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**John C. Stennis Space Center**
Stennis Space Center, MS 39529-6000

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**June 2021**

COMPLIANCE IS MANDATORY

# John C. Stennis Space Center Emergency Management Plan

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## CONCURRENCE AND APPROVAL

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# Document History Log

| Status/Change/ Revision | Change Date | Originator/Phone | Description |
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| Basic | June 12, 2006 | R. Magee, 8-1417 | Initial Release |
| Revision | Sep 29, 2006 | R. Magee, 8-1417 | Changes made to address audit findings from NASA's IG Office on implementation of the National Incident Management System (NIMS) NASA-wide. Changes made in Section 4.0 and Sections 6.0, 7.0, and 8.0 were added to the plan. |
| Revision | Feb 15, 2007 | R. Magee, 8-1417 | Changes made to combine elements of SPLN-1040-0003 into this document, to address training requirements, and to include the Pandemic Response Playbook as an appendix.<br>SPLN-1040-0003 is superseded by this document. |
| Revision | Aug 20, 2007 | R. Magee, 8-1417 | Removal of nonfunctioning equipment from Section D.3.2 Addition of Acronym list to Appendix A. Addition of Appendix S for Security Emergencies. |
| Revision | January 15, 2008 | R. Magee, 8-1417 | Changes to Para G 3.2.1 (d), I on maintaining temperatures; changed issue date of the NASA Office of Human Capital Management Guidelines to January 2007; updated Table 8–E - Approved Shelters and Capacities |
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| Revision | December 12, 2008 | R. Magee, 8-1417 | Add list of alarms and notifications to Section 2.3. Add references to procedures for operation of critical |

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| | | | equipment and evacuation in Appendix P |
| Revision | January 29, 2009 | R. Magee, 8-1417 | Updated generation list. Table 5.E |
| Revision | July 7, 2009 | R. Magee, 8-1417 | Changes made to reflect location change of EOC, new emergency notification system requirements in Appendix D, a new notice to watercraft operators in Appendix E and reference to reserve/neutral gate procedures in Appendix T |
| Revision | May 18, 2010 | R. Magee, 8-1417 | Added information on the capabilities of the EOC in Section 2.0. Changed Section 3.3.4 with new text and new ICS organizational structure. Deleted content of Pandemic Plan. Added reference to Annual Fire Drill Requirement in Section I.3.2. New section I.3.6 on provisions for special needs individuals. |
| Revision | June 10, 2011 | R. Magee, 8-1417 | Substitute Table<br>Added one definition<br>Correction of reference, building and equipment numbers |
| Revision | April 4, 2012 | R. Magee, 8-1417 | Updated Shelter Table |
| Revision | April 12, 2012 | R. Magee, 8-1417 | Added emergency notification procedure as dictated by NASA Headquarters |
| Administrative Change | June 22, 2012 | R. Magee, 8-1417 | Removal of guidance on janitorial and food service that is no longer valid.<br>Updated Shelter list. |
| Revision | August 2013 | R. Magee, 8-1417 | Removed all references to shelters, shelter managers, shelter kits, etc. Also removed obsolete references, section 2.5, and Appendix K. |
| Administrative Change | September 17, 2014 | R. Magee, 8-1417 | Added Hazardous Weather Operations criteria in Appendix D, paragraphs D.2.a, D.2.b, and D.2.c. |
| Administrative Change | April 6, 2015 | R. Magee, 8-1417 | Institutional was replaced with Site throughout the document, updated |

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| | | | Table 3.B on training, update of Section 3.12 on unique resources available to support emergencies, updated descriptive information of Table 9.E Emergency Supplies, updated the directions for obtaining sandbags in section g. on Page 102, Removed reference to special food services in section J.3.2 on Page 114, added the words "at the direction of the SSC Supply & Equipment Management Officer on step 3, removed reference to special food services on Page 144 section c.(1). Table 16.F expanded to include more buildings and augmented with A2 test stand permanent freeze plan. |
| Administrative Change | June 1, 2016 | R. Magee, 8-1417 | Replaced all references of FOSC and FOS to SACOM, Updated table 6E "Hazard Threat Matrix", Changed title of table 6E from "Hazard Threat Matrix" to "Critical Infrastructure", Replaced all references of TOC to SACOM Contractor Test Operations Support, Added Table 9.F "Emergency Response Team – Minimum Staffing" |
| Administrative Change | August 15, 2017 | K. Volante, 8-2160 | Annual Review: Corrected minor grammatical errors, Replaced all references to Emergency Support Coordinator to Emergency Management Coordinator, Changed names of SACOM shop personnel throughout document to align to the new SACOM shop structure. Removed references to HAZNET from plan, Changed NAWAS to INWS monitoring capability in section D.2 and D.3(b), Changed destructive force |

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| | | | winds to tropical force winds in Section E.2.1, Updated table 5E, 6E and 10E. |
| Revision | August 2018 | K. Volante, 8-2160 | Added AMR response to section 2.2 and I.3.4, addition of reference to Critical Incident Stress Management Program, addition of emergency supplies located in building 9626, eliminated SSC warehouse personnel requirements in section 2.18.4.1, changed Emergency Council meetings from 1 per year to quarterly, updated IC for weather situations with Emergency Management Officer, addition of site-status application information in section 3.3.1, updated individual certification training requirement in table 3.B, updated section E.2.7 Dock and Vessels with updated information, updated section E.3.19 with responsibility for protective services contractor during state contraflow, updated Appendix F Freeze Condition Plan with updated information, updated Appendix L Potable Water Contamination Plan with updated information, updated Appendix M Power Failure Plan with updated information, addition of lockdown procedures in section Q5.3, updated phone numbers in Table 20.Q |
| Administrative Change | July 23, 2019 | K. Volante, 8-2160 | Annual Review: Corrected minor grammatical errors, updated table 6.E Generators, addition of damage assessment form location in section E.3.10, |
| Administrative Change | June 19, 2020 | K. Volante 8-2160 | Annual Review: Addition of definition of destructive winds to |

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| | | | Appendix A, added information to section E.2.1 on hurricane condition levels used at Stennis, changed tropical force winds to destructive winds 50 kt/58 mph in section E.2.1, changed Mississippi Gulf Coast to Stennis Space Center on condition levels used at Stennis in section E.2.1, updated table 6.E generators, added the sscsos.com website to section E.2.3, addition of daily emergency council meeting during hurricane conditions to section E.3.18, addition of note to tables 12E-15E, updates to table 13.E and 18.F |
| Administrative Change | June 16, 2021 | K. Volante 8-2160 | Annual Review: In section 3.0, changed Emergency Council meetings from quarterly to at least annually before hurricane season, added placing of commercial fisherman signs near waterway under condition IV checklist on page 73, change category 4 to category 2 for commercial fisherman safe harbor in section E.2.7 (b) and Table 9.E |

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# 1.0 INTRODUCTION

## 1.1 Purpose

This Emergency Management Plan (EMP) has been prepared to assist NASA and its contractor team in organizing and providing response actions as required by emergency conditions at the National Aeronautics and Space Administration (NASA) John C. Stennis Space Center (SSC).

All NASA and NASA contractor emergency response personnel and key contacts at each resident agency or company at SSC should be familiar with the contents of the plan and should maintain their copies in a current and available condition to ensure their readiness to implement corrective or continuing actions for all potential emergency/disaster situations. A current copy of this Emergency Management Plan is maintained on the SSC Technical Document System.

## 1.2 Applicability

a. The provisions of this plan apply to NASA SSC.

b. This plan applies to NASA contractors to the extent defined by their contracts.

c. Provisions of this plan apply to the resident agencies and companies at SSC as defined in their agreements for occupancy here at SSC.

## 1.3 Authority

NPR 8715.2, NASA Emergency Preparedness Procedural Requirements

## 1.4 References

a. SPD 1107.1, SSC Organization Mission and Responsibilities

b. SPLN-1040-0005, John C. Stennis Space Center, Continuity of Operations Program Plan

c. SPLN-3792-0001, SSC Critical Incident Stress Management Program

d. SPLN-8621-0003, SSC Mishap Preparedness and Contingency Plan

e. SCWI-8500-0020-ENV, Environmental Integrated Contingency Plan

f. NPR 1800.1, NASA Occupational Health Program Procedures

g. NPR 8715.2, NASA Emergency Management Program Procedural Requirements

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## 1.5 Situation and Assumptions

Local hazards or emergency incidents can disrupt center operations, cause damage, and create causalities. Natural hazards include hurricanes, tornadoes, fires, and winter storms. Other disaster situations can develop from an environmental or hazardous material incident, fire, transportation accident, terrorism, civil disorder, violence in the workplace, or the threat of nuclear/conventional attack. A matrix of possible hazards and threats and their likelihood of occurrence is provided in Table 1 below.

Historically, the Mississippi and Louisiana Gulf Coasts have experienced devastating hurricane events that resulted in significant damage and loss of life. Most notable among these are hurricanes Camille in 1969 and Katrina in 2005.

**Table 1 - Hazard/Threat Matrix**

| Possible Hazard/ Threat | Likelihood | Vulnerability | Worst Threats | Comments |
|---|---|---|---|---|
| Hurricane | High | Disaster | X | Historically, the Gulf Coast Region has experienced devastating hurricanes |
| Tornado | Low | Disaster | | |
| Flood | Low | Disaster | | Most likely threat is storm surge flooding associated with hurricanes |
| Winter storm | Low | Disaster | | |
| Highway/ transport accident | Medium | Emergency | | Threat from both traffic along Trent Lott Pkwy and HAZMAT-loaded vehicles servicing SSC |
| Wildfire | Medium | Disaster | | |
| Terrorism | Low | Emergency | | |
| Vandalism | Medium | Emergency | | |
| Violence in the workplace | Medium | Emergency | | |
| Active Shooter | Medium | Emergency | | |
| Civil disorder | Low | Emergency | | |
| Structural fire | Medium | Emergency | | |
| Severe thunderstorms with lightning | High | Emergency | X | Most dangerous threat to personnel in open areas |

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| Possible Hazard/ Threat | Likelihood | Vulnerability | Worst Threats | Comments |
|---|---|---|---|---|
| Hazardous Material (HAZMAT) incident | High | Emergency | X | Threat due to the nature of the facilities at SSC |
| Flu Pandemic | Medium | Emergency | | |

## 1.6 Plan Organization

The remainder of this plan is organized into three major sections for clarity, covering:

- The Emergency Operations Center (Section 2.0)
- Incident Management (Section 3.0)
- Specific Emergency Response Procedures (Appendices)

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## 2.0 EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC), located in B-8000, is the primary location of response capabilities maintained for responding to emergencies at SSC. The sections below outline the specific capabilities that are maintained and the expectations that exist for each. These capabilities are maintained by contract, approved procedures, and appropriate personnel training. Each area will be audited annually on these capabilities, usually before June 1 of each year.

Incident Commanders (ICs) and Incident Command Post (ICP) personnel will pull from these capabilities and facility functions to accomplish their emergency tasks. As a general rule, SSC will call upon capabilities as needed for immediate emergencies. When sufficient time allows for preparation for an emergency, such as with a tropical storm or a hurricane, these capabilities will be called on to secure facilities and to vacate SSC once their preparations are complete. Only a small contingent of personnel will be kept onsite during a tropical storm or hurricane at the discretion of the IC. Once tropical force winds leave the SSC area, Fire Department and facilities contractor personnel will make inspections of facilities for dangerous or critical damage and the ICP personnel will call in capabilities to address damage as needed.

### 2.1 Fire Department

The SSC Fire Department is located on the east end of the EOC. It has responsibility for fire protection services for all of the buildings and personnel at SSC. The SSC Fire Department maintains the following capabilities:

- 24/7 operational status
- One (1) primary response pumper
- One (1) Quint aerial apparatus
- One (1) reserve pumper
- An equipped confined space rescue trailer
- An equipped HAZMAT trailer
- Class A air-filling capability
- Trained personnel, as follows:
    - ICs (Fire Chief and Fire Captains)
        - Independent Study (IS) 100, IS 200, IS 700, and IS 800
        - HAZMAT Incident Command
    - Fire Fighters (all)
        - IS 100, IS 200 and IS 700
        - HAZMAT Technician Level Certified

### 2.2 Emergency Medical Technician Capability

Emergency Medical Technicians are co-located with the Fire Department personnel and are responsible for providing emergency medical services and transporting personnel to the SSC

Medical Clinic or to a hospital in the area should the situation warrant. American Medical Response (AMR) also provides Advanced Life Support (ALS) transport for SSC to area hospitals. Emergency Medical Technicians maintain the following capabilities:

- 24/7 operational status
- Two (2) ambulances
- Trained personnel, as follows:
    - Emergency Medical Technicians
        - Basic life support
        - IS 100 and IS 200 and IS 700

## 2.3 Security Services

Security services, located in the EOC, is responsible for providing security and other emergency-related services as follows:

- 24/7 operational status
- Central dispatch operation
    - National Oceanic and Atmospheric Administration (NOAA) weather radio operational capability
    - National Warning System (NAWAS) monitoring capability
    - Interactive National Weather Service (INWS) monitoring capability
    - Local weather report capability
    - Lightning detection alert capability
    - Trunk radio site-wide broadcast capability
    - Closed Circuit Television (CCTV) monitoring capability
    - Other Storm Ready capabilities needed to maintain certification
- Roving security patrols
- Badge access management
- Trained personnel as follows:
    - Security Staff (NASA) serving as IC
        - IS 100, IS 200 and IS 700
    - Security Management (Contractors)
        - IS 100, IS 200, IS 700 and IS 800
        - HAZMAT
    - Security Patrol Officers
        - IS 100, IS 200 and IS 700
        - HAZMAT

## 2.4 Medical Clinic

The SSC Medical Clinic is located on the west end of the EOC building. It is responsible for emergency medical services during the normal workday at SSC. The SSC Medical Clinic maintains the following capabilities:

- Normal workday operations
- Ability to perform employee testing/screening to meet Occupational Safety & Health Administration (OSHA) medical standards
- Ability to perform medical surveillance
- Ability to implement Critical Incident Stress Management (CISM) program (SPLN-3792-0001)
- Ability to decontaminate personnel before entry into Medical Clinic
- Ability to isolate contagious patients
- Trained personnel as follows:
    - Chief Medical Officer
        - IS 100, IS 200, IS 700, IS 800
    - Medical support personnel
        - IS 100, IS 700
        - HAZMAT

## 2.5 Helicopter Landing Capability

The EOC maintains a helicopter landing capability classified under the National Incident Management System (NIMS) as a "Helispot." The following capabilities are maintained:

- 24/7 availability
- One concrete lighted helicopter pad
- Two grass helicopter landing areas
- Designated communication channels
- Notification of area control towers of pad and approach information
- Federal Aviation Administration (FAA) shout line for direct access to New Orleans approach

## 2.6 Energy Management Control System Office

The Energy Management Control System (EMCS) Office is located in the EOC and provides visibility and control of over 65,000 points at SSC. From their vantage point, valves and vents can be closed or opened in most buildings, leaks can be detected that pose risks to personnel and the environment, and alarms can be monitored to ensure safety. The following capabilities are maintained:

- 24/7 availability
- EMCS visibility to all control/monitoring points
- Trained personnel as follows:
    - EMCS operators
        - IS 100, IS 200, IS 700

## 2.7 Incident Command Post

The Incident Command Post (ICP) is co-located with the EMCS Office. In times of emergency that merit the activation of multiple resources from across the Center, the ICP will be staffed by personnel from the EMCS Office. The ICP is under the management of the IC as appointed by the Emergency Management Officer.

In rare instances, the ICP may be activated closer to an incident, outside the EOC. In these instances, the EMCS staff will provide support as necessary to the ICP as situated in the field.

The ICP inside the EOC maintains the following capabilities:

- 24/7 availability
- Location of the Contractor Emergency Management Coordinator Office
- Capability to view CCTV surveillance cameras
- Capability to communicate via satellite phones
    - Maintain 4 satellite phones in ready condition
- Capability to connect phones and internet to a portable satellite dish
    - Maintain a portable satellite dish system
- Capability to view television broadcasts via cable and satellite
- Mobile communications trailer capable of phones and internet capability
- Trained personnel as follows:
    - ICP operators
        - IS 100, IS 200, IS 700

## 2.8 Media Room

A media room is maintained in a conference room on the second floor of the EOC, just off the elevator, allowing a safe location for media representatives to gather during times of emergency. The room is set up to allow for small-scale interviews and sharing of information.

## 2.9 Emergency Management Officer/General Staff Office

The Emergency Management Officer and the General Staff members of the EOC are housed in this office. The General Staff members are in charge of planning, information technology, public affairs, safety, and liaison activities with the resident agencies. This provides the following capabilities to the EOC:

- Planning for known upcoming emergency events
- Planning for potential emergency events
- Information technology expertise
- One single voice with media during emergency operations
- Full integration of safety into SSC's preparations and response activities

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- Liaison with our many resident agencies to maintain appropriate communications
- Trained personnel as follows:
  - Emergency Management Officer
    - IS 100, IS 200, IS 300, IS 400, IS 706, IS 775, IS 700, IS 800
  - General staff
    - IS 100, IS 200, IS 706, IS 775, IS 700, IS 800

## 2.10 Emergency Operations Center (EOC) Conference Room

Centrally located within the EOC, the EOC Conference Room provides a location for general meetings as well as a place where senior management can meet and observe the operations inside the ICP through a clear glass divider. This provides the following capabilities to the EOC:

- Ability to make a stationary address over the SSC TV network
- PowerPoint, webinar, and telecom capabilities
- Location for all Incident Command System (ICS) functional elements to meet
- Monitors to project live and computer-generated images and information

## 2.11 Closed Circuit Television (CCTV) and Access Control Capability

Closed Circuit TV services and electronic control system capabilities are housed in the EOC. This provides the following capabilities to the EOC:

- Controlled access capability
- Trained personnel as follows:
  - CCTV and access control personnel
    - IS 100, IS 700

## 2.12 Emergency Communications Center

SSC's ham radio operations and other emergency communication devices are located adjacent to the Incident Command Post. This provides the following capabilities to the EOC:

- Alternative means of communication over the airwaves
- Trained personnel as follows:
  - Ham radio personnel
    - IS 100, IS 700

## 2.13 Back-up Generator Capability

Next to the EOC are two emergency generators that operate on natural gas with a diesel fuel back-up. They provide redundant capabilities, as only one generator is needed to operate the entire EOC.

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## 2.14 Cell Tower and Communication Equipment Capability

The equipment storage building next to the EOC is connected to the EOC via duct banks. Information collected from sensors and antennae on the adjacent tower are routed through the equipment storage building to the EOC. The tower contains antennae for the ham radio system, weather monitoring system, and satellite TV. This provides capabilities to the EOC as follows:

- Ham radio operation
- Onsite weather monitoring (wind, temperature, rain, etc.)
- Commercial satellite TV services

## 2.15 Emergency Operations Center Staging Area

There is an EOC staging area on the first floor for distribution of emergency supplies and equipment before, during and after emergency operations. Typically, the following items will be staged in the staging area:

- Emergency response supplies and gear
- Supplies for EOC operations

## 2.16 Central Engineering Files

To provide readily available access to building information for repair or response, the Central Engineering Files (CEF) are located inside the EOC.

## 2.17 Engineering Services

To provide engineering and architectural services to meet repair and recovery needs, engineering services is co-located inside the EOC.

## 2.18 Other Facilities and Capabilities Covered Under Incident Command System

Several facilities and capabilities at SSC that are critical in anticipation of potential emergencies are located in other areas at SSC.

### 2.18.1 Communications Facility/Alternate Incident Command Post

The SSC Communications Facility in B-9357 is the critical point of connection between the onsite phone and internet systems and those external to SSC. This facility provides the following capabilities to the ICS:

- Offsite communications
- Trained personnel as follows:
  - Communication personnel
    - IS 100, IS 700

### 2.18.2 Data Center

The SSC Data Center in B-9323 contains the critical data system for the facility. This facility provides the following capabilities to the ICS:

- Back-up of vital record/business/technical data
- Trained personnel as follows:
  - Information Technology Personnel
    - IS 100, IS 700

### 2.18.3 Records Storage Facility

The SSC Records Storage Facility in B-3204 contains hard copy storage of inactive and important records. The facility and its personnel provide the following capabilities to the Incident Command System:

- Secure facility that has been hardened to protect hardcopy documentation
- Resources to support records disaster mitigation and remediation
- Direction on the preservation and protection of electronic records
- Trained personnel as follows:
  - Records Personnel
    - National Archives & Records Administration (NARA)/Records Emergency Planning and Response
    - NARA/ Vital Records Management
    - IS 100, IS 700

### 2.18.4 Logistical Operations

The following logistical support operational capabilities are maintained at a functional level for all potential emergency operations.

#### 2.18.4.1 Emergency Supplies Storage

Emergency supplies are maintained in the emergency supplies bunker in B-9626. Additional supplies are also stored at the SSC warehouse located at the Michoud Assembly Facility (MAF) and are trucked to SSC when needed. Warehouse personnel are required to provide needed supplies to personnel involved in the preparation for and recovery from emergency situations. Accurate inventories of supplies should be maintained and provided to the Emergency Management Officer and ICs for planning purposes.

#### 2.18.4.2 Fuel Management

Fuel is needed to operate generators and vehicles during times of emergency. Fuel storage facilities and the distribution process must be in functional order at all times.

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- Trained personnel are as follows:
  - Fuels management personnel
    - IS 100, IS 700
    - HAZMAT

### 2.18.4.3 Emergency Generators (Fixed and Mobile)

The list of emergency generators available onsite to address emergency power needs is found in Table 6.E. In general, generators are distributed to predetermined locations on or before June 1st of each year and remain there until November 30th.

## 2.19 Other Incident Command System Capabilities

Other capabilities not specifically mentioned above, but available onsite, will be commandeered on an as needed basis to meet emergency response objectives. If needed capabilities are not available at SSC, the IC will, through appropriate work channels, order these services or will call upon NASA Headquarters to make necessary arrangements.

## 3.0 INCIDENT MANAGEMENT

The capabilities mentioned in Section 2.0 are utilized in response to emergency situations and when an ICS is implemented for emergency management. This command system is in full compliance with the National Incident Management System (NIMS), providing for common positions, terminology, forms, and a hierarchal command structure.

Due to the multi-tenant nature of SSC, an Emergency Council has been formed that is comprised of authorized representatives from all resident agencies and organizations. The Council will advise and support the IC and act as official agents to transmit information and emergency directives to their appropriate organizations. The Emergency Council will convene at least annually before hurricane season to address the following issues:

- Update key personnel appointments in the SSC Key Personnel database (key contacts, emergency council coordinators, etc.).
- Provide recommended updates to this plan.
- Hold a general discussion of emergency preparedness and possible improvements.

