
Orangeburg County EPD 1558 Ellis Avenue Orangeburg, SC 29116-9000	Billy Staley	(803) 531-3020	(803) 533-6265	(803) 535-2339
Richland County EPO 1410 Laurens Street Columbia, SC 29204	Mike Kalec	(803) 576-3400 (803) 252-2911	(803) 737-8500	(803) 748-5055

LOCATION	TELEPHONE NUMBER	LINE TYPE
ROC 1 - F&E Conf Room	953-7023	Digital
ROC 2 - F&E Conf Room	953-7024	Digital
ROC 3 - F&E Conf Room	953-7025	Digital
ROC 4 - F&E Conf Room	953-7022	Analog
EOC - Public Safety Office	S.C.Emerg Comm Net	NOTE: Number assigned when activated.
Alternate EOC 1 (Grimsley Hall)	953-7027	Digital – Alt. EOC – Copeland Auditorium
Alternate EOC 2 (Grimsley Hall)	953-7028	Digital – Alt. EOC – Copeland Auditorium
Bond Hall -514 – Exec. Council Room	953-4887	Analog
Bond Hall - President’s Office	S.C. Emerg Comm Net	NOTE: Number assigned when activated
Bond Hall - President’s Office	953-6805	Digital
Bond Hall – Executive Conf Room (FAX)	953-7030	Analog – Fax Machine
Bond Hall – Executive Conf Room	953-7032	Digital
Bond Hall – Executive Conf Room	953-7088	Analog
Facilities & Engineering Conf Room	S.C. Emerg Comm Net	NOTE: Number assigned when activated

Listing	Department	Office	Cell	Home
Sodexo	Food Services	953-8274	732-966-3692	
Public Safety Office	Citadel Campus	953-5114		
IT Help Desk	Help Desk	1-800-922-1367		
Citadel Public Safety Office	Public Safety	953-5114		
Charleston, City of	Storm Water Service	724-7367		
IT Help Desk	Streets and Sidewalks	724-7366		
Citadel Public Safety Office	Emergency Management – Shannon Scass	720-2482	843-696-6687	973-7219
Charleston, County of	Public Works	202-7600		
Citadel Public Safety Office	Administrator’s Office	958-4000		
Charleston, County of College of Charleston Charleston Water System Conlon, Nurse Celeste	Emergency Management	843-746-3800		
		805-5507		
		727-6800		
College of Charleston Charleston Water System Conlon, Nurse Celeste Dept. of Natural Resources	Medical Representative	953-0853	425-2332	
	Columbia Office	803-734-3833		

LISTING	DEPARTMENT	CAMPUS	HOME	MOBILE
Highway Patrol Dispatch	Local Agency	803-896-9621		
Red Cross	Local Agency	764-2323		
Dominion Energy	Local Agency	888-333-4465		Acc. 3189800016687



Storm Terminology/Glossary

Tropical Depression

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 MPH (33 knots) or less. Sustained winds are defined as one-minute average wind measured at about 33 ft (10 meters) above the surface.

Tropical Storm

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39–73 MPH (34–63 knots).

Hurricane

An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 MPH (64 knots) or higher.

Saffir-Simpson Hurricane Scale			
Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

Storm Surge

A dome of water pushed onshore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50–1000 miles wide.

Storm Tide

A combination of storm surge and the normal tide (i.e., a 15-foot storm surge combined with a 2-foot normal high tide over the mean sea level created a 17-foot storm tide).

Hurricane/Tropical Storm Watch

Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours. Tune in to NOAA Weather Radio, commercial radio, or television for information.

Hurricane/Tropical Storm Warning

Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

STANDARD TIME ZONE CONVERSIONS

Conversions from UTC to some US time zones:

* = previous day

UTC (GMT)	PACIFIC STANDARD	MOUNTAIN STANDARD	CENTRAL STANDARD	EASTERN STANDARD
00	4 pm *	5 pm *	6 pm *	7 pm *
01	5 pm *	6 pm *	7 pm *	8 pm *
02	6 pm *	7 pm *	8 pm *	9 pm *
03	7 pm *	8 pm *	9 pm *	10 pm *
04	8 pm *	9 pm *	10 pm *	11 pm *
05	9 pm *	10 pm *	11 pm *	12 mid
06	10 pm *	11 pm *	12 mid	1 am
07	11 pm *	12 mid	1 am	2 am
08	12 mid	1 am	2 am	3 am
09	1 am	2 am	3 am	4 am
10	2 am	3 am	4 am	5 am
11	3 am	4 am	5 am	6 am

Note: For DST conversion add 1 hr. to times on chart.



Charleston County Bridge Procedures During High Winds

Revised September 12, 2008

The Charleston County Emergency Operations Center (EOC) works closely with law enforcement officers to receive updates on wind speeds on the various bridges throughout the County during an emergency.

The public can expect the following warnings during storms that produce high winds:

Condition Yellow: 30 mph sustained winds

- When the EOC receives reports from law enforcement officers that sustained wind speeds have reached 30 mph, the media will be asked to put out a message to the public that high profile vehicles will be advised not to use high span bridges (35 feet or higher), and the public should use extreme caution if they decide to travel over bridges.

High profile vehicles are:

- Box-type trucks similar to those operated by the United Parcel Service (UPS)
- Tractor trailers
- Motor homes
- Vehicles pulling travel trailers, box type trailers, large sail boats or other watercraft

Condition Red: 40 mph sustained winds:

- When the EOC receives reports from law enforcement officers that sustained wind speeds have reached 40 mph, the media will be asked to put out a message to the public that high span bridges (35 feet or higher) are **unsafe for public travel**. At these wind speeds, law enforcement officers may not be present at bridges due to unsafe conditions. Anyone who drives over bridges against the advisory is doing so at their own risk.

In addition to the above advisories, the public is warned that no matter what the measured sustained wind speeds, there could be unexpected and dangerous wind gusts of higher speeds.

High span bridges (35 feet high or higher) in Charleston County:

- **Arthur Ravenel, Jr. Bridge**
Hwy 17 in both directions between Mt. Pleasant and downtown Charleston
- **Don Holt Bridge**
I-526 over the Cooper River between North Charleston and Daniel Island
- **Cosgrove Bridge (the "North Bridge")**
- **Isle of Palms Connector**
- **James Island Connector**
- **Limehouse Bridge**
- **McKinley Washington Bridge (the "Edisto Bridge")**
Hwy 174 over the Edisto River near Edisto Island
- **Stono Bridge (need to verify with DOT that this should be listed here)**
Over Maybank Highway connecting James Island to Johns Island
- **Wando River Bridge**
I-526 over the Wando River in Mt. Pleasant
- **Wappoo Bridge**
- **Westmoreland Bridge**
I-526 over the Ashley River between North Charleston and West Ashley

At 25 mph, draw bridges are locked down to boat traffic:

Draw bridges and swing bridges (bridges that can be mechanically opened to allow for tall boat traffic to pass through from the water) will be **locked down to boat traffic** when sustained winds reach 25 mph or greater.