Traditional management structure is used to represent NASA authorities down to the IC. The structure from the IC follows an established pattern but will be modified as the emergency situation warrants. The following sections outline responsibilities by position.

### 3.1 NASA Personnel Responsibilities

**3.1.1 Center Director** makes or approves all final policy decisions regarding emergency or disaster matters affecting SSC. To ensure continuity of operations during an emergency as outlined in SPLN-1040-0005, John C. Stennis Space Center, Continuity of Operations Program Plan, the succession of the SSC Director's authority shall be in accordance with NPR 8715.2.

**3.1.2 Deputy Center Director** chairs the SSC Emergency Council.

**3.1.3 Director, Center Operations Directorate** serves as the Deputy Chair of the SSC Emergency Council and will designate the Emergency Management Officer.

**3.1.4 Emergency Management Officer** (or his/her representative)

a. Manages the EOC as a whole in accordance with NIMS terminology.

b. Ensures emergency response personnel meet the qualification/training requirements specified in Appendix B of this plan and, if not civil servants, are available per contract requirements.

c. Administers the EOC and, in this capacity, serves as the primary advisor to senior SSC leadership relative to the Incident Management System.

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d. Appoints the ICs for given types of situations. Typically, the Emergency Management Officer, alternate or Logistics Officer handles natural disasters, the Security Officer handles acts of terrorism, and the Fire Chief handles chemical or oil releases.

e. Provides support, as required, to the EOC by providing primary and alternate members for the positions as depicted in the organizational structure of the EOC.

f. Reviews the IC's report after any exercise or emergency response activity to ensure that recommendations deemed appropriate are documented for corrective or preventive action and tracked through closure.

g. Works with other NASA Centers or Headquarters as well as other federal, state, community or private organizations to achieve emergency readiness or response.

h. Maintains recall emergency rosters and employee evacuation data as required.

i. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC Continuity of Operations Plan (COOP) (SPLN-1040-0005).

### 3.1.5 Chief Financial Officer (CFO)

a. Provides support, as required, to EOC by providing a primary and alternate Finance official.

b. Ensures that the designated member of the EOC meets the required qualification/ training requirements as specified in Appendix B of this plan.

c. Maintains recall emergency rosters and employee evacuation data as required.

d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC COOP Plan (SPLN-1040-0005).

### 3.1.6 Finance Official

The Finance Official(s) will:

a. Perform the resource management and financial management support as required by the EOC.

b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).

c. Maintain current contact information with supervisor.

d. Be prepared to participate in exercises and training as required.

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### 3.1.7 Procurement Officer

a. Provides support, as required, to EOC by providing a primary and alternate Contracting Officer with appropriate credentials.

b. Ensures that the designated member of the EOC meets the required qualification/ training requirements as specified in Appendix B of this plan.

c. Maintains recall emergency rosters and employee evacuation data as required.

d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC COOP Plan (SPLN-1040-0005).

### 3.1.8 Contracting Officer

The Contracting Officer(s) assigned to the EOC will:

a. Perform the procurement support as required by the EOC.

b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).

c. Maintain current contact information with supervisor.

d. Be prepared to participate in exercises and training as required.

### 3.1.9 Manager, Office of Human Capital

a. Executes responsibilities for leave administration, timekeeping, hours of duty and employee notification during emergency preparedness operations as follows:

1. Leave Administration: In an emergency situation, sets policies and guidelines as appropriate to ensure proper usage of leave and overtime.

2. Timekeeping: In conjunction with the Office of the CFO, Financial Management Division (FMD), the Office of Human Capital (OHC) is responsible for the processing and maintenance of timekeeping and payroll accounts to ensure all employees are accurately paid, during emergency operations. The Center Operations Directorate, Information Technology (IT) Branch, is responsible for providing technical and administrative automated systems support. The OHC, FMD and IT, will work closely to ensure payroll is accurate and processed in a timely manner.

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3. If NASA SSC is unable to process payroll onsite in an emergency situation, payroll will be processed remotely through NASA's Marshall Space Flight Center, Huntsville, Alabama or the NASA Headquarters Office, Washington, DC.

4. Hours of Duty and Operations: When an emergency situation exists, and payroll is processed remotely, all employees will be paid using the standard workweek schedule for full-time employees consisting of a 40-hour per week schedule.

5. Emergency Contact Information: The OHC will validate emergency contact information for all NASA employees on an annual basis. The NASA Organizational Profile System (NOPS) will be used for this purpose. During emergency situations, employees will be notified using information in the NOPS system.

b. Provides support, as required, to the EOC by providing a primary and alternate Human Capital representative for service in the EOC.

c. Ensures that each designated member of the Emergency Operations Center meets the qualification/training requirements as specified in Appendix B of this plan.

d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC COOP Plan (SPLN-1040-0005).

### 3.1.10 Human Capital Representative

The Human Capital Representative(s) will:

a. Perform the tasks assigned by the IC.

b. Serve as the Accountability POC for NASA Civil Servants

c. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).

d. Maintain current contact information with supervisor.

e. Be prepared to participate in exercises and training as required.

### 3.1.11 Director, Safety and Mission Assurance Directorate

a. Provides support, as required, to the EOC by providing a primary and alternate Safety Officer for service in the Emergency Operations Center.

b. Maintains preparedness to provide safety oversight and conduct investigations as required.

c. Ensures that each designated member of the Emergency Operations Center meets the qualification/training requirements as specified in Appendix B of this plan.

d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC COOP Plan (SPLN-1040-0005).

### 3.1.12 Manager, Office of Communications

a. Provides support to the EOC by providing a primary and alternate Public Affairs Officer.

b. Ensures that the designated member of the EOC meets the required qualification/ training requirements as specified in Appendix B of this plan.

c. Maintains recall emergency rosters and employee evacuation data as required.

d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC COOP Plan (SPLN-1040-0005).

### 3.1.13 Public Affairs Officer

The Public Affairs Officer(s) assigned to the EOC will:

a. Conduct interface with the public as required by the IC.

b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).

c. Maintain current contact information with supervisor.

d. Be prepared to participate in exercises and training as required.

### 3.1.14 Logistics Officer

a. Provides support, as required, to the EOC by providing representation to the EOC.

b. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS-700 and IS-800).

c. Maintains current contact information with supervisor.

d. Maintains recall emergency rosters and employee evacuation data as required.

e. Maintains preparedness to serve as the IC, as required, primarily for weather related events.

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f. Be prepared to participate in exercises and training as required.

### 3.1.15 Security Officer

a. Provides security services as required.

b. Provides support, as required, to the EOC by providing representatives to the EOC.

c. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS 700 and IS-800).

d. Maintains current contact information with supervisor.

e. Participates in exercises and training as required.

f. Maintains recall emergency rosters and employee evacuation data as required.

g. Prepares and maintains vital records for expeditious deployment to alternate facility in support of the SSC COOP Plan (SPLN-1040-0005).

h. Maintains preparedness to serve as the IC, as required, primarily for law enforcement events and acts of terrorism.

### 3.1.16 Chief Counsel

a. Provides legal advice on compliance with Federal, state, and local laws applicable to emergency preparedness.

b. Provides legal guidance in the preparation of all emergency plans and documents pertaining to the emergency management plan, and during an actual event.

c. Provides legal advice on NASA interagency agreements, Memoranda of Agreement (MOA), and Memoranda of Understanding (MOU) with Federal, state, or local agencies.

d. Interprets local, state, and Federal emergency preparedness directives.

## 3.2 NASA Contractor Support Personnel

### 3.2.1 Synergy Achieving Consolidated Operations and Maintenance (SACOM) Contract Emergency Management Coordinator

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a. Coordinates all Emergency Operation Center functions for the Synergy-Achieving Consolidated Operations and Maintenance (SACOM) contractor

b. May fulfil the role of Planning Section Chief during EOC activations.

**3.2.1.1 SACOM Contract EOC Facility Operations Section Chief**

a. Ensures the SACOM contractor is prepared for and complies with NASA-established requirements assigned to the SACOM Contractor at SSC.

b. Fulfills SACOM Contract responsibilities covered in this plan and further specified in the contract.

**3.2.1.2 Fire Chief**

a. Provides emergency fire services as required.

b. Provides support, as required, to the EOC by providing representatives to the EOC.

c. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS-700 and IS-800).

d. Maintains recall emergency rosters and employee evacuation data as required.

e. After each annual exercise (drill) that involves activation of SCWI-8500-0020-ENV (SSC Environmental Integrated Contingency Plan), and when serving as IC, the Fire Chief shall provide a report to the Emergency Management Officer that includes recommendations to correct, modify or improve emergency response operations and written procedures.

f. Maintains preparedness to serve as the IC, as required, primarily for fire and hazardous material response related events.

**3.2.1.3 Chief Medical Officer**

The Chief Medical Officer:

a. Provides emergency medical services for the EOC as required including providing other representatives as necessary.

b. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS-700, and IS-800).

c. Maintains recall emergency rosters and employee evacuation data as required.

#### 3.2.1.4 Shop Support, High Voltage and Logistics Personnel

a. The SACOM Contractor has identified three additional lead positions needed in emergency operations. They are as follows:

- Shop Support Lead
- High Voltage Lead
- Logistics Lead

b. These positions are activated by the EOC Facility Operations Section Chief based on need.

### 3.2.2 Other NASA Contractors

Comply with emergency response requirements per their contract.

#### 3.2.2.1 Security Contract EOC Security Operations Section Chief

Fulfills contract responsibilities covered in this plan and further defined by contract.

#### 3.2.2.2 LS Contract Geographic Information System (GIS) Specialist

Provides GIS support to emergency planning and operations as requested by the EOC Planning Section Chief or Incident Commander.

#### 3.2.2.3 ITS Contract Personnel

The Information Technology Services (ITS) contractor provides personnel to support the following EOC positions, as requested by the EOC Planning Section Chief or Incident Commander:

- IT Specialist
- Emergency Communications Center (ECC) Operator

## 3.3 Concept of Operations

NASA has designed an EOC to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The EOC is based on the principles and characteristics detailed in the National Incident Management System (NIMS). Therefore, the five components of NIMS are used to form the foundation of SSC emergency and incident response as follows:

- Preparedness

- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

### 3.3.1 Declaration of Emergencies and Coordination

In the event an emergency, alarms will be sounded and messages will be transmitted as outlined in this plan. The types of alarms and notifications that are provided are as follows:

- Fire Alarms
- Lightning Advisories
- Lightning Warnings
- Lightning All Clear
- Hydrogen Gas Leaks
- Hydrogen Gas Fires
- Tornado Warnings
- Hurricane Readiness Condition Levels

In addition to the audible and email notifications from the outdoor Emergency Warning System for lightning and tornadoes, the agency-wide Emergency Notification System (ENS) will be used to deliver emergency notifications using the ENS Communicator system. The ENS will rapidly disseminate emergency information on an incident, provide instructions to the agency population (civil servants and contractors) as a whole or to SSC personnel, and allow employees the opportunity to report their accountability/safety status. The system has the capability to notify via multiple communication devices (e.g., home/office telephone. email, pager, cellular, and text). The system can be used for personnel and special staff call-ins as part of the emergency notifications. The system also has a survey module, which can be used for personnel accountability. System use is based on the urgency, frequency, audience, and other criteria established by the Emergency Management Officer.

Only trained and authorized personnel shall have access to the ENS system and ENS Survey Module. There are two situations where sending ENS messages are authorized to be sent:

- Emergency or Life Threatening Situation: A situation posing significant danger to employees such as a fire, hazardous material situation, violent criminal activity, active shooter, bomb threat, suspicious package, hostage situation, etc. These types of notifications generally affect some or all individuals in a defined location. SSC ENS operators will make every effort to coordinate the appropriate ENS message with SSC Emergency Management Officer. However, the situation may require immediate notification. In these cases, the “canned” messages in the system will be used without further permissions under these circumstances.
- Urgent or Time Sensitive Information: Utility interruptions, unusual circumstances

likely to cause discomfort or alarm, road closings that impact entry/exit to the Center's facilities, staff call-ins for emergency response teams, or other unusual incidents. SSC operators will coordinate the appropriate ENS message with the SSC Emergency Management Officer before sending an ENS message for the above-cited examples (Urgent or Time Sensitive Information).

The ENS will not be used for non-emergency situations such as heavy traffic, elevator outages, or building/office closures due to non-emergency situations. Authorization to send Agency-wide or Center-specific notifications will be authorized from the highest level as circumstances permit. Notifications involving immediate life safety issues may need to be sent on short notice or no notice, without full authorization. The appropriate mode(s) of distribution will be determined at the Center by the incident timeline and populations affected.

When needing to capture information on the status of employees and contractors, the ENS operator will use the "Are you okay?" call flow and the Web Check-In functionality of the tool. In times where a follow-up assessment on the safety status or other pertinent information is needed, the NASA Accountability POC or Emergency Management Officer may administer an ENS Survey(s) through the Survey Module.

The Emergency Management Officer will be notified each time the ENS is used at a Center. SSC will conduct quarterly End-to-End testing using the ENS testing template to ensure familiarity with the system is maintained. The Center ENS POC will notify the OPS System Administrator of the testing date and ensure that Center testers are advised of the ENS test at least one week prior to the test.

In addition to the ENS system, the SSC Site Status cell phone application will be used to disseminate to all employees site-wide the status of Stennis Space Center through cellular phone push notifications, email and updating of the SSC intranet home page. Employees are encouraged to download the site status application to their cellular device to receive the notifications. The site status application is also used to send out weather notifications to include automated lightning alerts and severe weather and tornado notifications.

### 3.3.2 Classification of Emergencies

There are three established categories for classifying emergency or disaster conditions at SSC:

- Class I Emergency: A minor or minimum emergency situation which should and can be contained or controlled by the IC and a single section of the Incident Command.
- Class II Emergency: An emergency situation beyond the capabilities of a single section of the Incident Command, requiring the assignment of additional SSC effort or offsite assistance.
- Class III Emergency: An emergency of disastrous proportions requiring action on the part of all SSC personnel and possibly offsite assistance.

### 3.3.3 Incident Commander Designation

The IC will be selected by the Emergency Management Officer based on the scale and complexity of the incident. The IC will coordinate all emergency activities and will be responsible to the Emergency Management Officer.

The IC is responsible for:

a. Establishing incident management objectives and strategies.

b. Ensuring that all functional areas are directed toward accomplishment of the strategy.

c. Ensuring the complete preparation of Incident Action Plans and ensuring the successful accomplishment of assigned tasks and objectives.

d. Completing the required training prior to assuming duties as IC.

A Deputy IC may be appointed by the Emergency Management Officer or IC if the incident will require a long-term recovery effort. The Deputy IC will perform all tasks associated with the duties of the IC and those tasks directed by the Emergency Management Officer or IC.

### 3.3.4 Activation of SSC Incident Command Post

When required by the nature or category of the disaster or emergency, either the Emergency Management Officer or the appointed IC shall activate the ICP inside the EOC in B-8000. The ICP is in Room 113. The phone number is 228-688-3777. This facility will be the central communication point for emergencies at SSC and will serve as the command, control and coordination center for all SSC activities involved in or affected by the situation. The designated SACOM Contract Emergency Management Coordinator will report to the ICP, organize required communications and associated data, and staff the center as required by the IC.

The basic ICP organization is identified in Table 2. It is, however, modular, adaptable, and scalable to the type, size and complexity of any emergency or incident. It will expand and/or contract as the incident matures. All the positions listed in Sections 3.1 and 3.2 will be available for staffing during the course of the incident, depending on the need.

### 3.3.5 Resource Management

SSC has established processes that provide ICs with timely and appropriate resources during an incident. During incidents, SSC resource management will take place in the ICP and in coordination with the NASA Headquarters Emergency Operations Center, when both are established. The IC will prioritize and coordinate resource allocation and distribution. As a

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general rule, ICs and ICP personnel will call upon capabilities as needed for immediate emergencies. When sufficient time allows for preparation for an emergency, such as with a tropical storm or a hurricane, these capabilities will be called on to secure facilities and to vacate SSC once their preparations are complete. Only a small contingent of personnel will be kept onsite during a tropical storm or hurricane at the discretion of the IC. Once tropical force winds leave the SSC area, Fire Department personnel will inspect facilities for dangerous or critical damage and the ICP personnel will call in capabilities to address damage as needed.

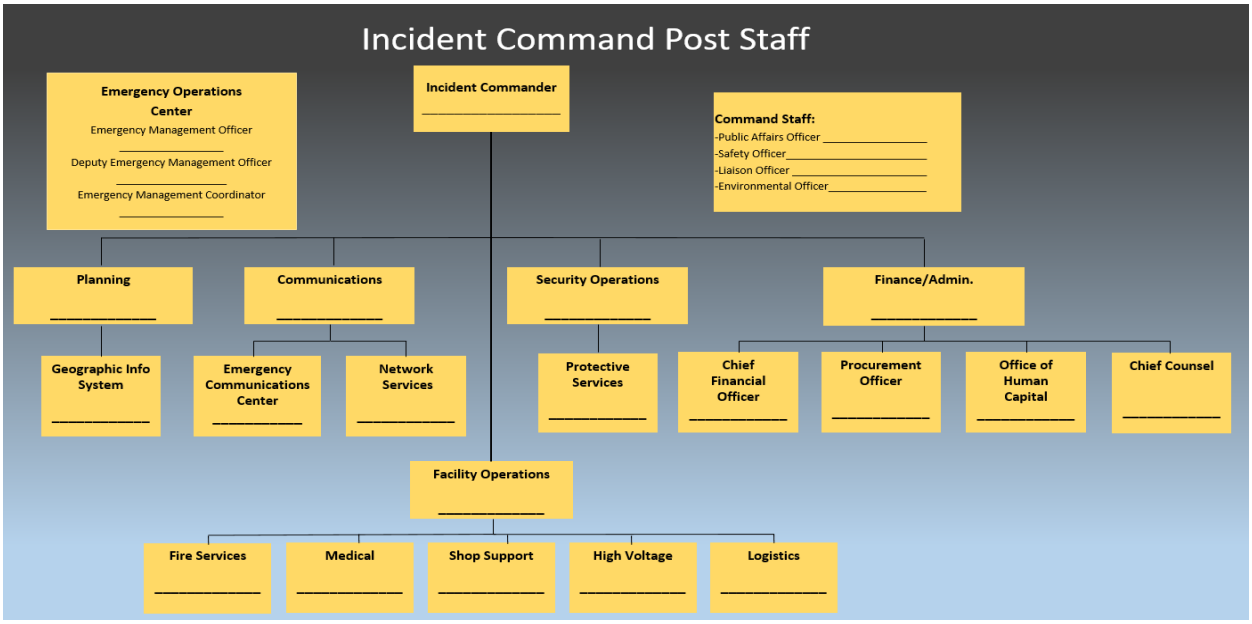
### 3.3.5.1 Pre-incident Inventory of Resources

The Logistics Officer will conduct an inventory of standby listing items and custodial inventory emergency supplies prior to June 1st of each year. Procurements will be executed, as required, to ensure adequate inventories are maintained.

### 3.3.5.2 Procurement of Resources and Services Not Available Onsite or at MAF

During the incident, the initial assessment will identify resources and services required that cannot be fulfilled by on-hand inventories or onsite contractors. The IC will coordinate with the NASA Procurement Officer or a Contracting Officer to rapidly and efficiently obtain the required resources or services. All requests for support from other Centers will be coordinated by the Emergency Management Officer, ICs, or ICP staff through the NASA Headquarters Emergency Operations Center.

**Table 2 - Incident Command Post Staff**



#### 3.3.5.3 Post-Incident Accounting

After the incident is declared, contained, and/or mitigated, the EOC will reconcile procurement and distribution of resource and service activities through the appropriate Directorates for accountability.

### 3.4 Training

The SSC Incident Management System requires training and preparation of the teams that will be called upon to execute emergency operations in order to most effectively and efficiently manage future disasters and emergencies.

This training and preparedness is intended to:

- Establish emergency management personnel qualifications
- Establish an SSC emergency management exercise program
- Establish a planning and plans review schedule and methodology
- Establish mitigation measures and strategy
- Establish publication management procedures

The Emergency Management Officer and the ICs will conduct an aggressive training program to ensure that the organization is prepared to manage all incidents and emergencies that might occur and that EOC personnel are certified. ICS training requirements are contained in Appendix B.

### 3.5 Exercises

SSC participates in all-hazard exercises based on NIMS that involve first responders from multiple disciplines and jurisdictions. The following is a list of required exercises:

a. Alert and notification drills each quarter.

b. COOP exercise each fiscal year.

c. Quarterly National Incident Response exercises as directed by NASA Headquarters.

### 3.6 Planning

This EMP serves as the foundation document for preparedness activities and, in the event of an incident, the basis for response. Therefore, this EMP, and its supporting plans and references, will be reviewed annually.

As part of the planning process, the Emergency Management Officer will work with the ICs and other responsible parties to adequately plan for potential emergencies. During incidents, the ICP

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staff or the Planning Section Chief, depending on the complexity of the emergency, will prepare an Incident Action Plan that will include the following:

- ICS Form 202 – Documents what needs to be done
- ICS Form 203 – Documents who will be responsible for doing what tasks
- ICS Form 204 – Documents how the tasks will be carried out
- ICS Form 205 – Documents the communications plan during the operation
- ICS Form 206 – Documents the medical action plan for the operation

Each day of the incident, the ICP staff or the Planning Section Chief will also be expected to provide an incident briefing using ICS Form 201.

### 3.7 Multi-agency coordination

The Emergency Management Officer, ICs, and the Liaison Officer will coordinate with other government agencies and contractors as appropriate. They will also keep NASA Headquarters Emergency Operations Center informed as well.

### 3.8 Public Information

During incident situations, all interface with the public and media will be coordinated through the Public Affairs Officer. All public information releases will also be approved by the IC.

### 3.9 Communication Technology

The EOC, located in B-8000, utilizes standard communications technologies and capabilities. Other incident communications such as satellite phones, Ham radios, and a portable satellite dish for voice and internet connectivity help to ensure redundant connectivity. The EOC will be prepared to operate without normal land line telephone service and data communications.

### 3.10 Mitigation

Mitigation activities are important elements of preparedness and provide a critical foundation across the incident management spectrum.

The Emergency Management Officer will make available an Emergency Preparedness Briefing to SSC senior management and contractor management to be used in employee briefings to their employees. This will be provided each year prior to May 15$^{th}$ with an anticipation of employee training prior to June 1$^{st}$.

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### 3.11 Publication Management

a. The Emergency Management Officer will be responsible for developing the procedures for review, certification, and methods for publication control.

b. Publications will include, but not be limited to:

- This Emergency Management Plan
- The SSC Continuity of Operations Program (COOP) Plan

### 3.12 Supporting Technologies and Capabilities

Given the likelihood of incidents at other NASA Centers and facilities throughout the nation, SSC has identified the following unique technologies and capabilities available here at SSC that are available to provide support to national or NASA emergencies.

- Incident personnel with recent hurricane experience
- Satellite telephone capability
- ICS trained personnel
- Mobile emergency communications trailer

Other support that exists at other NASA Centers and facilities throughout the nation that are potentially available to SSC in times of emergency will be assigned through NASA Headquarters. These technologies are listed below based upon experience, but they are not necessarily limited to this list:

- Incident support personnel
- Mobile communications from the Ames Research Center and the Marshall Space Flight Center
- Bus services from the Johnson Space Flight Center

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## APPENDIX A – DEFINITIONS & ACRONYMS

**All Clear** – Notification issued by the Weather Bureau Office when the threat of a tornado or severe weather no longer exists in an area previously alerted.

**Biological Incident** – A human disease outbreak of a naturally occurring biological disease (communicable or non-communicable) or as a result of terrorist activity.

**Bio-Terrorism** – The deliberate releases of various, bacteria or other agents used to cause illness or death in people, animals or plants.

**Chemical incident** – The release or threatened release of toxic chemicals to cause illness or death in people, animals of plants.

**Contaminant** – Any unwanted physical, chemical, biological, or radiological substance in the soil, water, or air.

**Destructive Winds** – To be considered severe or destructive winds associated wind gust must be 58 mph or greater (50 knots or greater).

**Disaster** – An occurrence causing widespread destruction or distress.

**Discharge, Spill or Release** – The spilling, leaking, pumping, pouring, dumping or disposing of oil or hazardous substances intentionally or unintentionally into the environment.

**Electrical Power Emergency** – A hazardous condition that could endanger life or cause damage to equipment as a result of an electrical power failure.

**Emergency** – An unexpected, serious occurrence or situation requiring prompt action.

**Emergency Communication Center –** An area containing hand radio operations and other emergency communication devices.

**Emergency Management Officer** - The SSC Emergency Management Officer is appointed by the Director of the Center Operations Directorate and is responsible for coordinating all emergency activities involving SSC personnel in accordance with this plan. The SSC Emergency Management Officer (or his/her representative) has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site. Responsibilities include developing an effective organizational structure, allocating resources, making appropriate assignments, managing information, and achieving the basic objectives of the Incident Action Plan.

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**Employee Emergency Contact List** - A list of names kept by the SSC Emergency Management Officer, of key personnel required to support an emergency in the command, operations, planning, logistics and finance and administration functions.

**Emergency Operations Center** – An area that contains response capabilities maintained in a ready status for rapid response to emergency situations.

**Emergency Response Team** – A team of selected employees who will respond to provide assistance in emergency/disaster situations.

**Hurricane Resistant Facilities** – Protective areas designated for use by employees who are scheduled to remain at SSC as part of an Emergency Response Team, or who are unable to evacuate because of imminent danger.

**Ham Radio –** Amateur radio communication in a range of frequencies from just above AM broadcast band (1.6 MHz) to the microwave region, at several hundred gigahertz. These frequencies have been designated for amateur use by the FCC. This radio is designed to provide emergency backup radio communications capability.

**HAZMAT** – Hazardous materials. The National Response Plan (NRP) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

**Incident Commander** – Person designated by the Emergency Management Officer who assumes command and control of all personnel, equipment and apparatus at the emergency/incident scene. The IC assumes the role of commander and manager operating at the strategic level.

**Incident Command Post –** An area from which the Incident Commander can manage emergency incidents.

**Incident Command System (ICS)** – A proven management system based on successful business practices resulting from decades of lessons learned in the organization and management of emergency incidents.

**Mutual Aid** – The participation in an agreement with local government organizations for the purpose of mutually consenting to aid one another in the event of an emergency.

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**NASA Mishap** – Any unplanned occurrence, event, or anomaly. Injury to a member of the public while on NASA facilities is also defined as a NASA mishap. (Ref. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting Investigation and Recordkeeping).

**National Incident Management System (NIMS)** –The NIMS provides a consistent nationwide approach for Federal, state, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**National Response Plan (NRP)** – An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to state and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.

**Planning Section** – Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans.

**Radiological Incident** – The onset of symptoms requires days to weeks and there typically will be no characteristic signatures. Radiological materials are not recognizable by the senses, and are colorless and odorless.

**Serious Accident** – An occurrence, which results in a Class I emergency resulting in disabling injuries, a fatality or property damage in excess of $10,000.

**Vital Records** – All records (regardless of physical form) required by government policy or contract to be protected.

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**Acronyms**

| | |
| --- | --- |
| **AFB** | Air Force Base |
| **AL** | Alabama |
| **ALS** | Advanced Life Support |
| **AMR** | American Medical Response |
| **ATF** | Bureau of Alcohol, Tobacco, Firearms & Explosives |
| **CBR** | Chemical, Biological & Radiological |
| **CCTV** | Closed Circuit Television |
| **CEF** | Central Engineering Files |
| **CID** | Criminal Investigative Division |
| **CISM** | Critical Incident Stress Management |
| **COOP** | Continuity of Operations Plan |
| **DEA** | Drug Enforcement Administration |
| **ECC** | Emergency Communications Center |
| **EMCS** | Energy Management Control Systems |
| **EMP** | Emergency Management Plan |
| **EOC** | Emergency Operations Center |
| **FAA** | Federal Aviation Administration |
| **FBI** | Federal Bureau of Investigation |
| **FEMA** | Federal Emergency Management Agency |
| **FMD** | Federal Management Division |
| **HAZMAT** | Hazardous Material |
| **HVAC** | Heating, Ventilating and Air Conditioning |
| **IC** | Incident Commander |
| **ICP** | Incident Command Post |
| **ICS** | Incident Command System |
| **INWS** | Interactive National Weather Service |
| **IS** | Independent Study |
| **IT** | Information Technology |
| **ITS** | Information Technology Services (contractor) |
| **LA** | Louisiana |
| **MAF** | Michoud Assembly Facility |

**RELEASED - Printed documents may be obsolete; validate prior to use.**

| | |
| --- | --- |
| **MHP** | Mississippi Highway Patrol |
| **MOA** | Memorandum of Agreement |
| **MOU** | Memorandum of Understanding |
| **MPH** | Miles Per Hour |
| **MS** | Mississippi |
| **NARA** | National Archives and Records Administration |
| **NASA** | National Aeronautics and Space Administration |
| **NAVO** | Naval Oceanographic Office |
| **NAWAS** | National Warning System |
| **NCIS** | Naval Criminal Investigative Service |
| **NDBC** | National Data Buoy Center |
| **NIMS** | National Incident Management System |
| **NOAA** | National Oceanic and Atmospheric Administration |
| **NOPS** | NASA Organizational Profile System |
| **NPD** | NASA Policy Directive |
| **NPR** | NASA Procedural Requirements |
| **NRL** | Naval Research Laboratory |
| **NRP** | National Response Plan |
| **NWS** | National Weather Service |
| **OCIO** | Office of the Chief Information Officer |
| **OHC** | Office of Human Capital |
| **OSHA** | Occupational Safety and Health Administration |
| **PA** | Public Address |
| **PAO** | Public Affairs Officer |
| **SACOM** | Synergy-Achieving Consolidated Operations and Maintenance |
| **SCWI** | Stennis Common Work Instruction |
| **SOPs** | Standard Operating Procedures |
| **SPD** | Stennis Policy Directive |
| **SPLN** | Stennis Plan |
| **SPR** | Stennis Procedural Requirements |
| **SSC** | (John C.) Stennis Space Center |
| **UC** | Unified Command |

## APPENDIX B – TRAINING AND EXERCISE PLAN

**B.1** Exercises and briefings are coordinated and provided by the Emergency Management Officer or the ICs, or those designated. The following matrix details the requirements and accomplishments of these actions which are tracked in the Center's Action Tracking System (AcTrak).

**Table 3.B - SSC Incident Command System Training and Exercise Requirements Matrix**

| Requirement | When | Who Receives |
|---|---|---|
| Alert and Notification Drill | Quarterly | All members of Incident Command |
| Test of automated vital records systems | Semi-annual | Designated representatives of SSC Directorates and Offices |
| COOP Awareness Brief | Annual | All NASA SSC Employees |
| Disaster Preparedness Brief | Annual | All NASA SSC Employees |
| Communications Test | Annual | EOC personnel |
| COOP Training | Annual | Designated COOP personnel and alternate facility sustainment team |
| National Exercise Program | Quarterly | Selected Incident Command personnel |

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**B.2** The following matrix provides the details for individual training. The Emergency Management Officer will manage the training and report to NASA HQ, as required.

**Table 4.B - Individual Certification Training Requirements**

| Audience | Required Training |
|---|---|
| **Federal/State/Local/Tribal/Private Sector and Non-government personnel to include:**<br><br>Entry-level first responders and disaster workers, emergency medical service personnel, firefighters, hospital staff, law enforcement personnel, public health personnel, public works/utility personnel, skilled support personnel and other emergency management response, and volunteer personnel at all levels. Includes Hurricane Ride-Out Team members. | • ICS-100: Introduction to ICS or equivalent.<br>• * FEMA IS-700: NIMS, an Introduction.<br><br>ICS 300: Intermediate ICS for Expanding Incidents (based on individual assignment or expected assignment). |
| **Federal/State/Local/Tribal/Private Sector and Non-government personnel to include:**<br><br>First-line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS training. This includes Center security force and fire rescue supervisors. | • ICS-100: Introduction to ICS or equivalent.<br>• ICS-200: Basic ICS or equivalent.<br>• * FEMA IS-700: NIMS, an Introduction.<br>• ICS 300: Intermediate ICS for Expanding Incidents (based on individual assignment or expected assignment).<br><br>Position-specific ICS course (based on individual assignment or expected assignment). |
| **Federal/State/Local/Tribal/Private Sector and Non-government personnel to include:**<br><br><u>Required</u>: Mid-level management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and emergency operations Center staff. | • ICS-100: Introduction to ICS or equivalent.<br>• ICS-200: Basic ICS or equivalent.<br>• * FEMA IS-700: NIMS, an Introduction.<br>• ICS 300: Intermediate ICS for Expanding Incidents (based on individual assignment or expected assignment).<br>• ICS 400: Advanced ICS (based on individual assignment or expected assignment).<br>• FEMA IS-800.B: National Response Framework (NRF), an Introduction.<br>• FEMA IS-775: EOC Management & Operations<br>• G 191 ICS Interface (exercise based training) recommended.<br><br>Position-specific ICS course (based on individual assignment or expected assignment). |

| | |
|---|---|
| **Federal/State/Local/Tribal/Private Sector and Non-government personnel to include:**<br><br>Required: Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, emergency operations center managers, and Center personnel responsible for participating with mutual aid partners like joint base operations or fellow tenants. Agency Executives and Senior Managers with authority, responsibilities, or oversight over response and support of operations during an emergency. | • ICS-100: Introduction to ICS or equivalent.<br>• ICS-200: Basic ICS or equivalent.<br>• * FEMA IS-700: NIMS, an Introduction.<br>• ICS 300: Intermediate ICS for Expanding Incidents (based on individual assignment or expected assignment).<br>• ICS 400: Advanced ICS (based on individual assignment or expected assignment).<br>• FEMA IS-701: NIMS, Multi-agency Coordination System (MACS).<br>• FEMA IS-706: NIMS Intrastate Mutual Aid – An Introduction.<br>• FEMA IS-775: EOC Management and Operations.<br>• FEMA IS-800.B: National Response Framework (NRF), an Introduction.<br>• G-402: ICS Overview for Executives and Senior Managers.<br>• IS-081 to IS-814 for Emergency Support Functions appropriate to their responsibilities.<br><br>Position-specific ICS course (based on individual assignment or expected assignment). |

## APPENDIX C – TRAFFIC FLOW PLAN

### C.1 Purpose

Disaster and/or emergency conditions may necessitate the redirection of traffic at SSC. All Incident Command structure personnel must be familiar with the elements of the traffic flow plan to ensure rapid and effective execution when required.

The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SSC Fire Chief
- SSC Security
- SACOM Emergency Management Coordinator

### C.2 Concept of Operations

Signage will be utilized to direct traffic flow as outlined below:

a. Evacuation Route Signs

1. Standard, pre-manufactured signs that provide direction for hurricane evacuation routes.

2. Evacuation route mobile signs are to be maintained by SACOM electric shop and will be readily accessible. The minimum number of signs to be employed is four.

3. Anticipated sign placement locations:

(a) Trent Lott Parkway north of Bascule Bridge on Trent Lott Parkway.

(b) Trent Lott Parkway south of Road “J”.

(c) Trent Lott Parkway south of Leonard Kimble Road.

(d) Trent Lott Parkway at the North Gate.

b. Electronic Message Boards

1. Electronic message boards will provide SSC traffic information.

2. Anticipated placement:

(a) South Gate on Trent Lott Parkway.

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(b) South of Road "H".

(c) North of Saturn Drive on Trent Lott Parkway.

(d) North Gate, facing north along Trent Lott Parkway.

c. 36" Reflective Traffic Cones

1. Will be used to delineate traffic patterns as required.

2. Security will notify SACOM to have cones delivered to building 8000.

3. Anticipated placement:

(a) East of Trent Lott Parkway on Old Highway 43, north of the Bascule Bridge.

(b) Road "H" east of Trent Lott Parkway and all turn lanes.

(c) Road "H" west of Trent Lott Parkway and all turn lanes.

(d) Saturn Drive east of Trent Lott Parkway and all turn lanes.

(e) Entrance to Building 8100.

(f) Upper Gainesville Road west of Trent Lott Parkway.

(g) Gravel Pit Road west of Trent Lott Parkway.

(h) Moses Cook Road east of Trent Lott Parkway (if required).

(i) Additional locations as required by the situation.

## C.3 Responsibilities

The SACOM Emergency Management Coordinator is responsible for:

a. Coordinating with the SSC Emergency Management Officer.

b. Requesting the services of additional Emergency Team members if required.

c. Submitting to the SSC Emergency Management Officer or Incident Command (if designated) report of the traffic flow plan execution.

## C.4 Definitions

See Appendix A.

## APPENDIX D – SEVERE WEATHER PLAN

### D.1 Purpose

Tornadoes and severe weather conditions occur at SSC and surrounding Gulf Coast communities with sufficient frequency that a system to provide warning of an actual threat to all employees is necessary. This plan establishes the self-protection measures that can be taken when a warning has been received. Because of the time factor involved, little can be accomplished after a warning has been received to minimize damage to government property. Therefore, all SSC managers/supervisors have a standing responsibility to ensure that their respective outside work areas remain clean and secure. Past experiences have revealed that the greatest frequency of tornadoes occurring along the Mississippi Gulf Coast is from October to March however, tornadoes are often associated with hurricanes and have been known to occur all months of the year. Some severe thunderstorms can be seen approaching, while others hit without warning. Where there are thunderstorms, there is the possibility of being struck by lightning. High winds, rainfall, and cloud cover often precede actual cloud-to-ground strikes notifying individuals to take action. Many lightning casualties occur in the beginning, as the storm approaches, because people ignore these precursors. Also, many lightning casualties occur after the perceived threat has passed. Generally, the lightning threat diminishes with time after the last threat of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area but not overhead, the lightning threat can exist even when it is sunny, not raining or when clear sky is visible.

The following SSC key personnel and/or SSC contractor personnel will be involved in the implementation of this plan:

- SSC Emergency Management Officer
- SSC Protective Services Contractor Dispatcher

### D.2 Concept of Operations

a. Tornado Watch, Tornado Warning, Thunderstorm Warning, and All Clear messages are issued by the Security Dispatcher when informed by the Interactive National Weather Service App (INWS), Weather Radio or the Lightning Detection System.

b. If a Tornado Watch, Tornado Warning, Hail Warning or Thunderstorm Warning is issued by INWS, Storm Spotters will be notified to be on the lookout for severe weather activity and to report any sightings to the Security Dispatcher via 911 (or 228-688-3636 if using a cell phone).

c. Local tornado and hail sightings, along with any damage reports, will either be reported to the Security Dispatcher by the Storm Spotters or other site personnel via the site 911 service (dial 228-688-3636 if using a cell phone). The Security Dispatcher, in turn, should contact the National Weather Service (NWS) as soon as possible (near real time) with sightings and damage reports from the field.

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## D.3 Responsibilities

### D.3.1 Protective Services Dispatcher (SSC Protective Services Contract)

a. The Protective Services Dispatcher is authorized to inform installation personnel of all warnings according to the following guidelines.

b. Tornado Warning – Upon notification from INWS, the Outdoor Emergency Notification System will be activated by the dispatcher to provide the following announcement via the outdoor speakers, the site-wide radio system, the connected public address (PA) systems, NASA and emergency personnel emails as well as push notification to the site status application:

> "(Wail Alert Tone) Tornado warning. A tornado warning has been issued for this area."

SSC personnel are to take cover on the lowest level of the building in an interior hallway, closet or small room, away from windows.

When the warning is lifted, the following announcement shall be provided in the manner outlined above:

> "Attention: The emergency is over. I repeat. The emergency is over. Resume your normal duties."

c. Lightning Alert - The SSC Lightning Detection System will be available 24 hours a day, 7 days a week at the SSC Protective Services dispatch office. The system will be maintained as a "critical system". When potential or actual lightning activity has been detected within a 10 mile radius of SSC, SSC Protective Services dispatch will issue an action per the following chart:

| Condition | Action Level |
|---|---|
| Lightning within 10 miles of SSC, but not within 5 miles | "Lightning Advisory" |
| Lightning indicated within 5 miles of SSC | "Lightning Warning" |
| Lightning has moved past 5 miles for at least 15 minutes, but is still within 10 miles of SSC | "Lightning Advisory" |
| Lightning has moved past 10 miles of SSC for 15 minutes | "All Clear" |

Immediately issue the alerts, in order, as listed below:

1. Upon detection of lightning within the affected area, SSC Protective Services Dispatcher will take the following actions using the automated announcements as found in the CentrAlert system (or read manually if the system is down):

   (a) Issue proper action level on all radio frequencies.

(b) Issue proper action level over all connected PA systems.

(c) Place a telephone call to the Wellness Center informing them of action level.

(d) Place a telephone call to the Child Care Center informing them of action level.

(e) Send outdoor speaker announcement to the propulsion test area only for lightning advisories and site-wide for lightning warnings. All clear announcements will be sent to the same distribution.

(f) Place a notation in the dispatcher Log stating date, time, and action level and indicating a positive or negative response to all phone calls.

2. The announcements will state the following:

(a) For Lightning Advisory: "(SSC Alert Tone) Attention all personnel. A lightning advisory has been issued for the Stennis Space Center. A lightning advisory means conditions exist that indicate lightning is possible for this location. Personnel should monitor conditions and be prepared to take protective measures if required."

(b) For Lightning Warning: "(SSC Alert Tone) Attention all personnel. A lightning warning has been issued for the Stennis Space Center. A lightning warning means lightning, or the potential for lightning has been detected within 5 miles of the Stennis Space Center. All personnel shall immediately secure outside activities and take shelter in a secure location."

(c) For All Clear: "(SSC Alert Tone) Attention all personnel. All clear. All lightning advisories and lightning warnings have been cancelled for SSC."

d. Other Alerts and Warnings - Other automated or read announcements concerning severe thunderstorms, monthly system tests, and evacuation orders are also available on the system and shall be executed based upon need. At this time, severe thunderstorm warnings and tornado warnings are not issued automatically but may be in the future depending on requirements issued by center safety and emergency personnel.

### D.3.2 SSC Personnel

All SSC personnel are expected to be responsive to the potential danger tornado and severe weather conditions warrant. They should remain alert to local weather conditions and be prepared to take self-protection measures as appropriate. Self-protection and property protection measures are mandatory immediately upon sounding of the site-wide alarm.

## D.4 General Information for all SSC Personnel

**RELEASED - Printed documents may be obsolete; validate prior to use.**

**D.4.1** No buildings on the SSC can be considered entirely safe from destruction by a tornado; however, some buildings will provide protection from flying debris and should be used in lieu of less substantial buildings. Buildings with wide, free-span roofs should be avoided. The first floor of multi-story buildings should be used if at all possible. Persons in vehicles should leave the vehicle and seek appropriate shelter.

**D.4.2 The following actions should be taken by SSC employees upon notice of an approaching tornado:**

a. Take cover in an interior hallway, closet or small room, away from windows.

b. If in the open and a building cannot be reached, take one of the following actions depending upon the time available:

1. Move away from the tornado's path at a right angle.
2. Move to the leeward side of a pile of earth or a gravel pile.
3. If there is not enough time to take shelter or escape, lie flat in the nearest ditch.

**D.4.3 The following actions should be taken by SSC employees upon notice of a lightning alert:**

a. If outdoors, avoid water, high ground and open spaces. Avoid all metal objects including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, small picnic or rain shelters, or near trees. If lightning is striking nearby when you are outside, crouch down, put feet together, and place hands over ears to minimize hearing damage from thunder. Do not lie flat on the ground or place your hands on the ground.

b. If indoors, stay away from doors and windows, and do not use the telephone.

c. After taking shelter, personnel should listen for further instructions on the site-wide paging system, portable radio or telephone.

**D.5 Definitions**

See Appendix A.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

## APPENDIX E – HURRICANE PLAN

### E.1 Purpose

This plan will serve as a guide for all SSC employees. The procedures established in this plan will apply from the declaration of Condition IV until the SSC is declared safe for normal work operations.

The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SACOM Logistics Services Manager
- SSC Protective Services Contractor Dispatcher
- SSC Emergency Council Members
- SACOM EMCS Operator
- SACOM Emergency Management Coordinator
- SACOM Facilities O&M Manager
- SACOM S&MA
- SACOM Fire Chief or Fire Captain on duty
- SACOM Finance Manager
- SACOM Welding Shop Lead
- SACOM High Voltage Engineer

### E.2 Concept of Operations

The IC and other personnel in the Emergency Operations Center will prepare for and implement activities as outlined in this appendix based upon the condition levels declared.

#### E.2.1 The hurricane condition levels used at Stennis are as follows:

The criteria below provide a wind based framework for making decisions on hurricane/tropical storm preparedness; however, wind is only one component of the hazards posed by land falling tropical cyclones. Each approaching system should be considered individually and factors such as the following should be considered in addition to wind speeds for determining specific actions and condition level specifications:

Meteorological Factors:

- Speed, size, shape, and direction of approach of storm

- Storm surge levels and anticipated arrival of surge
- Rainfall levels and potential for flooding that could impact travel
- National Hurricane Centers confidence level in the forecasts for track and intensity

State and Local Factors:

- Louisiana and Mississippi evacuation plans and schedules
- Contraflow plans on interstates or across SSC
- Road closures and other transportation issues (e.g., construction work on evacuation or site access roads, flooding blocking roads, etc.)

Protection of the workforce from storm hazards is the primary consideration in decision making related to condition determinations. All storm factors will be evaluated to ensure the safety of personnel leaving the site ahead of the storm and the safety of the members of the ride out crew traveling from their homes to the site.

**Hurricane Condition I** – declared when the National Weather Service warns that destructive force winds >50 kt/58 mph are expected to reach Stennis Space Center within 12 hours.

**Hurricane Condition II** – declared when the National Weather Service warns that destructive force winds >50 kt/58 mph are expected to reach Stennis Space Center within 24 hours.

**Hurricane Condition III** – declared when the National Weather Service warns that destructive force winds >50 kt/58 mph are expected to reach the Stennis Space Center within 48 hours.

**Hurricane Condition IV** – declared when the National Weather Service warns that destructive force winds >50 kt/58 mph are expected to reach Stennis Space Center within 72 hours.

**E.2.2 The hurricane categories as established by the National Weather Service are as follows:**

**CATEGORY 1**

Winds: 74 to 95 mph

Damage: Minimal; signs, unanchored mobile homes, tree branches power lines blown down, some coastal flooding. Central pressure will be 28.94 inches or more and will be accompanied by a 4- to 5-foot storm surge.

**CATEGORY 2**

Winds: 96 to 110 mph

Damage: Moderate; larger signs, roofs, doors, windows, mobile homes, small boats, some flooding, tree branches blown down. Pressure 28.50 to 28.93 inches accompanied by a storm surge of 6 to 8 feet.

**CATEGORY 3**

Winds: 111 to 129 mph

Damage: Extensive; minor damage to buildings, some walls fail, mobile homes, trees blown down. Flooding washes away smaller coastal structures. Flooding up to 8 miles inland. Pressure 27.91 to 28.49 inches accompanied by a storm surge of 9 to 12 feet.

**CATEGORY 4**

Winds: 130 to 156 mph

Damage: Extreme; almost total destruction of doors, windows. Some wall and roof failure. Major damage to lower floors of oceanfront buildings. Evacuations up to 6 miles inland. Pressure 27.17 to 27.90 inches accompanied by a storm surge of 13 to 18 feet.

**CATEGORY 5**

Winds: More than 157 mph

Damage: Catastrophic; buildings, roofs, structures destroyed; flooding up to 10 miles inland, evacuation of area. Pressure less than 27.17 inches accompanied by a storm surge higher than 18 feet.

### E.2.3 Site Closure/Reopening

a. After closure of SSC by the Center Director, SSC will remain closed as long as the site is located within a National Weather Service tropical storm or hurricane warning area.

b. While SSC is closed, gate security will admit only "essential personnel" (as designated by the employee's agency).

c. After National Weather Service warnings are lifted, the SSC IC will decide when SSC will re-open based on local area damage, highway conditions and damage at SSC.

d. To obtain information about re-opening of the site and return to work, monitor local TV/radio stations, call the SSC Emergency Operations Center at 228-688-3777 or the SSCSOS.com website. See Table 5.E for listing of local stations.

### E.2.4 Facilities

a. SSC Emergency Operations Center – B-8000, room 113, extension 8-3777 is the central communications point.

b. The SSC Energy Management and Control Systems (EMCS- B-8000, Ext. 8-3293 or 8-3381) focuses on coordinating emergency maintenance activities.

### E.2.5 Auxiliary Power

Portable and stationary generators will provide auxiliary power per Tables 6.E, 7.E and 8.E. Portable generators shall be staged and connected per Table 6.E on or before June 1 of each year.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

**Table 5.E - Local TV/Radio Stations**

Employees should monitor the following stations for information about re-opening of site and return to work:

**MISSISSIPPI**

Biloxi / Gulfport

WANG (1490AM)
WGBL (96.7 FM)
WCPR (97.9 FM)
WKNN (99.1 FM)
WGCM (102.3 FM)
WQBB (105.9 FM)
WXYK (107.1 FM)
WZKX (107.9 FM)
WLOX (CH. 13)

Picayune

WRJW (1320 AM)

Poplarville

WRPM (1530 AM)

**LOUISIANA**

New Orleans

WWL (870 AM)
WWL (CH. 4)
WDSU (CH. 6) and FOX (CH. 8)

**RELEASED - Printed documents may be obsolete; validate prior to use.**

## Table 6.E - Generators

Portable Generators

| FACILITY NUMBER | DESCRIPTION | PRESTORM START | TRANSFER SWITCH Y/N | GENERATOR NUMBER | GENERATOR SIZE | VOLTAGE | ROTATE |
|---|---|---|---|---|---|---|---|
| | **Setup for Hurricane Season** | | | | | | |
| 1020 | Ocean Science Lab - Lift Sta. 73 | Yes | Yes | 110-284 | 125 kw | 480 | CW |
| 1032 | Lift Station 72 | Yes | Yes | 110-281 | 45 kw | 277/480 | |
| 1200 | Sumps/Lift Station* | Yes | No | 110-283 | 70 kw | 480 | CCW |
| 2105 (1) | Fuel Dock | Staged | In Work | 110-291 | 145 kw | UNK | N/A |
| 2105 (2) | Lift Station #2 | Yes | Yes | 110-291 | 145 kw | UNK | CW |
| 2312 | Potable Water Pumps-3 way | Staged | Yes | 110-198 | 100 kw | 4 | |
| 3305 | Lift Station #8 | Yes | Yes | 110-313 | 30 kw | 480 | CCW |
| 3312 | Potable Water Pumps-4 way | Staged | Yes | 110-314 | 80 kw | 480 | CW |
| 4050 | E1 - Lift Station 18 | | Yes | 110-312 | 30 kw | 120/208 | |
| 9100 | Phone/Fiber Optics hub | Yes | Plug-in | TBD | | | |
| 9300/9313 | Lift Station #3 | Yes | Yes | 110-282 | 45 kw | 277/480 | |
| 9355 | Lift Station (has natural gas gen.) | | | 0983247 | 125kw | UNK | |
| 9500 | Security system on Bunkers | Staged | SBU Responsible | | | | |
| 2411 | Cypress House | Staged | TBD | | | | |
| | **Spares/Location** | | | | | | |
| Spare 2105 | | | | 110-247 | 100 kw | UNK | |
| Spare 9114 | | | | 110-255 | 200 kw | UNK | |
| Spare 9114 | | | | 110-248 | 200 kw | UNK | |
| Spare 9114 | | | | 110-231 | 100 kw | 120/208 | |
| Spare 9114 | | | | 110-315 | 65 kw | 208 | CW |
| Spare 9114 | | | | 110-222 | 86 kw | UNK | |
| Spare 9114 | | | | 110-223 | 60 kw | 110/223 | |

**Additional Information**

| FACILITY NUMBER | BREAKER SIZE | | | CONDUCTOR SIZE | TANK CAPACITY | FULL CONSUMPT. @ FULL LOAD AMPS | RUN TIME @ FULL |
|---|---|---|---|---|---|---|---|
| 1020 | 100a disc - 3w | | | #2 - 100 ft. | 63 | 9 | 7.0 |
| 1200 | 100a - 3w | | | #2 - 75 ft. | 39.6 / AUX 52 | 5.2 | 7.6/AUX 10 |
| 2105 (1) | 50a | | | #6 - 20 ft. | UNK | UNK | UNK |
| 2105 (2) | 60a disc - 3w | | | 30 ft. | 79.5 | 3.5 | 22.7 |
| 2312 | 200a disc - 3w | | | #2 - 100 ft. | 168.5 | 7.3 | 23.1 |
| 3305 | 60a disc - 3w | | | #8 - 30 ft. | UNK | UNK | UNK |
| 3312 | 200a disc - 3w | | | 1/0 - 20 ft. | UNK | UNK | UNK |
| 2203 | 30a disc 3w | | | #12 -25ft | 45.2 | 4.5 | 10 |
| 2105 | 3w | | | up to 500 kcmil | 200 | 14.1 | 14.2 |

Table is for reference only. Verify correct with SACOM electrical shop before use

Fixed Generators

| FACILITY NUMBER | GENERATOR TYPE | FUEL TYPE | ASSET NUMBER | SIZE | NOTES |
|---|---|---|---|---|---|
| 1021 | KOHLER | BI-FUEL | 110346 | 400KW | |
| 1029 | GENERAC | DIESEL | 981616 | 200KW | |
| 1022 | CAT | DIESEL | 973381 | 350kw | |
| 1100 | CUMMINS | BI-FUEL | 110309 | 800KW | |
| 1100 | CUMMINS | BI-FUEL | 110327 | 800KW | |
| 1100 | CUMMINS | BI-FUEL | 110328 | 800KW | |
| 1111 | KOHLER | DIESEL | 977474 | 750KW | HPS PERFORMS MAINTENANCE |
| 1200 | GENERAC | DIESEL | 974853 | 10KW | |
| 1201 | CAT | DIESEL | 110040 | 300KW | |
| 1201 | CUMMINS | BI-FUEL | 110330 | 500KW | |
| 2201 | KOHLER | DIESEL | 975752 | 300KW | |
| 3204 | CUMMINS | BI-FUEL | 110335 | 300KW | |
| 3305 | KOHLER | DIESEL | | 1750KW | |
| 3418 | CUMMINS | DIESEL | 976222 | 200KW | |
| 8000 | C-18 CAT | BI-FUEL | 977680 | 600KW | |
| 8000 | C-18 CAT | BI-FUEL | 977681 | 600KW | |
| 8100 | GENERAC | NAT GAS | 976785 | 150KW | |
| 9101 | BALDOR | NAT GAS | 110334 | | AEROJET, BACK SIDE |
| 9101 | CUMMINS | NAT GAS | 35094 | 100KW | AEROJET, FRONT SIDE |
| 9101 | KOHLER | NAT GAS | 303129 | 400KW | GPO |
| 9110 | CUMMINS | DIESEL | 110331 | 250KW | |
| 9121 | KOHLER | DIESEL | 982809 | 100KW | |
| 9155 | MTU | NAT GAS | 984833 | 400KW | WASTE WATER |

Table is for reference only. Verify correct with SACOM electrical shop before use

**Table 7.E - Critical Infrastructure**

| FACILITY NR | FUNCTION | RESPONSIBILITY | PRIORITY |
|---|---|---|---|
| 1000 Complex | NAVO Data Center | Navy | Priority 1 |
| 1100 | NASA SSC HQ | NASA | Priority 1 |
| 1201 | ACES/ITS/NICS | NASA | Priority 1 |
| 2603 | SBT22 HQ | Navy | Priority 1 |
| 3203 | Server/Data Center | NDBC | Priority 1 |
| 3207/8102 | Lagoons/Sanitary Waste | NASA | Priority 1 |
| 3305 | High Pressure Gas | NASA | Priority 1 |
| 3418 | Cryogenic Control Center | NASA | Priority 1 |
| 4400 | Test Area Power/Fuel | NASA | Priority 1 |
| 8000 | Emergency Operations Center | NASA | Priority 1 |
| 9101 | Government Publishing Office | GPO | Priority 1 |
| 9114 | Facility Maintenance | NASA | Priority 1 |
| 9123/9155 | Well House/Sanitary Waste | NASA | Priority 1 |
| 9325 Complex | NCCIPS Data Center | NCCIPS | Priority 1 |
| 9357 | POP/ACES/ITS/NICS | NCCIPS | Priority 1 |
| 1005 | Marine Geosciences | NRL | Priority 2 |
| 1009 | Ocean Sciences | NRL | Priority 2 |
| 1021 | Mississippi State | MSU | Priority 2 |
| 1022 | USM Lab Building | USM | Priority 2 |
| 1029 | USM Oceanographic Support | USM | Priority 2 |
| 1111 | NASA Shared Services Center | NASA | Priority 2 |
| 2312/3312 | Well House | NASA | Priority 2 |
| 3204 | NASA Records Retention | NASA | Priority 2 |
| 3205/3206 | Server Room/Lab | NDBC | Priority 2 |
| 4210 | B-Test Control | NASA | Priority 2 |
| 4220 | B1 Test Stand | NASA | Priority 2 |
| 9121 | ITS Data Center | NASA | Priority 2 |

**Priority 1 – Supports critical infrastructure. Priority to maintain and fuel.**

**Priority 2- Supports non-critical infrastructure, will be maintained as resources are available.**

**Table 8.E - Emergency Power Connection Procedure (B-2203)**

| POWER REQUIREMENTS | CONNECTION INSTRUCTIONS |
|---|---|
| **BUILDING 2203, CO2 SYSTEM** | |
| GEN: 30KW<br>WIRE: 12/5 CABLE<br>VOLT: 208<br>3 PHASES | 1. EMERGENCY POWER CONNECTION IS TO BE MADE AT DISCONNECT SWITCH FOR CO2 SYSTEM.<br><br>2. TURN OFF DISCONNECT THAT FEEDS CO2 SYSTEM.<br><br>3 ARRANGE FOR ACCESS TO OFFICE AREA AND PANEL “LG”.<br><br>4. TURN OFF 3 PHASE BREAKER #9-11-13 IN PANEL #LG, LOCK AND TAG.<br><br>5. DISCONNECT LINE SIDE OF CO2, DISCONNECT AND TAPE LEADS.<br><br>6. HOOK UP GENERATOR LEADS TO LINE SIDE OF C02 DISCONNECT, CONNECT GROUND-TO-GROUND ROD.<br><br>7. OPEN DISCONNECT ON GENERATOR, START GENERATOR, CHECK FOR PROPER OUTPUT VOLTAGE, IF CORRECT, CLOSE DISCONNECT, CHECK PHASE ROTATION AT CO2 DISCONNECT, IF CORRECT, CLOSE CO2 DISCONNECT. |

**RELEASED - Printed documents may be obsolete; validate prior to use.**

### E.2.6 Hurricane Resistant Facilities

Hurricane resistant facilities may be provided for the Emergency Response Team.

### E.2.7 Docks and Vessels

a. U. S. Government vessels will be given first priority for mooring space. Government vessels arriving for refuge 24 hours before gale force winds are expected will be allowed to stay below the navigation lock until all government vessels have arrived so as to limit the amount of navigation lock and bascule bridge openings. The navigation lock will then be opened up to allow permitted vessels to enter and be locked up. Once inside the navigation lock, they will be given directions to dock space located by building 3201 for refuge. Bascule Bridge will not be operated with winds in excess of 30 mph. No vessel will be allowed to stay in navigation lock or tie to lower navigation lock lower wall during a storm. Personal flotation devices (life jackets) will be worn when crew members are on deck or outside their cabin. (SWI-8830-0001, Canal System and Dock Facilities, should be referenced for permitting process)

b. If the projected hurricane intensity is at least a Category 2 (in excess of 96 mph winds) private vessels may be authorized safe harbor along the water ways around SSC below the navigation lock. This policy is valid only when the center is at normal threat/force protection condition (FPCON). If the center is at an elevated threat level/FPCON, all access will be denied. For authorization to be considered, the Director of the Mississippi Commercial Fisheries United, Inc., must telephone the SSC EOC (228-688-3777) to request safe harbor. Mississippi Commercial Fisheries United, Inc. must register the authorized representative with the SSC Emergency Management Officer or the IC. Mississippi Commercial Fisheries United, is responsible for briefing its members and others who may seek safe harbor at SSC and is responsible for their adherence to these rules. Vessels will be permitted to seek shelter in a designated area below the construction dock area. Crew members will not be allowed to exit their vessels without having an escort from a SSC Protective Services representative or a representative of the Mississippi Commercial Fisheries United. Personal flotation devices (life jackets) will be worn when crew members are on deck or outside their cabin.

c. Anchor space will be made available on a "first-come" basis, whether or not a member of Mississippi Commercial Fisheries United, Inc.

d. Vessels will be permitted to muster in the construction dock area below the lock until the National Weather Service determines that hurricane landfall is expected within 24 hours. The lock and Bascule Bridge will be periodically operated to allow access until 12 hours prior to predicted landfall. After that time, vessels must remain below the lock. The Bascule Bridge will not be operated with winds in excess of 30 mph.

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e. These vessels will not block canals. Personal flotation devices (life jackets) will be worn in the navigation lock and canal system. No fuel in containers will be permitted on boat decks.

f. Boat owners/captains are responsible for properly anchoring/docking and securing their vessels in order to prevent injuries and to prevent damage to other vessels and/or government property. Boat owners are responsible for damage or injury that may result from this activity, including damage to private or government property. Each boat owner must agree to relieve the government of any liability thereof and to hold the government, NASA, and its contractors, employees and agents harmless for any damage or injury that may result. The government assumes no responsibility for damage to boats and/or injuries to persons as a result of this activity (Table 9.E).

g. All vessels must be removed within 24 hours of cessation of hurricane winds or as otherwise directed by the SSC Emergency Management Officer or his/her designee.

h. During both ingress and egress to the canal, road traffic will take precedence with regard to the operation of the Bascule Bridge. The SSC Emergency Management Officer or his/her designee will determine priorities.

i. Other SSC federal/state agencies must take all precautions to ensure that vessels under their jurisdiction are secured.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

**Table 9.E - Official Notice to Watercraft Owners and Operators**

You are hereby notified that a limited number of watercraft may be permitted to seek harbor at SSC due to the National Weather Service's projection that Category 2 hurricane conditions may occur in the local area within the next 24 hours. All watercraft permitted within SSC borders shall become subject to the orders and directions of the NASA/SSC Security Officer effective immediately, without notice. Owners and operators of such watercraft shall be liable to the U.S. Government for all damage caused to federal property. The U. S. Government hereby advises that the SSC site conditions are hazardous to the safety of all watercraft and expressly disclaims any and all liability for damage to such watercraft and personal injuries to its owners, operators and crews. Within 72 hours after hurricane impact, watercraft must be moved to another mooring location outside the SSC canal. All watercraft not promptly removed from the SSC canal after that period shall be removed by the U. S. Government at the expense of the owner or operator thereof.

_____

NASA/SSC Security Officer

### E.2.8 Supplies

Sandbags — Call the SACOM Contract EMCS (Ext. 8-3381) or trouble desk (Ext. 8-3293) and specify number of sandbags needed, location, and agency. These are used to keep doors under control during high wind. (See Table 10.E.)

### E.2.9 Emergency Response Team

The Emergency Response Team will be approved by the SACOM Emergency Management Coordinator and a copy of the Emergency Response Team list will be maintained in the EMCS/EOC. (See Table 11.E. for minimum staffing requirements)

**Table 10.E - Emergency Supplies - Quick Reference**

**GENERAL PURPOSE**

5530-00-129-7749 SH PLYWOOD, 3/8” X 48”
8105-00-285-4744 EA SANDBAG, EMPTY, 50 lbs. Capacity
7510-00-SSC-0072 RO TAPE, 2"
7510-00-SSC-0083 RO TAPE, 1"
9390-01-071-5630 RO BARRICADE TAPE ¾”

**PERSONAL PROTECTION SUPPLIES**

8415-00-634-4661 PR GLOVES, WK, REG/MED. CLOTH
8415-01-066-0392 SE RAINSUIT, SM
8415-01-066-0393 SE RAINSUIT, MED
8415-01-066-0394 SE RAINSUIT, LG
8415-01-066-0391 SE RAINSUIT, XLG
8430-01-066-3973 PR BOOT, SIZE 10
8430-01-066-0397 PR BOOT, SIZE 12
6230-00-163-1856 EA FLASHLIGHT
6135-00-SSC-0029 EA BATTERY, D
6230-00-490-1173 EA LANTERN
8105-00-N01-0624 BX BAG, TRASH (FOR COVERING COMPUTERS)
8105-00-N01-0625 BX BAG, TRASH (FOR COVERING COMPUTERS)
8105-01-331-6144 EA SANDBAG, EMPTY 14’X26’
8340-00-N01-2551 EA TARPAULIN, HD, 10’X12’
8340-00-N01-0521EA TARPAULIN, HD, 16’X20’

*Supplies listed above are provided at the requestors’ expense. Many of these supplies are located in building 9626 and other supplies must be brought over from MAF if needed.

**Table 11.E - Emergency Response Team – Minimum Staffing**

| | |
|---|---|
| High Voltage Linemen | 2 Each |
| Electricians | 2 Each |
| HVAC | 2 Each |
| Plumbers | 2 Each |
| Carpenters | 2 Each |
| Mechanics/Fuel Delivery Drivers | 2 Each |
| Roads & Grounds (General Labor Support) | 2 Each |
| Heavy Equipment Operators | 2 Each |
| EMCS | 3 Each |
| Emergency Management Coordinator | 1 Each |
| High Voltage Engineer | 1 Each |
| Facilities O&M Manager | 1 Each |
| Environmental | 1 Each |
| Safety | 1 Each |
| Water Treatment | 2 Each |
| Management/Engineering | 1 Each |
| Cryogenic Storage Facility | 2 Each |
| High Pressure Gas Facility | 2 Each |
| High Pressure Water Facility | 2 Each |

Numbers and skills subject to change per decision of Incident Commander (IC) or Emergency Management Officer. Contractor fire and protective services personnel are also on Emergency Response Team but are not included in list above.

## E.3 Responsibilities

The minimum tasks assigned to various personnel at SSC are listed below. These personnel should also perform any other tasks that could prevent injury to personnel or loss of equipment or damage to facilities.

### E.3.1 SSC IC

The IC will operate from the EOC in Room 113, B-8000. The IC is responsible for announcing SSC Hurricane Condition status to all onsite agencies and notifies the NASA Duty Officer (202-358-0006) and NASA Headquarters Emergency Operations Center (202-358-0589) immediately after declaring a warning condition.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

### E.3.2 Emergency Management Coordinator

The Emergency Management Coordinator will:

a. Work under the direction of the SSC Emergency Management Officer and SSC IC.

b. Responsibilities include:

1. Implementing the Hurricane Plan (this appendix).

2. Coordinating employee activities relating to a hurricane emergency at SSC.

3. Providing site readiness information to the SSC Emergency Management Officer and SSC IC.

4. Providing SACOM Contract employees and equipment to assist other SSC organizations as directed by the SSC Emergency Management Officer.

5. Maintaining a log of events in a sequential order as they occur.

6. Submitting a request to the SSC Emergency Management Officer if additional staffing or equipment beyond the capabilities of SACOM Contract is needed.

7. Reporting all serious injuries or fatalities to the SSC Emergency Management Officer.

8. Requesting a SACOM charge code to position mobile generators only, to begin no later than June 1st of each year.

c. At Condition IV (72 hours to landfall) the coordinator will:

1. Notify the Security Dispatcher of the declaration of Condition IV and arrange for the receipt of weather advisories.

2. Establish the SSC Emergency Operations Center in B-8000 and issue a "Watch List" to ensure that the center is staffed as required.

3. Initiate the Emergency Operations Center log.

4. Initiate the hurricane tracking chart and log.

5. Ensure that all portable transceivers are charged and that all radios are available in the Emergency Operations Center as soon as condition III is declared.

d. At Condition III (48 hours to landfall) the coordinator will:

1. Notify the Protective Services Dispatcher of the declaration of Condition III.

2. Obtain site status report from SACOM Contract Safety Office.

3. Verify a list of members assigned to the Emergency Response Team from Facilities O&M Manager.

4. Establish and maintain a critical items status board.

5. Issue radios, hand receipt required.

e. At Condition II (24 hours to landfall) the coordinator will:

1. Notify the Protective Services Dispatcher of the declaration of Condition II.

2. Notify management to release all non-essential personnel.

3. Perform final site survey for unacceptable conditions.

f. At Condition I (12 hours to landfall) the coordinator will:

1. Notify the Protective Services Dispatcher of the declaration of Condition I.

2. Submit a facility readiness status report to the SSC Emergency Management Officer and SSC IC.

3. Ensure generators are operating at B-8000 Emergency Operations Center.

g. Post-hurricane the coordinator will:

1. Provide SSC Emergency Management Officer with an estimate of damage to facilities and equipment within eight hours.

2. As necessary, submit a comprehensive follow-up report and supporting photographs within 72 hours.

3. Distribute findings according to the direction of the SSC Emergency Management Officer.

4. Release Emergency Response Team.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

### E.3.3 Emergency Team Leader(s)

Emergency Team Leaders will:

a. At Condition IV (72 hours):

1. Verify SACOM Emergency Response Team list and provide update to Facilities O&M Manager.

2. Assemble Emergency Response Team and hold briefing.

3. Oversee SACOM crew hurricane preparations.

b. At Condition III (48 hours):

1. Provide oversight and direction to SACOM crews during hurricane preparation.

2. Report hurricane preparation progress to the Facilities O&M Manager.

c. At Condition II (24 hours):

1. Provide oversight and direction to SACOM crews.

2. Report work status to the EOC hourly.

d. At Condition I (12 hours):

1. Assign tasks and direct final hurricane preparations with Emergency Response Team crews.

2. Provide personnel to respond to work request from EOC and EMCS.

e. Post-Hurricane – Provide direction to SACOM work crews to return to SSC to repair and cleanup damage caused by the hurricane.

### E.3.4 Facilities O&M Manager

The Facilities O&M Manager will:

a. At Condition IV (72 hours):

1. Establish/staff the radio console in the SSC Emergency Operations Center as required.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

2. Establish EOC/EMCS personnel schedule as required.

3. Use all available resources for obtaining hurricane information to maintain a hurricane-tracking chart with related weather information.

4. Contact key employees and keep them posted on any significant change in hurricane status.

5. Inform the Emergency Team Coordinators for SSC Agency Activities of current events as directed by the Emergency Management Coordinator.

6. Receive and coordinate requests for assistance in completing hurricane preparations.

7. Report site readiness to the SSC/SACOM Contract Emergency Management Coordinator.

8. Ensure that the Condition IV checklist in Table 12.E is completed and report that completion to the Emergency Management Coordinator.

9. Update SSC site status on SSC websites.

b. At Condition III (48 hours):

1. Establish/staff console in the SSC Emergency Operations Center as required.

2. Establish EOC/EMCS personnel schedule as required.

3. Ensure that the Condition III checklists in Table 13.E have been completed and report that completion to the Emergency Management Coordinator.

4. Update SSC site status on SSC websites.

c. At Condition II (24 hours):

1. Staff the console in the SSC Emergency Operations Center.

2. Coordinate final hurricane preparations and site readiness status.

3. Verify that Emergency Response Team are ready and that adequate communication arrangements have been made.

4. Receive requests for additional manpower and equipment.

5. Keep the Emergency Management Coordinator current on all events that occur.

6. Maintain communications with the Emergency Response Team and provide assistance to all locations as directed by the Emergency Management Coordinator.

7. Perform radio checks with Emergency Response Team to verify communications.

8. Ensure that Condition II checklist in Table 14.E has been completed and report that completion to the Emergency Management Coordinator.

9. Update SSC site status on SSC websites.

d. At Condition I (12 hours):

1. Staff console in the SSC Emergency Operations Center.

2. Ensure that the Condition I checklist in Table 15.E has been completed and report that completion to the Emergency Management Coordinator.

3. Perform radio communication check with designated key personnel such as, stand-by crews, and Emergency Response Team, many of whom will be offsite during the actual storm.

4. Update SSC site status on SSC websites.

e. Post Hurricane - Initiate a Post Hurricane Damage Survey (usually conducted by those who remained onsite in the EOC, such as the personnel with the fire department who are trained in NIMS and report the findings to the Emergency Management Coordinator within 24 hours after the "All Clear" has been announced).

### E.3.5 Facility Manager

The Facility Manager will:

a. At Condition IV (72 hours):

1. Survey exterior of building and secure all loose material, report findings to SACOM Contract EMCS (Ext. 8-3381 or Ext. 8-3293) to be forwarded to emergency team leader.

2. Survey roof of building if accessible. Secure loose material.

b. At Condition III (48 hours):

**RELEASED - Printed documents may be obsolete; validate prior to use.**

1. Remove all material away from window and door areas.

2. Obtain plastic bags and tape for use in protecting critical equipment from the entrance of B-1200.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

**Table 12.E - Emergency Operations Center Condition IV Checklist (72 Hours)**

STORM NAME: _____

CONDITION IV DECLARED BY: _____

DATE: _____ TIME: _____ CONSOLE OPERATOR: _____

TIME COMPLETED

_____ Establish the Emergency Operations Center

_____ Contact the Protective Services Dispatcher and instruct him/her to make the appropriate announcements. Instruct him/her to also advise Shift Captain and Fire Chief/Fire Captain on duty (X8-3636)

_____ Initiate the Emergency Operations Center log and the hurricane Tracking chart and log.

_____ Notify SACOM Contract Safety to conduct site wide survey for loose equipment and materials, and send to each custodian. (SACOM Contract Safety Office, X8-2557)

_____ SACOM Emergency Coordinator will have work order issued for labor and materials.

_____ Notify management/supervisory personnel to ensure that all government vehicles are refueled at the end of each shift. (x8-1147 Vehicle distribution list)

_____ Notify Facility Managers to initiate preparatory actions by identifying any items that require securing and report to EMCS at X8-3381.

_____ Direct all tenants to fuel all government vehicles.

_____ Building 4400 diesel fuel tanks are “topped off”, if program requirement dictates. X8-2352

_____ Place commercial fisherman signs out on land near roads and grounds building

_____ Notify the NASA/SSC Emergency Management Officer as to compliance with the above requirements.

Condition IV Checklist Items completed: Date & Time _____

Signature_____
Emergency Console Operator

Emergency Management Coordinator notified: Date & time:_____

Condition IV Terminated: Date & Time: _____
Condition Declared: All Clear_____ or Condition III _____

Declared by: _____

NOTE: All condition checklists must be followed through completely regardless of condition change unless, because of the uniqueness of the approaching storm, conditions warrant modification of checklist. Any real-time modifications to checklist must be approved by the NASA Emergency Management Officer.

Remarks:

**RELEASED - Printed documents may be obsolete; validate prior to use.**

**Table 13.E - Emergency Operations Center Condition III Checklist (48 Hours)**

STORM NAME:_____ CONDITION III DECLARED BY: _____

DATE: _____ TIME: _____ CONSOLE OPERATOR: _____

TIME COMPLETED: _____

_____ Upon notification that SSC is in Condition III contact the Protective Services Dispatcher and instruct him/her to make the appropriate announcements. Instruct him/her to also advise Shift Captain and Fire Chief/Fire Captain on duty. (X8-3636)

_____ Notify Facility Managers to obtain plastic and tape for covering critical equipment and computers from the entrance of B-1200.

_____ Obtain a list of members assigned to the Emergency Response Team and send to Emergency Management Officer.

_____ Contact EMCS, and request a report when all small and large craft have been lifted out of the water and/or are secured with adequate mooring lines.

_____ Receive report from EMCS that all EOC equipment is serviced and in an operable condition.

_____ Advise Redistribution to close yard and begin securing material. (X8-1363)

_____ Ensure that NASA/SSC Emergency Management Officer is informed as to compliance with the above requirements.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

Condition III Checklist Items completed: Date & Time _____

Signature_____
EOC Console Operator

Emergency Management Coordinator notified: Date & Time: _____

Condition III Terminated:

Date & Time: _____

Condition Declared: All Clear_____ or Condition II_____

Declared by: _____

NOTE: All condition checklists must be followed through completely regardless of condition change unless, because of the uniqueness of the approaching storm, conditions warrant modification of checklist. Any real-time modifications to checklist must be approved by the NASA Emergency Management Officer.

Remarks:

**Table 14.E - Emergency Operations Center Condition II Checklist (24 Hours)**

STORM NAME:_____ CONDITION II DECLARED BY: _____

DATE: _____ TIME: _____ CONSOLE OPERATOR: _____

TIME COMPLETED: _____

_____ Notify the Protective Services Dispatcher that the SSC is in Hurricane Condition II and instruct them to make the appropriate announcements. Instruct him/her to also advise Shift Captain and Fire Chief/Fire Captain on duty. (X8-3636)

_____ Contact EMCS and obtain a list of all employees that are actually engaged in work operations.

_____ Notify management to inform all personnel to unplug/disconnect all electrical equipment and release non-essential personnel.

_____ Perform radio checks with Emergency Response Team to verify radio communications.

_____ Notify Management to relocate all government vehicles away from trailer, trees, power lines or other potentially hazardous structures.

_____ Notify EMCS and emergency personnel of the current satellite phone numbers.

_____ Verify that all emergency generators are in place.

_____ Ensure power is Disconnect to H-1/Riverfront/North Gate area. B-2411 (Cypress House) to be placed on generator power.

_____ Ensure that the NASA/SSC Emergency Management Officer is informed when all of the above is complied with.

Condition II Checklist Items completed: Date & Time _____

Signature_____
EOC Console Operator

Emergency Management Coordinator notified: Date & Time: _____

Condition II Terminated: Date & Time: _____

Condition Declared: All Clear_____or Condition I_____

Declared by: _____

NOTE: All condition checklists must be followed through completely regardless of condition change unless, because of the uniqueness of the approaching storm, conditions warrant modification of checklist. Any real-time modifications to checklist must be approved by the NASA Emergency Management Officer.

Remarks:

**RELEASED - Printed documents may be obsolete; validate prior to use.**

**Table 15.E - Emergency Operations Center Condition I Checklist (12 Hours)**

STORM NAME: _____ CONDITION I DECLARED BY: _____

DATE: _____ TIME: _____ CONSOLE OPERATOR: _____

TIME COMPLETED: _____

_____ Notify the Protective Services Dispatcher that the SSC is in Hurricane Condition I and instruct him/her to make the appropriate announcements. Instruct him to also advise Shift Captain and Fire Chief/Fire Captain on duty. (X8-3636)

_____ Notify management to release personnel that are not scheduled to remain at the SSC during the hurricane.

_____ Verify that all emergency supplies have been issued to all personnel remaining on duty.

_____ Verify that all electrical equipment and machines have been disconnected from electrical outlets.

_____ Verify that elevators at B-1021, B-1100, B-1103, B-1111, B-1200, B-3203, B-4120, B-4122, B-4220, B-8000 and B-8100 are shut down 4 hours before hurricane winds will arrive.

_____ Determine the status of the hurricane preparations and submit a readiness facility status report to the NASA/SSC Emergency Management Officer.

_____ Ensure that all motor vehicles have been fueled.

_____ Perform radio communication check with designated key personnel such as stand-by crews, Emergency Response Teams and the EMCS many of whom will be offsite during the actual tropical storm or hurricane.

_____ Ensure generators are providing power at B-1100 and B-8000.

_____ Notify Procurement Officer (PO) when site is to close except for personnel remaining on duty in order for PO to officially notify contractors of administrative leave.

_____ Notify Chief Financial Officer (CFO) when site is to close except for personnel remaining on duty in order for the CFO to provide proper charge codes to contractor financial managers.

Condition I Checklist Items Completed: Date & Time _____

Signature_____
EOC Console Operator

NASA/SSC Emergency Management Officer Notified: Date & Time:
_____

Hurricane Condition I Terminated: Date & Time: _____

Condition Declared: All Clear _____or

Condition II_____ or

Condition III_____

Declared by: _____

Authorizing Official _____

NOTE: All condition checklists must be followed through completely regardless of condition change unless, because of the uniqueness of the approaching storm, conditions warrant modification of checklist. Any real-time modifications to checklist must be approved by the NASA Emergency Management Officer.

Remarks:

**RELEASED - Printed documents may be obsolete; validate prior to use.**

### E.3.6 Protective Services Dispatcher

The Protective Services Dispatcher will:

a. Pre-warning - Notify SSC Emergency Management Officer of impending hurricane condition.

b. At Condition IV (72 hours) - Every 2 hours, announce the declaration of Condition IV over the Public Address System.

c. At Condition III (48 hours) - Every 2 hours, announce the declaration of Condition III over the Public Address System.

d. At Condition II (24 hours) - Every 2 hours, announce the declaration of Condition II over the Public Address System.

e. At Condition I (12 hours) - Every 2 hours, announce the declaration of Condition I over the Public Address System.

### E.3.7 Medical Staff

The SACOM Medical Director shall ensure that supplies are available for post incident needs of the clean-up crews so that once medical personnel return to SSC following a tropical storm or hurricane, they are able to provide medical assistance, obtain Medical Director assistance to disposition any fatalities, and advise the Emergency Management Coordinator when offsite medical assistance is needed. They will contact the SACOM Contract Fire Department if Emergency Medical Technicians support or emergency ambulance service is needed.

### E.3.8 SACOM Contract (SACOM) Safety Office

The SACOM Safety Office is responsible for the following tasks:

a. At Condition III (48 hours) and IV (72 hours) - Perform an independent survey of the site to identify buildings, systems, equipment and materials which may be endangered or create a hazard in the approaching storm. Record findings and inform facility managers of matters that need attention in their area of responsibility. Place particular emphasis on situations where additional personnel or equipment may be needed to accomplish hurricane preparations. Report problem areas to the SSC/SACOM Contract Emergency Management Coordinator.

b. At Condition II (24 hours) - Report to the SACOM Contract EMCS, B-8000.

c. At Condition I (12 hours) - Ensure medical and fire services are available.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

d. Post Hurricane – Once they return onsite following a tropical storm or hurricane, they will review initial damage assessment reports from the fire department and provide any additional needs to the Emergency Management Coordinator at the EOC at extension 8-2160.

### E.3.9 SACOM, Logistics Services

The SACOM Logistics Manager is responsible for the following tasks:

At Condition III (48 hours): hours):

1. Ensure that the Redistribution Yard at B-2204 is closed.

2. Ensure that all emergency supplies are available for issue as requested by the users.

### E.3.10 SACOM Contract Fire Chief or Fire Captain on duty

The Fire Chief or the Fire Captain is responsible for the following:

a. Coordinate firefighting, rescue, emergency medical services, and hazardous material response activities and request assistance from offsite fire departments through the SSC/SACOM Contract Emergency Management Coordinator, as needed.

b. Provide Emergency Medical Technicians as needed and emergency ambulance service.

c. The Fire Chief will initiate damage assessment and an inspection of all buildings following a tropical storm or hurricane to assess dangerous or critical situations that will require capabilities to be corrected before reopening the site. Damage Assessment forms can be located in the SSC Emergency Management Share Drive through the EOC Playbook at the following location: \\sscsdc\Center Operations\Emergency Management Share Drive.

### E.3.11 SACOM Manager, Finance

The SACOM Manager of Finance will, at the declaration of Condition IV, ensure that a charge number is issued for labor and materials during the hurricane emergency. Report number to the EMCS at extension 8-3381.

### E.3.12 Test Complex Welding Shop Lead

The Test Complex Welding Shop Lead will, at the declaration of Condition III, align welding and cutting equipment to allow emergency departure from the shop area and verify that equipment is serviced and operational.

### E.3.13 SACOM Supervisors of Facilities Systems Department

The SACOM Facility System Supervisors will perform the following:

a. Condition III — Facility Maintenance Building (9114) (48 hours):

1. Ensure that all equipment is fueled and fuel storage is adequate.

2. Ensure that all portable pumps and generators are serviced and operable.

b. Condition III - Potable Water Systems and Sewage Systems (48 hours):

1. Identify all needed equipment that is inoperable and take appropriate action to restore.

2. Check sewage lift station sump pumps, pumps and ejectors for proper operation.

3. Check sewage lagoon effluent trenches for obstructions.

4. Check and fill chlorine mixing and supply tanks. Clean suction strainers.

5. Check elevated tank altitude valves and perform operating tests on pumps, chlorinators and flow meters.

c. Condition III — Equipment Operations/Maintenance (48 hours)

1. Ensure that all permanent installed emergency generators are serviced and operable.

2. Ensure that all mobile equipment is serviced and operable.

3. Ensure that tanks for emergency generators are continuously refueled.

4. Ensure that all equipment is fueled.

### E.3.14 Marine Operations Supervisor

The Marine Operations Supervisor will at Condition III (48 hours):

a. Ensure all cryogenic barge mooring devices have operable toggle and locking pins.

b. Ensure that all manholes, portholes, and hatch covers are in place and properly dogged down.

c. Secure all floating vessels with adequate mooring lines.

**RELEASED - Printed documents may be obsolete; validate prior to use.**

d. Assign berths to all transient vessels seeking refuge. Log in and provide vessel owners Exhibit E1 and formally notify owners/operators of transient vessels that they are at SSC at their own risk, and that as soon as conditions permit, they are expected to depart the site.

**E.3.15 SACOM High Voltage Systems Engineer/Electric Shop Supervisor**

The High Voltage Systems Engineer will perform the following:

a. Condition III - Main Substation and Electrical Distribution System (48 hours):

1. Survey all overhead lines. Check for leaning trees, loose guy wires, and damaged arrestors, insulators and cross arms.
2. Verify position of all switches and cutouts for the dispatcher.

b. The Electric Shop Supervisor will perform the following:

1. Prior to June 1 of each year: Ensure that all portable generators are in place and connected as required per table 6.E. Report completion of task to EOC.

**E.3.16 Technical Support Contractor Supervisor, Telecommunications**

Telecommunications will maintain switchboard capability and will provide a recording for further information once the site is closed.

**E.3.17 SACOM Contractor Test Operations Support**

The SACOM Contractor Test Operations Support will perform the following:

a. Condition IV – HPIW Complex - Top off fuel tanks for Nordberg Diesels and report to EOC.

b. Condition III - HPIW Complex (48 hours):

1. Check operability of Nordberg and Auxiliary pumps.
2. Ensure that the Cooper Bessemer diesels are serviced and operable.

c. Condition II – HPIW Complex Services (24 hours):

1. Ensure that the blast doors on the test stands are secured.
2. Ensure that all boom cranes are lowered into their cradles and tied down.

d. Condition II - Scale House (24 hours) - Discontinue all except emergency truck unloading. Provide follow-up to ensure doors are closed and hand brakes set on all Liquid Nitrogen (LN2), Liquid Oxygen (LO2), Liquid Hydrogen (LH2), and Helium (HE) cars.

**E.3.18 Resident Agencies and Contractors**

All agencies and contractors at SSC are responsible for the following:

a. Designate a representative to attend all SSC Emergency Council meetings. At the declaring of hurricane condition IV, a daily meeting starting at 12:00 noon will be instituted until the threat is no longer existent.

b. Construction and services contractors should work with their contract monitors to understand how to respond to emergency situations. All personnel are to respond appropriately to alarms, warnings, emergency announcements, and other warnings outlined in this plan. This is in addition to any other site, safety requirements placed on construction and other service contractors by contract provisions.

c. Condition IV (72 hours):

1. Advising personnel of hurricane location and movement.

2. Assuming a general state of readiness and review Hurricane Plan.

3. Surveying assigned buildings and grounds and noting actions necessary to secure that area if the hurricane becomes more of a threat.

4. Reporting all survey results to SSC EMCS/Service Desk at extension 8-3381/8-3293.

5. Reviewing work and vacation schedules, and adjusting staffing levels to accommodate emergency requirements.

6. Ensuring that all assigned government vehicles are refueled at the end of each shift.

d. Condition III (48 hours):

1. Ordering sandbags if needed.

2. Surveying the interior and exterior of their building to identify materials and equipment, which must be stored or tied down.

3. Ensuring that all housekeeping discrepancies are corrected and loose items are tied down or placed in secure storage.

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4. Notifying personnel to place all classified and sensitive material in approved containers and place containers in building vaults, if applicable.

5. Ensuring that a list is maintained of the address and telephone number where each employee will stay during the hurricane.

6. Ensuring that valuable equipment/instruments are moved away from windows wherever possible. Cover remaining items with plastic. Ensure that each computer user makes backups of any critical files. If computers are in a highly vulnerable area for damages, remove all connections and move computer to a safe place.

7. Advising all personnel of the hurricane's location and direction of movement.

e. Condition II (24 hours):

1. Directing all non-essential personnel to leave SSC.

2. Ensuring that all electrical equipment and machines have been disconnected from electrical outlets.

**E.3.19 Chief of Security, Protective Services Contractor**

The Protective Services Contractor is responsible for the following tasks:

a. Condition IV (72 hours):

1. Ensuring that gate guards receive clear instructions.

2. Ensuring that 2 officers are formally designated to the Emergency Team with the following responsibilities: roving patrols (weather permitting); access controls as required; radio relay of information on emergency conditions; open the site to through traffic at the instruction of the SACOM Contract Emergency Management Coordinator.

3. Initiate the traffic flow plan (appendix C) if directed by the Emergency Management Officer should the state request contraflow through SSC on Hwy 607.

b. Condition II (24 hours):

1. Establishing traffic control at the intersection of A and J Roads.

2. Bringing all Security actions, changes in requirements, and/or requests for additional security guards to the attention of the Security Supervisor.

c. After "All Clear" is declared:

1. Assisting Emergency Teams in recording and reporting any damage to structures, roadways, power lines, vehicles, equipment, etc.

2. Performing a security inspection of all buildings.

**E.3.20 SACOM Industrial Hygiene Office**

SACOM Industrial Hygiene is responsible for the following:

a. Pre-Hurricane Activities

1. Maintaining inventory locations of radiation sources, satellite accumulation areas, exterior chemical storage locations, and potable water monitoring locations.

2. Assisting the SACOM Contract Safety Office with conducting facility readiness before impact of storms.

b. Post-Hurricane Activities:

1. Providing assistance, field work, and trend updates to the Medical Clinic in areas of public health.

2. Ensuring that all registered radioactive sources are accounted for.

c. Surveying satellite accumulation areas and other exterior chemical storage areas for chemical spills or releases.

d. Conducting surveys of all NASA facilities for water intrusions and other potential hazards. Priority will be ranked as follows:

1. B-1100, B-1200, B-2201 and B-2101 will be assessed due to the presence of spray-applied asbestos containing insulation. NOTE: B-1000 also contains spray-applied asbestos containing insulation; however, it is controlled by the U.S. Navy.

(a) Test area facilities and buildings which are critical for mission success.

(b) All other NASA owned facilities/tenant occupied facilities.

e. Coordinating with the SACOM Contract Environmental Systems Operators and the SSC Laboratory Services Contractor (LSC) to ensure that the potable water system is operating within acceptable limits. Measurements and other relative information will be relayed to the Medical Clinic, NASA Environmental Office and the EOC.

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f. Informing the EOC of all investigation findings.

## E.4 Definitions

See Appendix A.

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## APPENDIX F – FREEZE CONDITIONS PLAN

### F.1 Purpose

The objectives of this plan are to provide work assignments to prepare for freezing weather hazards at SSC and safe methods to remove ice and/or control icing conditions. The plan also provides guidance for the protection and preservation of all SSC equipment and systems when freezing temperatures occur for a sustained period of time.

Control over operations during sustained freezing temperature conditions at SSC may be complex due to potentially limited visibility, possible freezing precipitation, variable wind conditions, unpredictable duration of the low temperatures, and traffic hazards posed by ice accumulation. It is imperative that the necessary preplanning be accomplished to minimize the effect of freeze conditions on equipment and personnel at SSC.

The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SACOM Emergency Management Coordinator
- SSC IC
- SSC Facility Managers
- SACOM Facilities O&M Manager
- SACOM Zone Supervisors
- SACOM High Voltage Lead
- SACOM EMCS Operator
- SACOM Heavy Equipment Lead
- SACOM S&MA
- SACOM Finance Manager

### F.2 Concept of Operations

a. Developing weather conditions, which may result in freezing rain, sleet, or other hazardous freeze conditions are normally announced by the National Weather Service (NWS). Emergency Management will monitor NWS weather briefings and notify key leadership when freeze conditions are expected. For purposes of this plan, the following definitions will be utilized:

- Freeze Condition: Temperatures forecast at or below 30°F for more than 12 hours
- Hard Freeze Condition: Temperatures forecast at or below 26°F for more than 6 hours

b. This Plan will be implemented under the direction of the NASA Emergency Management Officer, SSC/SACOM Contract Emergency Management Coordinator or the SACOM Facilities O&M Program Manager based upon the Stennis specific weather forecast at the NWS web site,

http://forecast.weather.gov. Test area implementation will be at the direction of the Test Director utilizing work instructions specific to each test stand. If it is not anticipated that freezing conditions will occur to the degree that full-time operation of the SSC Emergency Operations Center will be required, the SSC/SACOM Contract Emergency Management Coordinator or SACOM Facilities O&M Manager will handle coordination of ice control and related activities through the SSC/SACOM Contract EMCS upon notification to do so.

c. Any decision to release NASA personnel, delay reporting, or to close the site will be coordinated with, and approved by the Center Director's office, in coordination with Human Resources. These decisions will be communicated to all personnel. Tenant agencies and contractors will then determine status of their employees and ensure they are advised.

## F.3 Responsibilities

### F.3.1 SSC/SACOM Contract Emergency Management Coordinator:

The SACOM Emergency Management Coordinator will:

a. Notify and keep informed key SSC/SACOM Contract Project and subcontractor personnel of conditions, requirements and actions to be taken.

b. Ensure the Facilities O&M Manager notifies emergency contacts that the freeze plan is being implemented by SACOM Contractor and notify emergency contacts when coming out of freeze plan conditions.

c. Request that SSC Facility Managers survey their areas and identify any necessary actions. Special emphasis must be placed on identifying steps, sidewalks and other walkways that may become iced, creating dangerous slipping hazards.

d. Determine the need to spread sand on roadways/ bridges and salt or sand on walkways; notify the supervisors of the facility maintenance shops, base operations and maintenance of the actions required.

### F.3.2 SACOM HVAC Shop Lead will ensure that the following actions are taken:

#### F.3.2.1 HVAC Systems

a. The HVAC Shop and EMCS will place heating, ventilating, and air conditioning (HVAC) equipment in a recirculation air mode with outside air dampers in a closed position to prevent water coils from freezing.

b. The HVAC Shop will coordinate with EMCS operator as to the actions taken relative to HVAC equipment configuration for freeze protection. They will also visually observe that the outside air dampers are in a closed position.

c. The EMCS operator will monitor the various air distribution systems, air handling units and heating ventilation units for mixed air temperatures / low alarms below 40ºF. Local freeze stats should be set for approximately 35ºF to stop the unit for protection of the heat exchanger coil. **NOTE:** In the event a unit does trip on the freeze stat safety, the EMCS Operator shall immediately position all control valves to a "halfway" position to allow water to flow through both the coils and the by-pass to prevent the water coils from freezing. If this occurs during duty hours, dispatch a technician to follow up. If after duty hours, contact the Facilities O&M Branch Manager to determine if the situation warrants an after-hours callout.

d. The EMCS operator will monitor all hot water heating systems to assure proper operation. Basic hot water heating systems are set to maintain approximately 180ºF supply hot water at low fire. The high fire set point is set to come in at approximately 160ºF supply hot water.

e. The EMCS operator will monitor all hot water heating systems to assure that no 80% conventional boiler type of system is operating with a return water temperature below approximately 135ºF to minimize fire side condensation/corrosion of the heat exchanger. Note: Condensing type of boiler systems hot water return temperatures will vary with actual load conditions with no condensate damage issues.

f. The HVAC Shop will establish a continuous bleed on cooling tower make-up lines if temperature lows are expected to be below 25ºF for approximately 24 -48 hours. Cooling towers to be monitored and checked for ice on the fill materials are listed in Table 16.F. Note: This will apply only for cooling towers that will remain in service, and only under hard freeze conditions.

g. The HVAC shop shall isolate and drain cooling tower potable water make-up lines, cooling tower cold water basin sumps, outdoor condenser water pump casings, strainers, and other piping components subject to damage from a "hard freeze" if temperature lows are expected to be below 25°F for approximately 24 - 48 hours. Additionally, it is recommended that during a "hard freeze" the B-3305 High Pressure Gas Plant is either completely secured or all fluid cooler systems drained, or that the plant is staffed with a "Freeze Ride Out Crew" and the plant compressors are operating to protect the fluid cooler open and closed loop water systems from damage. The HVAC shop shall also drain each chemical water treatment side stream water circuit associated with the outdoor chemical injection system. Note: This will apply only to cooling towers that will not remain in service, and only under hard freeze conditions.

h. The EMCS operator will assure that no condenser water pump is on and running if the respective chiller is not running. Note: Running of the condenser water pump in this condition will cause the chiller to migrate liquid refrigerant and oil to the condenser heat exchanger.

i. Additionally, the EMCS operator will monitor online chiller systems for low alarm condenser water return temperatures below approximately 65ºF. The HVAC lead will request support from Mechanical/Plumbing Shop if required.

j. The HVAC Shop and the EMCS operators shall configure and operate the 1200/1201 chiller plant using the 100 ton rotary chiller 2 during mild to low outdoor ambient temperatures. This chiller shall operate and run continuously if temperature lows are expected to be below 25ºF for approximately 8 - 48 hours. (Note: This 100 ton rotary chiller 2 is supported by the building generator. The 200 ton centrifugal chiller 1 is not.) Therefore, for reliable operation during freezing conditions and possible power outages this chiller 2 and Cooling Tower 2 shall be configured to run.

k. Portable chillers evaporator and/or condenser heat exchangers and cooling tower shall be drained if they are not in use. (Carrier 100 Ton, Trane 300 Ton and Trane 380 Ton).

- 300 Ton Air-Cooled Portable Chiller-2, MAXIMO EQ#110288
- 380 Ton Water-Cooled Portable Chiller-3, MAXIMO EQ#110295
- 215 Ton Air-Cooled Portable Chiller-4, MAXIMO EQ#30354-1
- 215 Ton Air-Cooled Portable Chiller-6, MAXIMO EQ#00970038

**Table 16.F - Cooling Tower Listing for Freeze Conditions**

1000 Cooling Tower 1 (North 1200 Ton Plant)
1000 Cooling Tower 2 (North 1200 Ton Plant)
1000 Cooling Tower 3 (North 1200 Ton Plant)
1032 Cooling Tower 1 (Both Cooling Tower Cells) 1100
Cooling Tower 1
1100 Cooling Tower 2
1103 Cooling Tower 1
1111 Cooling Tower 1
1111 Cooling Tower 2
1111 Cooling Tower 3
1201 Cooling Tower 1 (200 Ton Centrifugal Chiller 1)
1201 Cooling Tower 2 (100 Ton Rotary Chiller 2 / Do not Drain)
2102 Cooling Tower 1
3203 Cooling Tower 1
3305 Fluid Cooler 1
3305 Fluid Cooler 2
3305 Fluid Cooler 3
3305 Fluid Cooler 4
3305 Fluid Cooler 5
4110 Cooling Tower 1
4110 Cooling Tower 2
4210 Cooling Tower 1
4210 Cooling Tower 2
8100 Cooling Tower 1
8100 Cooling Tower 2

l. The chilled water pump shall be run continuously to provide protection of air-cooled chillers. This operational configuration shall be implemented to protect equipment from damage associated with a hard freeze if temperature lows are expected to be below 25°F for approximately 24 hours. All chilled water piping is insulated and should be protected above this temperature. However, small fittings and gauges could be subject to damage during a hard freeze.

m. The EMCS operator shall monitor chilled water system water pressures and temperatures to indicate a loss of water and/or water flow due to a possible leak. Outside air cooled air chillers are located in the following buildings listed in Table 17.F.

n. Cooling towers that must be operated during freezing conditions and ice accumulation will be observed.

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o. Systems will be reconfigured for utilization of outside air should an excessive ice build-up occur.

**Table 17.F - Air Chiller Listing for Freeze Conditions**

1009 Chiller 1
1011 Chiller 1 (Glycol Treated Chilled Water System) 1011
Chiller 2 (Glycol Treated Chilled Water System) 1022
Chiller 1
1029 Chiller 1
1111 Computer Room Unit 3 Outdoor Section (Glycol Treated) 1111
Computer Room Unit 4 Outdoor Section (Glycol Treated) 1103
Chiller 2 (South Addition 60 Ton)
2040 Chiller 1
2101 Chiller 1
2105 Chiller 2
2205 Chiller 1
2205 Chiller 2
3101 Chiller 1
3202 Chiller 1
3202 Chiller 2
3204 Chiller 1
3205 Chiller 1
3225 Chiller 1
4010 Chiller 1
4010 Chiller 2
4080 Chiller 1
4080 Chiller 2
4400 Chiller 1
8000 Chiller 1
8000 Chiller 2
9110 Chiller 1 (NAVY HR / 225 Ton)
9101 Chiller 1 (Aerojet Rocketdyne/ 240 Ton)
9101 Chiller 2 (GPO / 100 Ton)
9101 Chiller 3 (GPO / 100 Ton)
9101 Chiller 4 (GPO / 100 Ton)

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#### F.3.2.2 Critical Storage Areas

a. The HVAC Shop will ensure that the heating system in B-2203, Flammable Storage Building, is operating to prevent damage from freezing temperatures.

b. The HVAC Shop will ensure that the heating system in warehouse area of B-2204 maintains a temperature just above 32 degrees Fahrenheit during off-duty hours to prevent the sprinkler systems from freezing.

#### F.3.2.3 Power Distribution System

The SACOM High Voltage Lead will:

a. Conduct regular surveillance of overhead electrical power lines to detect icing or ice laden tree limbs that could lie across lines and cause a short circuit.

b. Isolate systems and implement corrective actions for power restoration should a failure occur.

#### F.3.2.4 Energy Management Control Systems (EMCS)

The SACOM EMCS Operator will, upon notification that the Freeze Plan is implemented, configure HVAC equipment controlled by EMCS to a heating mode. EMCS will allow for continuous run of HVAC equipment during the freeze mode.

#### F.3.2.5 Test Complex

The SSC SACOM Contractor Test Operations support will:

a. Develop and implement a freeze protection procedure, to adequately protect all piping, vessels, and equipment within the test complex.

b. Implement the freeze protection plan for the Test Complex.

### F.3.3 Plumbing

The SACOM Plumbing Shop Lead will take actions as outlined in Table 18.F in event of a hard freeze for potable water systems. (Typically if weather forecast calls for temperatures of 28 $^{o}$F for a period of 8 hours or more.) Conditions such as wind chill, how long temperatures will remain below freezing, etc. also play into this equation.

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**Table 18.F - Mechanical Plumbing Listing for Freeze Conditions**

Plumbing Shop to execute the following list, except for well houses, which are to be executed by Water Operators

| ***Date:*** | | **Prepared by:** | |
|---|---|---|---|
| | | **Execution: Mechanical/Plumbing Freeze Plan** | |
| **IN** | **OUT** | | |
| ☐ | ☐ | Hose Bibs B-2201 | Leave outside hose bibs dripping (3). |
| ☐ | ☐ | Safety Shower B-2205 | Close cut-off valve and open drain valve. |
| ☐ | ☐ | Car Wash B-2201 | Close valve in carpenter shop. Open hose bib on outside wall (including valves on the east side of the car wash). |
| ☐ | ☐ | Steam Genie B-2105 | Turn off water and drain. |
| ☐ | ☐ | Roads & Grounds | Drip faucet by the equipment shed (1). |
| ☐ | ☐ | Butler Building 2436 | Leave hose bib on well running (1). |
| ☐ | ☐ | Magnetic B-2437 | Drain eyewash |
| ☐ | ☐ | Red School House B-2409 | Leave valve on the wall dripping (1). |
| ☐ | ☐ | Rouchon House B-2425 | Leave outside faucets dripping (1). |
| ☐ | ☐ | River House B-2420 | Leave outside faucet on north side dripping (1). |
| ☐ | ☐ | Cypress House B-2411 | Close valve & drain system. Remind operator to leave it running. |
| ☐ | ☐ | Upper Gainesville Road | Turn off water and drain the two Backflows by the park (2). |
| ☐ | ☐ | North Gate B-7001 | Leave valve located southwest of building running. |
| ☐ | ☐ | Landfill Sewage Station | Close valves and drain pumps (2). Close valves and drain lines to sprinkler system (2). Turn on heater in waste storage office. |
| ☐ | ☐ | B-7025 | Check window unit on west wall is operating in heating mode. |
| ☐ | ☐ | B-7020 | Leave outside hose bib dripping (1). Isolate & drain safety station and drinking fountain. Check the window unit & restroom heater. Open valves on stub-up next to road on south side. |
| ☐ | ☐ | Safety Shower B-8100 | Close cut-off valve and open drain valve (north side of building). |
| ☐ | ☐ | H202 Storage Area B-8110 | Cut-off the valve on east side of B-8100 and drain eyewash. |
| ☐ | ☐ | Water Towers #1, 2,3, & 4 | Provide slow bleed to instrumentation. Contact Environmental at 688-1547 prior to action. |
| ☐ | ☐ | B-5005 | Open faucet east of moveable building. |
| ☐ | ☐ | Restroom D-Road B-3416 | Check the heater |
| ☐ | ☐ | Loading Dock B-1100 | Valve off system and drain (behind cafeteria). |
| ☐ | ☐ | Loading Dock B-1003 | Valve off system and drain. |
| ☐ | ☐ | Hi-Bay B-3203 | Shower on Level 2, valves off Level 1 on west side inside building. |
| ☐ | ☐ | Sand Blast Area B-3203 | Drain water to air compressor. Valve off and drain eyewash stations (2). |
| ☐ | ☐ | South Gate B-3101 | Leave faucet by the UV lights running. |
| ☐ | ☐ | Saturn Drive & Propellant | Open valve and leave drip on the water truck loading pipe stand. |

| | | | |
|---|---|---|---|
| ☐ | ☐ | B-3300 | Eyewash |
| ☐ | ☐ | B-8305 | Eyewash |
| ☐ | ☐ | B Test Stand | Contractor Trailers |
| ☐ | ☐ | B-2101 | Eyewash east side |
| ☐ | ☐ | Site-Wide | Open drain valves on (2) Godwin Pumps & Drain tank on (1) Sewer Jetter |
| ☐ | ☐ | B-5005 by Canal | Open Hose bib on 2” PVC |
| ☐ | ☐ | B-3206 Battery Storage | Open eyewash & safety and drain line |
| ☐ | ☐ | B-3219 | Open hose bib by water/oil separator |
| ☐ | ☐ | B-3201 | Drain hose reel |
| ☐ | ☐ | B-3150 East | Let hose bib drip |
| ☐ | ☐ | B-1200 East | Behind Pecks, let hose bib drip inside blocked building |
| ☐ | ☐ | B-9100 Administrative area | A/C unit set to heat |
| ☐ | ☐ | B-9101 Loading dock | Drain fire suppression system. |
| ☐ | ☐ | B-9110 Mechanical room | Confirm shutoff of outside faucet. |
| ☐ | ☐ | B-9114 North hose bibs | Check bibs are dripping. |
| ☐ | ☐ | B-9124 Eyewash | Water operators - shut and drain. Contact Environmental at 688-1647 prior to action. |
| ☐ | ☐ | B-9128 Eyewash | Water operators - shut and drain. Contact Environmental at 688-1647 prior to action. |
| ☐ | ☐ | B-9145 Aerojet Rocketdyne | Drain water – two fire suppression systems |
| ☐ | ☐ | B-9157 Wet pipe system | Drain system – contact Fire Department for permission to leave drained if frequent intervals of freezing may be expected. Contact Environmental at 688-1647 prior to action. |
| ☐ | ☐ | B-9158 NASA | Set thermostats for freeze protection. |
| ☐ | ☐ | B-9165 Aerojet Rocketdyne | Check electric heaters on west wall. |
| ☐ | ☐ | B-9166 | Fire suppression is dry pipe pressurized air system. Secure and drain wet riser upstream of dry sections. Secure potable water & drain. |
| ☐ | ☐ | B-9313 NCCIPS | Call Claude Garcia 813-4866. Call to assure NCCIPS. |
| ☐ | ☐ | B-9353 NCCIPS | Call Claude Garcia 813-4866. Call to assure NCCIPS. |
| ☐ | ☐ | B-9635 Well house outside of gate | Check heater is operating. |

A2 TEST STAND PERMANENT FREEZE PLAN

HYDROGEN DOCK – shut off underground service valve supplying dock and drain dock piping, hose reels and emergency safety stations.

OXYGEN DOCK – shut off underground service valve supplying dock and drain dock piping, hose reels and emergency safety stations.

LEVEL 1 – hose reel south side, fed from branch off main in basement, has an isolation valve.

LEVEL 4 – safety shower outside with isolation valve inside. Exterior: hose reel (iw) fed from thru wall hose bib with isolation valve and low point drain. Note: hose bib's (iw) isolation valve (1-1/2") not working.

LEVEL 5 – interior plumbing fixtures: sink, urinal, eyewash. Exterior: safety shower with isolation valve. Hose bibs above hose reel fed from level 4 with no isolation valve. Hose reel (iw) fed from level 4, isolation valve on level 5 in crib area.

LEVEL 7 – exterior hose reel (iw) with isolation valve and low point drain. Interior: branch to hydraulic system with isolation valve. Branch to boost pump with isolation valve. Branch to interior eye wash.

LEVEL 8 – interior supply valve to level 7 eyewash.

LEVEL 10 – exterior: hose reel (iw) – 1-1/2" isolation. Interior: bathroom – potable water with isolation valve.

### F.3.4 Heavy Equipment

The SACOM Heavy Equipment Lead will:

a. Maintain 1 pallet of road salt (50 lb. bags) for use as directed. With prior coordination, this may be stored in the emergency supplies bunker, B-9626 maintained by Emergency Management (688-1202).

b. Apply sand applications to roadways/bridges as directed by the SSC/SACOM Contract Facilities O&M Manager.

### F.3.5 SACOM Safety Office

The SACOM Safety Office will:

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a. Perform an independent survey of the site to identify those areas, which may create a hazard as a result of freeze conditions.

b. Notify respective Facility Managers of any hazards identified.

c. In those instances where the required action is beyond the capabilities of personnel assigned to that particular area, the SACOM Emergency Management Coordinator will be advised and asked to dispatch the appropriate assistance.

### F.3.6 SSC Labor and Materials

The SACOM Manager, Finance will ensure that the accounting office issues a charge number to the Emergency Management Coordinator for labor and materials for the duration of the freeze.

### F.3.7 SSC Personnel

a. In preparation for freeze conditions, SSC personnel should:

1. Inspect vehicles/equipment to ensure that lights, brakes, windshield wipers, exhaust systems, and tires are in proper operating condition.
2. Ensure that vehicles contain a proper ratio of water/antifreeze in the coolant system.

b. During freeze conditions, SSC personnel should:

1. Observe traffic laws and roadway hazard warning signs/lights.
2. Observe extreme caution while driving vehicles.
3. Prevent fire hazards due to overheated or improperly located heater.
4. Stay indoors, if possible; dress appropriately for outdoor work assignments.

## F.4 Definitions

See Appendix A.

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## APPENDIX G – FLOOD PLAN

### G.1 Purpose

a. The topography of SSC is generally low and flat with elevations varying from essentially sea level to 35 ft. above sea level in the northern part. The southeastern portion of SSC's Fee Area is prone to severe flooding due to its low, marsh type soil and the Pearl River, which bounds the SSC on the west. The Pearl River drains about 8,760 square miles of the State of Mississippi, and at flood stage, utilizes both the East and West branches for discharge into the Rigolets. Much of the natural and constructed drainage of the SSC Fee Area depends upon alternate discharge into the Pearl River. Therefore, the above circumstances dictate the need for continued preparedness at SSC, particularly in the spring and early summer, to protect property and personnel during high stage periods of the Pearl River.

b. This Plan serves as a guide for SACOM and subcontractor personnel conducting operations necessary for protection of life, real property, and equipment during flooding conditions at SSC.

c. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SSC Protective Services Contractor
- SSC Facility Managers
- SACOM Emergency Management Coordinator
- SACOM Facilities O&M Manager
- SACOM Environmental Services
- SACOM Project Supervisors
- SACOM Grounds Subcontractor

### G.2 Concept of Operations

a. The National Weather Service River Forecast Centers and River District offices issue flood forecasts and warnings upon heavy rainfall or flash flooding conditions. Such notification to SSC may be received over the Interactive National Weather Service (INWS) system or by phone to NASA/SSC Protective Services Dispatch, in B-8000. Additionally, the US Geological Services operates a Streamside Sensing Facility, B-T2415 on the Pearl River at SSC and may provide direct indications of flooding potential to the SSC staff.

b. This Plan will be implemented under the direction of the SACOM Emergency Management Coordinator based upon advisories and information provided by the SSC Emergency Management Officer. It is not anticipated that any degree of flooding will occur at SSC requiring activation of full-time operation of the EOC. Therefore, coordination of all activities associated

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with preparing for, and recovery from a flood situation at SSC will be handled through the EOC upon notification to do so by the SSC/SACOM Contract Emergency Management Coordinator.

## G.3 Responsibilities

### G.3.1 SACOM Emergency Management Coordinator

#### G.3.1.1 Imminent Flooding

Upon determination that flooding of SSC areas is imminent, the SACOM Emergency Management Coordinator will:

a. Establish appropriate topographic maps of SSC, depth charts of the Pearl River and current level data in the SSC canal and lock system.

b. Initiate and maintain a log of advisories and other weather and water stage data received and actions taken at SSC.

c. Notify and keep informed key SSC/SACOM Contract Project and subcontractor personnel of conditions, requirements and actions taken.

d. Request SSC Facility Managers in areas to be affected by flooding to survey their area and identify any needed actions.

e. Place the Emergency Team Units on alert to the pending situation and direct and record their actions as appropriate. The Emergency Management Coordinator will have conducted site surveys of potentially affected areas identifying equipment and material to be moved to safe areas and monitoring the distribution of any emergency supplies and other flooding preparations.

f. Require Logistics Services to establish a pool of the following supplies in the emergency supplies bunker, B-9626 or ensure supplies are brought over from the MAF warehouse facility:

1. Plywood sheets
2. Plastic sheeting
3. Lumber (2 x 4 studs)
4. Flashlights

g. Sandbags should be requested by user by calling 8-3293.

h. Notify the Protective Services Contractor to provide barricades.

### G.3.1.2 Flood Conditions

During flood conditions, the SACOM Emergency Management Coordinator will:

a. Notify Security to place barricades and roadblocks as necessary.

b. Dependent upon conditions, determine the need for storing drinking water in closed containers and direct such action by the offsite water contractor.

c. Maintain communications with the SSC Emergency Management Officer and contact through the Facilities O&M Manager with SACOM units if necessary.

### G.3.1.3 Post Flooding

Upon recession of floodwaters from SSC, the SACOM Emergency Management Coordinator will:

a. Request support from the SACOM Environmental Services member of the Emergency Team to achieve potable water sampling as required.

b. Have the Electro-Mechanical Unit member of the Emergency Team survey flooded areas for electrical and mechanical damage.

c. Direct and assist the Facilities O&M Manager in conducting a survey of flooded areas to assess damage to structures, systems, and equipment. Particular attention will be given to areas where there is potential for further deterioration, any hazards to personnel, or loss of essential utilities.

d. Provide a preliminary estimate of damage to facilities and equipment within 24 hours to the SSC Emergency Management Officer.

e. Prepare a comprehensive written report on precautions taken, damage assessed, and corrective action taken/required, with photographs and sketches if appropriate, to the SSC Emergency Management Officer within five (5) workdays.

### G.3.2 SACOM Supervisors and Personnel

a. All SSC/SACOM Contract Project supervisors will keep their personnel informed of flood conditions and any alternate routing required in the performance of their duties and will respond to requirements from and report results to the SACOM Emergency Management Coordinator.

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b. The nature of conditions associated with the flooding of the SSC dictate special attention to requirements by the SACOM Manager, Site Services, SACOM Supervisor, Electro-Mechanical Systems, and SACOM Grounds Subcontractor.

c. Individual SACOM Project employees will follow instructions from their supervisor relative to work area assignments, and transportation to, from, or around flooded areas. Employees will avoid affected areas except as specifically assigned for precautionary, monitoring or clean up and recovery activity.

### G.3.3 SSC Personnel

a. During flood conditions, personnel should:

1. Not attempt to cross flowing streams or drainage ditches by foot.

2. Not drive over flooded roads except in authorized vehicles.

3. Abandon stalled vehicles in flowing or rising waters and seek higher ground.

b. After flooding in an area, personnel should:

1. Not handle or operate electrical equipment in wet areas until it has been checked and dried by authorized personnel.

2. Use flashlights rather than lanterns or torches to examine facilities since gas or flammables may be released inside.

3. Be especially watchful for snakes, alligators, or other wild game since rising waters force these creatures into areas they do not normally occupy.

## G.4 Definitions

See Appendix A.

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## APPENDIX H – FIRE AND EXPLOSION PLAN

### H.1 Purpose

a. In cases of fire and explosion emergencies, experience shows that effectiveness is primarily contingent upon the ability to respond quickly and to confine the fire to manageable limits before it reaches the disaster state. This calls for a pre-disaster plan of action for emergency management designed to keep life and property loss held to a minimum.

b. This plan has been prepared to guide personnel in the corrective action required for the protection of life and property from fire further complicated by the threat or occurrence of an explosion. This type of disaster is normally a Class I Emergency, requiring only Emergency Team action. Should the situation require assistance from neighboring fire-fighting activities, the emergency will be classified as Class II.

c. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SACOM Fire Chief or Fire Captain on duty
- SACOM Fire Department Personnel
- SACOM Environmental
- SSC Facility Managers

### H.2 Concept of Operations

a. Upon receipt of a report that a fire/explosion threatens or is occurring at SSC, every employee will take prompt action according to this plan. Although major firefighting actions are to be carried out only by trained fire department personnel, certain emergency actions, as outlined in the plan, may be required of all employees.

b. In the event that a Class II situation develops and firefighting requirements exceeds SSC capabilities, offsite assistance will be requested in accordance with the Mutual Aid Fire Fighting Agreements with local agencies. These agreements are maintained at the SACOM Fire Department.

c. Because fire prevention measures can conceivably preclude an actual fire or explosion disaster, various fire prevention responsibilities are also addressed in this plan.

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## H.3 Responsibilities

### H.3.1 SACOM Fire Chief/Duty Captain

The SACOM Fire Chief or Fire Captain on duty will:

a. Deploy personnel, apparatus, and equipment necessary for protection of life and property and for the extinguishment of fires and rescue of personnel at SSC. The Fire Chief/Duty Captain will also deploy offsite support when requested by the NASA/SSC Emergency Management Officer.

b. Provide technical administration of fire protection services, ensuring that personnel, equipment, supplies, and training are available.

c. Ensure that an adequate fire prevention and protection program is implemented which will include, but will not be limited to, equipment inspections, testing of sprinklers, standpipe systems, hydrants, and fire extinguishers.

d. Maintain records and reports for all fire systems equipment and devices.

e. Review and approve all building fire evacuation plans. Maintain a copy on file.

f. Participate in the municipal mutual aid agreement.

g. Organize, train, and equip fire function teams.

h. Direct the conduct of damage surveys.

i. Assist in various disaster functions whenever possible by:

1. Coordinating pumping of flooded areas.
2. Coordinating administration of first aid to casualties.
3. Coordinating hosing of areas/streets to clean away debris, spills, etc.
4. Coordinate containment, neutralization, and cleanup of spills or leaks of any hazardous material.

### H.3.2 SACOM Fire Department

The SACOM Fire Department will:

a. Respond to all fire alarms and emergency calls. Operate equipment, extinguish fires, and take the necessary precautions to prevent re-ignition.

b. Perform regular testing and inspections and perform minor maintenance on all fire department equipment.

c. Conduct fire inspections and patrols and submit appropriate reports to the Fire Chief or Fire Captain on duty.

d. Participate in SSC mutual aid responsibilities.

e. Drive or accompany the driver of an ambulance and/or administer first aid. (These services will be performed only in absence or unavailability of medical technicians, nurses, or a doctor.)

f. Perform any other fire prevention/protection duties or other emergency services or duties necessary for the protection of life or property or essential to the efficient operation of the fire protection program.

g. Maintain an awareness of the location of all PCB (polychlorinated biphenyl) contaminated transformers at SSC. In the event a PCB contaminated transformer becomes involved in a fire, fire department personnel shall ensure that the affected area remains evacuated until the area is verified safe by SACOM Safety/Industrial Hygiene. PCB-contaminated fluid, when burning, emits highly toxic fumes and creates an extremely toxic residue.

h. Perform annual drills per SPLN-8838-0001, SSC Fire Protection/Prevention Program Plan.

### H.3.3 Security Dispatcher

The SSC Protective Services Contractor will receive emergency calls on 911 system and notify SACOM Fire Department, SSC Security personnel, and SACOM Medical unit.

### H.3.4 SSC Employees

All SSC employees will:

a. Promptly report all fires at SSC via 911 system including fires extinguished by individual employees.

b. Activate manual alarms if available.

c. Provide the following details when reporting a fire:

1. Location (Building Number/Room Number)

2. Hazard to Life (Yes or No)

3. Name of Person Reporting

4. Location and Phone Number Where Reporting From

d. Use portable firefighting equipment to extinguish fires or to hold them in check until the arrival of the fire department, providing the employee has been trained to do so and such action does not endanger the life of the individual employee.

e. Keep work areas free from potential fire hazards and promptly report all potential hazards to respective supervisors, facility manager, and/or the SSC Fire Department, extension 8-3639.

f. Upon notification of a fire, assist in the quick and orderly evacuation of the area involved.

### H.3.5 Facility Managers

Facility Managers at SSC will:

a. Coordinate with the Fire Chief or Fire Captain on duty and prepare fire evacuation plans for their building(s) and post them in high visibility areas. Emergency telephone numbers will also be prominently displayed.

b. Coordinate with the Fire Chief or Fire Captain on duty and conduct annual evacuation drills to ensure all employees are familiar with existing procedures.

c. In emergencies, ensure that a representative is available to meet and direct the fire department to the fire/emergency location, and provide information of special hazards or conditions.

d. Inform the fire department in emergencies or evacuation drills of the status of the building evacuation.

e. Take prompt corrective action to eliminate all structural fire hazards reported within their areas of responsibility.

### H.3.6 Guidelines for Evacuation of Individuals with Special Needs

Physically impaired occupants and individuals with special needs must be addressed when evacuating buildings. Affected individuals may include:

- Persons using wheelchairs
- Persons using crutches, canes, etc.
- Persons recovering from surgery
- Pregnant women
- Persons with significant hearing or sight impairment

- Cases of extreme obesity

#### H.3.6.1 Assistance Monitors

Persons designated to assist physically impaired individuals should be pre-determined and have knowledge of how to safely evacuate the people they are assigned to.

Persons designated to assist physically impaired individuals should maintain a listing of those physically impaired individuals needing assistance with telephone and room numbers.

#### H.3.6.2 Evacuation

In an emergency, physically impaired individuals should be transported to the nearest stairwell. There are two options at this point:

- Send someone to advise the floor/building coordinator/incident commander/fire department of your location and await further assistance.
- Once all the floors have been moved past your location, take the person to the assembly area.

#### H.3.6.3 Information for Physically Impaired Individuals

- Be familiar with your coordinator/buddy system.
- Be familiar with the nearest fire alarm location and how to activate it.
- Be familiar with all exits and alternate exits to be used during an emergency evacuation.
- **NEVER use elevators during an emergency.**
- Instruct co-workers how they can assist you.
- In an emergency, do not hesitate to inform others you need assistance, if your regular assistant is absent. Inform people unfamiliar with your needs how to assist you.

### H.4 Definitions

See Appendix A.

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## APPENDIX I – SERIOUS ACCIDENT PLAN

### I.1 Purpose

a. In the event of a serious accident, this plan details procedures which must be initiated to provide medical aid and evacuate injured personnel, secure the accident scene, investigate and prevent further injuries and property damage and assist in returning the accident scene to normal.

b. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SACOM Manager, S&MA
- SACOM Medical Director
- SACOM Fire Chief or Fire Captain on duty
- SACOM Fire Department
- SSC Protective Services Contractor

### I.2 Concept of Operations

a. The SSC serious accident response is initiated through the use of emergency telephone number extension 911. By calling this number, SSC Medical, fire department, and security are immediately notified that an emergency condition exists. It is vital that the caller provide essential information concerning the exact location and type of emergency. In addition, the Emergency Management Officer and SSC/SACOM Contract Safety will be notified of all emergencies.

b. The emergency response team will take the following action as appropriate:

1. Provide medical aid.
2. Protect property and equipment.
3. Control access into area.
4. Direct traffic.
5. Investigate accident.

c. The SACOM Safety Office will keep the Emergency Management Officer, SACOM Project Manager, and NASA/SSC Safety and Mission Assurance Directorate advised of the status of the emergency.

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d. In the event a site emergency is the result of a mishap, mishap safeguarding shall be coordinated with the IC. Follow-on investigation of the mishap shall be performed in accordance with the SSC Mishap Preparedness and Contingency Action Plan through an Investigation Board. Independent operations of both the EOC and Investigation Board shall be maintained; however, SSC activity by either the EOC or the Mishap Investigation Board shall be properly coordinated.

## I.3 Responsibilities

### I.3.1 SACOM Medical Director

The SSC/SACOM Contract Medical Director is responsible for:

a. Providing emergency medical care with the assistance of qualified medical and fire department personnel.

b. Coordinating with fire department personnel as well as American Medical Response (AMR) ambulance personnel to evacuate seriously injured personnel and fatalities to the appropriate medical facility.

### I.3.2 SACOM Fire Chief/Duty Lieutenant

The SACOM Fire Chief or Fire Captain on duty will dispatch the emergency response team to ensure that emergency situations are brought under control, prevent further property damage and render assistance in providing emergency medical care to any injured personnel. The SACOM Fire Chief or Fire Captain on duty will contact the SACOM Manager, S&MA for notification of the accident.

### I.3.3 SACOM Safety and Mission Assurance

The SACOM Manager, S&MA will dispatch additional personnel to coordinate control of the emergency, investigate the emergency to identify causes and necessary corrective actions to prevent recurrence, and make formal reports as required. The SACOM Manager, S&MA will contact the Emergency Management Officer and Emergency Management Coordinator, SACOM Project Manager, and NASA/SSC S&MA to advise them of the accident and the plan of action.

### I.3.4 SSC Protective Services Contractor

a. The SSC Protective Services Contractor Dispatcher will receive the emergency call on 911 systems and notify SACOM Fire Department, SSC Security personnel, AMR ambulance and the SACOM Medical unit.

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b. The SSC Protective Services Contractor will participate in the securing of the accident area and the resulting investigation efforts.

## I.4 General

Except for rescue and emergency measures, the accident scene shall not be disturbed until the investigating official has released it. All accidents will be investigated as reported in accordance with established requirements.

## I.5 Definitions

See Appendix A.

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## APPENDIX J – CIVIL DISTURBANCE PLAN

### J.1 Purpose

a. Riots, demonstrations, violent picketing, and disturbances to the missions of NASA and other government agencies on SSC may occur as a result of action by the civil sector. When such action threatens the safety of SSC employees, government property, or the ability to conduct operations at SSC, or when civil authorities request assistance from NASA due to disturbance in the local community, this plan will be placed into effect as guidance to actions required of SSC personnel.

b. In a civil disturbance emergency at SSC, the SACOM Contractor will provide support to SSC Protective Services Contractor to prevent injury to personnel and to protect SACOM Project personnel who may be called upon to render assistance in such a situation.

c. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Protective Services Contractor
- SSC Protective Services Contractor Dispatcher
- SSC Emergency Management Officer
- SSC IC
- SSC Emergency Management Coordinator
- SACOM Medical Director
- SACOM Facilities O&M Manager
- SACOM Contracts
- SSC Public Affairs Officer
- SSC Contracts Administrator

### J.2 Concept of Operations

a. The SSC Protective Services Contractor conducts principal actions during a Civil Disturbance.

b. When a civil disturbance exists or it becomes apparent one is impending; responsibility for coordinating SACOM Project actions for NASA/SSC rests with the SACOM Project personnel who may be called upon to render assistance in such a situation.

c. Activation of the SSC EOC in building 8000 will depend upon the type and degree of disturbance involved. To coordinate actions, record, and serve as a status reporting point, the SACOM Emergency Management Coordinator will activate SACOM Support through the SACOM facilities O&M Manager.

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## J.3 Responsibilities

### J.3.1 SSC Protective Services Contractor

The SSC Protective Services Contractor will exercise the following:

a. Notify the SSC Emergency Management Officer when a civil disturbance is observed or reported.

b. Provide security services at civil disturbance site to ensure the safety of SSC employees and government property.

c. Provide increased security awareness procedures as outlined in section J.4.

d. Provide bomb scene procedures as outlined in section J.5.

e. Respond to bomb threat calls as outlined in section J.6.

### J.3.2 SACOM Personnel

a. The SACOM Emergency Management Coordinator will activate the Emergency Operations Center in building 8000 as directed by the SSC Emergency Management Officer and shall direct any support activities of SACOM Project and subcontractor personnel.

b. The SACOM Medical Director or on site medical staff shall provide medical care as required.

c. The SACOM Site Services Manager will provide the following services upon request:

1. Photography services.

2. News releases as coordinated with the SSC Public Affairs Officer and the Contracts Administrator.

3. Assist in the processing of NASA/SSC equipment or material loaned to civil authorities at the direction of the SSC Supply & Equipment Management Officer.

d. The SSC Legal Office will provide legal advice and assistance as required.

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### J.3.3 SSC Personnel

a. SSC personnel will exercise Bomb Threat Call Procedures (section J.6) by immediately reporting actual or suspected disturbing civil activity to the Protective Services Dispatcher at extension 911.

b. The very nature of civil disturbances that may dictate activation of this plan poses major threats to the personnel and property of SSC and may cause extreme difficulty to NASA and other law enforcement authorities called upon to maintain and restore order. Accordingly, all SSC employees are expected to remain away from the scene or area of civil disturbance and avoid secondary or actual participation except as directed in an official capacity by the SACOM Emergency Management Coordinator.

## J.4 Increased Security Awareness Procedures

These procedures will be implemented when circumstances dictate the need for increased security awareness at the SSC. Potential situations to which these instructions may apply include civil disturbances and bomb threats on the installation.

### J.4.1 Actions Required

a. Entry to and exit from the SSC will be controlled by:

1. Establishing a single auto lane at both main gates.

2. Doubling the guard assignments to each gate.

3. Closing the North and South Gate Reception Centers.

4. Requiring proper identification of all individuals entering and exiting.

b. Patrol surveillance of SSC will be doubled.

c. Guards and/or auto patrols will be established at critical points identified by the situation.

d. Surveillance in the Test Complex will be increased as appropriate to the situation including posting of a patrolman in the High Pressure Industrial Gas and High Pressure Industrial Water Plants, B-4400 and B-4995.

e. All through site traffic will be halted except for designated emergency vehicles.

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f. Leaflets regarding vehicle searches (NPD 1600.1) will be distributed to vehicles entering the installation.

### J.4.2 Potential Special Actions Required

a. If the civil disturbance/bomb threat occurs during non-working hours at SSC, personnel may need to be called in or reassigned to staff unoccupied buildings.

b. Non mission-related activities at SSC such as those sponsored by the SSC Recreational Association or educational courses may need to be curtailed during the period of the increased security awareness.

c. In the event of bomb threats, notification to occupants of and evacuation of personnel in buildings may be required and a search of the buildings and notification to an appropriate ordnance disposal team made (See Sections J.5 and J.6).

## J.5 Bomb Scene Procedures

In the event a bomb has been placed at one of the buildings at SSC, the following actions will be taken:

### J.5.1 Building Evacuation

a. In the event a bomb threat indicates that the bomb will not explode within a 30 minute period from the time the threat is received, the SSC Chief of Center Protective Services will consult with the SSC Emergency Management Officer and give notice to evacuate a building if deemed appropriate.

b. In the event a bomb threat indicates that a bomb will explode in an SSC building within a period of less than 30 minutes from the time the threat is received, the SSC Chief of Center Protective Services will direct a Security Patrolman to the building where the building evacuation alarm will be sounded or an oral announcement made over the building PA system. Details as to the reason for the required evacuation will not be given.

c. Building evacuation plans should require all occupants to move a safe distance from the building whenever an evacuation alarm is sounded or oral announcement is made. IT MAY MEAN A BOMB THREAT AND NOT A FIRE.

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### J.5.2 Bomb Search

a. During the Fire Marshal/Warden orientation period, the building occupants who are selected to serve as members of the search team will be instructed to assemble in one location immediately after evacuation.

b. In the event of an evacuation, the Search Team Supervisor will immediately determine that the Search Team has assembled and thereafter be watchful for, and meet with, the SSC Emergency Management Officer, Chief of Center Protective Services or other authorized personnel when they arrive on the scene.

c. If it is decided that the building is to be searched, the Search Team Supervisor will direct the Team's effort from outside the building, but will remain close to the main entrance.

1. The sequence of search will be exterior, basement (if any), first floor, etc. The First Floor Search Unit, assisted by members from each of the other Search Units, will search the exterior of the building with the First Floor Warden in charge of the effort.

2. As each succeeding floor is searched, the respective Floor Warden will position himself/herself at the point from which the search pattern is started so that he/she can be readily contacted should a suspicious object be located.

d. If a suspicious object is located, the Floor Warden will send a member of the Search Unit to inform the Search Team Supervisor of the finding. The search will continue and the person who located the suspected object will remain with the Floor Warden.

e. The Search Team Supervisor will consult with SSC Protective Services to investigate the suspect object. If required, Protective Services will additionally coordinate with the SSC/SACOM Emergency Management Coordinator to call in an Explosive Ordnance Disposal Team.

f. Special care should be taken to avoid the use of radios, walkie-talkies, etc., in the area of a suspected bomb or during search operations.

g. Receive emergency call on 911 systems and notify SACOM Fire Department, SSC protective services personnel, and SACOM Medical unit.

### J.6 Bomb Threat Call Procedure

Any SSC employee receiving notice that a bomb has been planted at SSC should record the time of notification and advise the Protective Services Dispatcher, extension 911 immediately. Sometimes mail or courier receives such notice; often the notice is through discovery of a

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"suspicious" item such as an unmarked package "left behind," taped to a chair or toilet, hidden in trash, etc. Suspicion can be aroused by location, oddness of circumstances, shape, or ticking sound of the package, etc. More normally, bomb threats are received by phone and actions to be taken by the person receiving the call are as specified below.

### J.6.1 Phone Threats

Upon receiving a bomb threat by phone, SSC personnel should:

a. Attempt to keep the caller in conversation and, if possible, signal someone else to notify the SSC switchboard.

b. Attempt to ascertain from the caller:

1. When the bomb will go off

2. Where the bomb is located

3. What the bomb looks like

4. Why the bomb was planted

c. Speak calmly and under no circumstances break the circuit of the call.

d. Pay close attention and try to record the caller's exact words.

e. Attempt to determine:

1. The sex or general age of the caller

2. Tone and regional accent of the caller

3. Familiar sounds or background noises

f. When the circuit is broken, personnel receiving a bomb threat call should:

1. Record information and impressions per the above and the time of the call.

2. Telephone the above information directly to the Protective Services Dispatcher, extension 911.

### J.6.2 Suspicious Items

a. When discovering a suspicious item on SSC or receiving a suspicious package, SSC personnel should not touch, move, or disturb the item, but notify Security as noted above.

b. Upon receiving any type notice of a bomb scare at SSC, personnel should follow the guides above, not discuss matters with other personnel, and prepare themselves for debriefing by federal or SSC/SACOM authorities.

c. Special care should be taken to avoid the use of radios, walkie-talkies, cell phones, etc., in the area of a suspected bomb or during search operations.

## J.7 Definitions

See Appendix A.

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## APPENDIX K – CHEMICAL, BIOLOGICAL OR RADIOLOGICAL ATTACK PLAN

### K.1 Purpose

a. This plan details procedures that must be followed in the event of a chemical, biological, or radiological (CBR) release to protect and secure building air environments, to minimize and evaluate the spread of the agent used in the attack and to evaluate personnel and provide medical aid.

b. Terrorism events have increased interest in the vulnerability of workplaces to airborne chemical, biological, or radiological threats. Of particular concern are the airflow patterns and dynamics in buildings, specifically the building heating, ventilating, and air conditioning (HVAC) systems. These systems can become an entry point and a distribution system for hazardous contaminants, particularly CBR agents.

c. This plan will also provide guidance on preparing in advance for effective decisions in the midst of a CBR incident.

d. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC Protective Services Contractor
- SSC Facility Managers
- SACOM Emergency Management Coordinator
- SACOM EMCS
- SACOM HVAC

### K.2 General

a. Preventing terrorist access to targeted facilities requires physical security of entry, storage, roof, and mechanical areas, as well as securing access to the outdoor air intakes of the building HVAC system.

b. The physical security needs of each building should be assessed.

c. Facility managers should become familiar with their buildings to understand what assets require protection and what characteristics about the building or its occupants make it a potential target.

d. Some physical security actions are applicable to many building types; i.e., preventing access to outdoor air intakes, establishing a security zone around outdoor air intakes; preventing public

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access to mechanical areas; isolating lobbies, mailrooms, loading docks, and storage areas; securing return air grilles; and restricting access to building information.

## K.3 Responsibilities

### K.3.1 SACOM Emergency Management Coordinator

The SACOM Emergency Management Coordinator will:

a. Advise Energy Management Control Systems (EMCS) to regulate or shut off airflow and pressure within building(s) on an emergency response basis to avoid the introduction of a CBR agent from outside or prevent the spread of a CBR agent released in the building and/or ensure the safety of egress pathways. HVAC systems should be isolated and the areas maintained at a negative pressure relative to the rest of the building, but at positive pressure relative to the outdoors. Physical isolation of these areas is critical to maintaining the pressure differential. HVAC personnel can assist in determining if the recommended isolation is feasible for the area.

b. Assess filtration such as investigating high filtration efficiency, upgrading filtration, etc.

c. Ensure periodic HVAC Shop staff training in system operation and maintenance is conducted. This training should include the procedures to be followed in the event of a suspected CRB agent release, health and safety aspects for maintenance personnel, and potential health consequences to occupants of poorly performing systems.

d. Ensure current, accurate HVAC diagrams and HVAC system labeling is addressed.

e. Ensure preventive maintenance schedules are followed for cleaning and maintaining ventilation system components.

### K.3.2 SSC Protective Services Contractor

The Protective Services Contractor will:

1. Monitor building access, paying particular attention to preventing public access to outdoor air intake areas.

2. Perform increased surveillance of lobbies, mailrooms, loading docks, and storage areas.

3. Provide security checks of individuals and packages prior to site entry and/or entry into secure areas per established layered levels of security access and in accordance with established procedures.

4. In the event of a suspect or actual incident, make key notifications to the following:
   - SACOM-Fire Department
   - NASA Protective Services Office
   - SACOM Safety
   - NASA Office of Communications
   - NASA Legal*
   - NASA S&MA*
   - NASA Emergency Management Officer
   - SSC Medical*

*Only called by the direction of the IC or the Emergency Management Officer.

### K.3.3 SSC Facility Managers

SSC Facility Managers will:

a. Be familiar with their buildings and understand what assets require protection and what characteristics about the building or its occupants make it a potential target. Managers should first look for items that are most vulnerable and can be addressed easily. Additional measures should be implemented as feasible. The goal is to make each building an unattractive target for a CBR attack and to maximize occupant protection should an attack occur.

b. Conduct a walk-through inspection of their respective building(s) and its systems, including the HVAC, fire protection, and life-safety systems. During this inspection, facility managers should compare the most up-to-date design drawings available to the configuration of the existing systems. If discrepancies are noted, an evaluation by a qualified HVAC professional should be conducted to establish a useful baseline. Items to be considered in this walk-through inspection are:

1. What is the mechanical condition of the equipment?

2. What filtration systems are in place? What are their efficiencies?

3. Is all equipment appropriately connected and controlled? Are equipment access or mechanical equipment room doors and panels in place, appropriate sealed and locked?

4. Are all dampers (outdoor air, return air, bypass, fire, and smoke) functioning? Check to see how well they seal when closed.

5. How does the HVAC system respond to manual fire alarm, fire detection, or fire-suppression device activation?

6. Are all supply and return ducts completely connected to their grilles and registers?

7. How is the HVAC system controlled? How quickly does it respond?

8. How is the building zoned? Where are the air handlers in each zone? Is the system designed for smoke control?

9. How does air flow through the building? What are the pressure relationships between zones? Which building entryways are positively or negatively pressurized? Is the building connected to other buildings by tunnels or passageways?

10. Are utility chases and penetrations, elevator shafts, and fire stairs significant airflow pathways?

11. Is there obvious air infiltration? Is it localized?

12. Does the system provide adequate ventilation given the building's current occupancy and functions?

13. Where are the outdoor air louvers? Are they easily observable? Are they or other mechanical equipment accessible to the public?

14. Do adjacent structures or landscaping allow access to the building roof?

c. Ensure mechanical electrical rooms are locked to restrict access and tampering with facility's centralized mechanical systems (HVAC, elevator, water), including filters, air handling units, and exhaust systems.

d. Identifying suitable "shelter-in-place" areas (if they exist) and personal protective equipment.

e. Establish appropriate procedures for communicating instructions to building occupants and directing emergency evacuations.

f. Ensure staff is trained, particularly for those with specific responsibilities during an event and those with special needs (e.g., medical conditions, disabilities, etc.). This training should cover both internal and external events.

g. Perform periodic practice drills, similar to the common fire drill, to test the effectiveness of established plans and procedures and evaluate building occupant and support personnel responses.

### K.3.4 Fire Department

The Fire Department will:

a. Treat this response as a Hazmat response and the Hazmat Team will follow guidelines established in SWI-8838-0004, Hazardous Materials Incidents Response Plan.

b. The HAZMAT Team will perform the following actions as appropriate:

1. Incident Assessment
2. Initial Notifications
3. Scene Control/Perimeter Establishment/Area Isolation
4. Product Identification/Information Gathering
5. Selection of appropriate PPE
6. Zone Establishment
7. Entry Preparation
8. Entry/Rescue/Sample Collection
9. Decontamination
10. Medical Support
11. Patient Transport
12. Incident Stabilization
13. Re-Assessment of Authority/Jurisdiction*
14. Record keeping/reporting
15. Post-Incident Analysis
16. Termination Notification

*May occur at any time during the incident response. Depending on the circumstances of the incident, it may be necessary to rapidly involve local, state, and federal agencies.

c. If a terrorism event is confirmed, the IC will establish a Unified Command (UC) with Site Security. Security will treat the area as a crime scene. Access to the incident area will be strictly limited and enforced. Personnel who are not part of the Emergency Response Team will not be allowed access in the area without the permission of both Unified Commanders.

d. If a terrorism event is confirmed, the IC will notify the Hancock County Emergency Management Agency, the Hancock County Sheriff's Office, the Federal Bureau of Investigations (FBI) (Gulfport Office), and the NASA Office of the Inspector General.

### K.4 Definitions

See Appendix A.

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## APPENDIX L – POTABLE WATER CONTAMINATION PLAN

### L.1 Purpose

a. This plan will provide guidance to personnel in the investigative and corrective actions required for the protection of the SSC potable water system in the event of a threat by chemical injection/contamination.

b. This plan serves as a guide to all SACOM Project personnel who may be called upon to render service in the implementation of corrective measures required to alleviate any danger to all SSC personnel.

c. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SSC Protective Services Contractor
- SACOM Facilities O&M Manager
- SACOM Emergency Management Coordinator
- SACOM Utility Systems Supervisor
- SACOM Safety and Mission Assurance
- SACOM Environmental Services

d. The following threats to the SSC potable water system include natural and accidental threats as well as deliberate threat.

- Corrosion
- Burst/damaged pipes
- Well wall failure
- Biofouling
- Intentional introduction of contaminants

### L.2 Concept of Operations

a. On a day to day basis, the SSC Potable water system will be operated according to Standard Operating Procedures (SOPs) (SSOP-8830-0058, *SSC Potable Water System*). As breaks, damage or corrosion occur the primary response will be by the SACOM Plumbing/Mechanical staff. When possible contamination has occurred SACOM Environmental will be notified immediately.

b. Upon receipt of a report that the SSC potable water system has been threatened, the SACOM Emergency Management Coordinator will ensure that the SACOM Environmental office,

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Plumbing/Mechanical staff, the SSC Fire Department and SSC Security has been notified immediately.

c. The SSC Fire Department will determine the need to switch to an alternate water supply (draft from canal or call for mutual aid tenders) to maintain adequate fire protection.

d. This plan will be implemented under the direction of the SACOM Emergency Management Coordinator based upon the advice and information obtained from the SSC Emergency Management Officer. If federal or local law enforcement officials/investigators are requested by the SSC Emergency Management Officer to come to SSC, SSC Security will cooperate with and assist such units to the maximum degree.

## L.3 Responsibilities

### L.3.1 SACOM Emergency Management Coordinator

SACOM Emergency Management Coordinator will:

a. Notify and keep the key SACOM Project and subcontractor personnel informed of the situation, requirements and actions to be taken.

b. Notify the SSC Emergency Management Officer of all findings and coordinate further actions.

c. Request the services of additional personnel if required.

d. Submit a report to the SSC Emergency Management Officer that will include documentation of manpower utilized, cost, and corrective actions taken.

e. Request the SSC Protective Services Contractor to provide personnel to control access into the area and or to provide patrols of the potable water distribution system.

### L.3.2 SACOM Environmental Manager

The SACOM Environmental Manager will:

a. Dispatch personnel to each vulnerable component of the water system for verification of foul play per the established detection indicators.

b. Report the investigative results to the Emergency Management Coordinator.

c. Request support required to collect water samples for analysis.

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d. Coordinate with facilities departments to ensure that the potable water system remains in shut-down status until determined to be safe.

e. Provide technical advice and assistance to the SACOM Emergency Management Coordinator.

f. Investigate and document the incident.

g. Perform required incident reporting

## L.4 Definitions

See Appendix A.

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## APPENDIX M – POWER FAILURE PLAN

### M.1 Purpose

This plan is designed to overcome major power failures that could occur following a catastrophic event involving Stennis Space Center and/or Hancock County. It is understood that while the likelihood of such an event occurring is low, the mission impact of such an event could be high without proper planning.

This Power Failure Plan provides for corrective measures to control emergency conditions and restore electrical service in the event of a major power failure.

The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SACOM Emergency Management Coordinator
- SACOM Facilities O&M Manager
- SACOM High Voltage System Engineer
- SACOM Contractor Test Operations Support Electrical Generator Operator
- SACOM Fuels Manager

### M.2 Concept of Operations

a. Site-wide power failures can result from failures to offsite or onsite electrical distribution systems. The extent of corrective actions is determined by the predicted duration of the power outage, time of day, and the length of the outage. It should be noted that the generators would not be online during a power failure unless advance warning of an imminent power failure is given. SSC power status is monitored continually by EMCS operators. Operations of the SSC Emergency Power Generation facility is conducted in accordance with SSOP-8830-0040-HPIW, Operating the HPIW Control Board. The actions required for a major power outage on site is divided into two phases, initial actions and extended outage actions.

b. The sequence of activity required during a loss of commercial power is as follows:

1. Initial Actions:

   (a) The EMCS operator located in B-8000 will initiate contact with Mississippi Power Company Dispatcher in Gulfport, MS to pinpoint the cause of the power loss and to determine estimated duration of the power outage and will pass this information to the SSC High Voltage Engineer/Supervisor and EMCS Supervisor as necessary.

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(b) Permanent generators at critical facilities should automatically switch over and begin supplying power to their respective facilities.

(c) High voltage personnel will work with EMCS and Mississippi Power to resolve any problems associated with equipment

2. Extended Outage:

(a) The EMCS Operator shall notify the EMCS supervisor and SACOM Emergency Management Coordinator of the extended outage

(b) The High Voltage System Engineer and Emergency Electrical Generation Plant Supervisor shall determine the need to bring the Electrical Generation Plant in B-4400 online. Once minimum power requirements for test activities are met, the SACOM Contractor Test Operations Support Electrical Generator Operator may incrementally restore service to other critical areas. Proper positioning of main station switching, as directed by the SACOM High Voltage System Engineer will restore service.

(c) If the need for additional mobile generators to meet secondary electrical requirement is required, the SACOM Facilities O&M Manager will direct this action.

(d) The SACOM fuels manager located in building 8000 shall monitor additional generator fuel use and order additional fuel as needed to maintain extended operations.

c. An onsite malfunction resulting in circuit power failures to a building or area requires that the supervisors of the affected areas notify EMCS at 8-3381. The SACOM High Voltage System Engineer will then initiate the appropriate actions to isolate and repair the problem.

## M.3 Responsibilities

### M.3.1 SACOM Energy Management Control Systems (EMCS) Operator

The SACOM Energy Management Control Systems Operator is responsible for:

a. Monitor power system status.

b. Contacting Mississippi Power to pinpoint the cause of the power loss and duration.

c. Notify SACOM High Voltage Systems Engineer and the EMCS Supervisor.

d. If the power loss is extended, coordinate information with the SACOM Emergency Management Coordinator.

e. Requesting the services of additional Emergency Team members if required.

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### M.3.2 SACOM Emergency Management Coordinator

The SACOM Emergency Management Coordinator is responsible for:

a. Notify NASA Emergency Management Officer if power failure is for an extended time period.

b. Ensure all notifications requirements as listed on Table 19.M are accomplished.

c. Assist the Emergency Management Officer in informing the SSC site of the situation.

### M.3.3 SACOM High Voltage Systems Engineer

The SACOM High Voltage System Engineer is responsible for:

a. Coordinating with EMCS to determine the cause of the outage.

b. Immediately notifying the SACOM Facilities O&M Manager of the power failure.

c. Directing the effort to affect electrical distribution system repair.

d. Determine if the outage will be for an extended period requiring continued operation on generator power and/or activation of power generation at B-4400.

### M.3.4 SACOM Facilities O&M Manager

a. Coordinate the activities of responding facilities crews.

b. Assessing the situation in the power failure area to determine if additional support requirements are needed to control the situation.

### M.3.5 Electrical Generation Supervisor

The Electrical Generation Supervisor on duty in the Electrical Generation Plant, B-4400, at the time of the failure is responsible for:

a. Immediately notifying the SACOM Contract High Voltage System Engineer of the failure.

b. Assisting in emergency control and system repair as directed.

c. Operate the power generation facility using SSOP-8830-0040-HPIW.

## M.4 Definitions

See Appendix A.

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**Table 19.M - Power Failure Plan Notification List**

Emergency Generation
Plant Operator
Ext. 8-2618

SSC/SACOM Contract High Voltage
System Engineer
Ext. 8-3509

SACOM Contract Emergency Management Coordinator
Ext. 8-1202

SSC Emergency Management Officer
Ext. 8-2160

SACOM Facilities O&M Manager
Ext. 8-2301

SACOM S&MA Manager
Ext. 8-1305

Protective Services Dispatcher
Ext. 8-3636

Fire Department Chief
Ext. 8-3639

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## APPENDIX N – ENVIRONMENTAL INTEGRATED CONTINGENCY PLAN

The Environmental Integrated Contingency Plan is provided in SCWI-8500-0020-ENV and is incorporated here by reference.

The Fire Department Operations Plan is provided in SWI-8838-0001 and is incorporated here by reference. Fire protection/prevention program plans have been prepared for each building at Stennis Space Center, a copy of which is maintained by the fire department. Procedures for accounting for employees, contractors, and visitors are covered under each individual plan.

Procedures and training for operating critical equipment in responding to the above emergency plans are maintained either in the above plans, as standard operating procedures for operating the critical equipment, or in SWI-8834-0001, Lifting Devices and Equipment Management Plan.

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## APPENDIX O – COMMUNITY DISASTER / RECOVERY PLAN

### O.1 Purpose

a. The possibility of a threat or occurrence of a disastrous situation, which could threaten communities that surround SSC, requires that certain preliminary plans be established to allow for the timely response to the needs of those communities. The SACOM Project will assist these communities as requested by SSC by furnishing those resources at its disposal as required by local governments.

b. This plan identifies and establishes policies which will be adhered to by all SSC employees and subcontractors to support relief efforts for local communities, and alleviate any suffering and damage resulting from natural or man-made disasters.

c. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Management Officer
- SSC IC
- SACOM Emergency Management Coordinator
- SACOM Emergency Team Leader
- SACOM Site Services Manager
- SACOM Human Resources Manager
- SACOM Contracts
- SACOM Utility Management Supervisor
- SACOM Medical Director

### O.2 Concept of Operations

a. In the event of a community disaster, the EOC in B-8000 may be activated by the SSC Emergency Management Officer.

b. The SACOM Emergency Management Coordinator will initiate the Emergency Teams and set up the EOC.

c. The Emergency Management Coordinator will obtain approval for any action requiring the use of NASA funds for the community disaster relief from the SSC Emergency Management Officer.

d. The Emergency Management Coordinator will discharge the various Emergency Teams to accomplish the following:

1. Clear debris and wreckage blocking public access.

2. Assist in the distribution of foods and other consumables.

3. Provide emergency shelter at the SSC facilities.

4. Provide emergency communications from the community to outside the disaster area.

5. Utilize automotive equipment and services in support of establishing communication outside the disaster area.

6. Make emergency procurement in support of the foregoing.

7. Distribute medical services including medication and immunization. These services shall be administered under the direct supervision of the SSC Medical Director.

## O.3 Responsibilities

### O.3.1 SACOM Emergency Management Coordinator

The Emergency Management Coordinator will be responsible to the SACOM Project Manager for coordinating all activities performed by all SACOM employees in support of site readiness preparations and damage control. The SACOM Emergency Management Coordinator will work under the direction of the SSC Emergency Management Officer and will be responsible for:

a. Implementing the SSC Community Disaster/Recovery Plan.

b. Coordinating all activities of SSC/SACOM Contract employees (i.e., Emergency Teams) engaged in this plan.

c. Providing labor pools for the disaster relief operations.

d. Selecting a team to provide logistics support.

e. Segregating respective costs, with supporting documentation of conducting community disaster operations directed by the NASA/SSC.

f. Taking appropriate action to restore functional capability to support SSC operations, obtaining NASA approval where such recuperative action entails use of NASA funds.

g. Staffing a 24-hour, 7-day per week EOC Center, B-8000, for the SSC Emergency Management Officer for control of disaster relief operations.

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h. Broadcasting announcements on the site-wide paging system when requested by the SSC Emergency Management Officer.

i. Maintaining all radio communications networks.

### O.3.2 SACOM Emergency Team Leader

The SACOM Emergency Team Leader will:

a. Coordinate with the responsible contractor to restore telephone service between the SSC and the stricken areas, and reestablish, where disrupted, SSC communications in NASA networks.

b. Fulfill vehicle requests from Emergency Teams.

c. Maintain status of offsite vehicles through trip tickets, custody cards, or other control systems.

### O.3.3 SACOM Logistics Services

The SACOM Manager, Logistics Services, will:

a. Arrange for emergency warehouse issues from the MAF warehouse or emergency supplies bunker.

b. Provide and implement emergency procurement procedures for emergency materials.

c. Inform SACOM Emergency Management Coordinator of all equipment and/or supplies available for utilization in relief activities.

### O.3.4 SACOM Human Resources

The SACOM Manager, Human Resources will:

a. Set up a recovery office and promulgate routine bulletins for advising SACOM employees requiring disaster assistance.

b. Establish contact with local offices of the Federal Disaster Assistance Administration, National Red Cross, Small Business Administration, and similar agencies.

c. Advise SACOM employees where and how individual emergency needs may best be met.

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### O.3.5 SACOM Contracting

The SACOM Contracting Office will provide guidance to outside purchase limitations.

### O.3.6 SACOM Utility Management

The SACOM Supervisor, Utility Management, will dispatch personnel and equipment to assist in providing temporary utilities.

### O.3.7 SACOM Medical Director

The SACOM Medical Director will:

a. Coordinate medical and sanitation support with local, county, and state health authorities.

b. Coordinate with the SSC/SACOM Contract Emergency Management Coordinator at all times.

## O.4 Definitions

See Appendix A.

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## APPENDIX P - PANDEMIC RESPONSE

### P.1 Purpose

This appendix in now incorporated into SPLN-1040-0005, Continuity of Operations Program Plan. It was deleted from this plan due to employee sensitive information.

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## APPENDIX Q - SECURITY EMERGENCIES

### Q.1 Purpose

a. Violence including armed assault, simple assault, intrusions, barricaded person(s), active shooter, hostage situations, robbery, escaped inmates, shootings, and other hazard specific (security) disturbances to the missions of NASA and other government agencies on SSC may occur. When such action threatens the safety of SSC employees, government property, or the ability to conduct operations at SSC, this plan will be placed into effect as guidance to actions required of SSC personnel.

b. In a security emergency at SSC, the SACOM Contractor will provide support to the SSC Protective Services Contractor to prevent injury to personnel and to protect SACOM Project personnel who may be called upon to render assistance in such a situation.

c. The following SSC key personnel and/or SSC contractor personnel will be involved in the coordination of this plan:

- SSC Protective Services Contractor
- SSC Protective Services Contract Dispatcher
- SSC Emergency Management Officer
- SSC IC (Security Officer or his/her designated representative)
- SSC Emergency Management Coordinator
- SACOM Medical Director
- SACOM Site Services Manager
- SSC Office of Communications
- SSC Contracting Officer
- SSC Legal Office

### Q.2 Concept of Operations

a. SSC Protective Services Contractor conducts principal actions during security emergencies.

b. When a security emergency exists or it becomes apparent one is impending, responsibility for coordinating NASA/Contractor/other resident agencies for NASA/SSC rests with the SACOM Project personnel who may be called upon to render assistance in such a situation.

c. Activation of the SSC EOC in B-8000 will depend upon the type and degree of disturbance involved.

d. Situation and assumptions:

1. Situation - Threat analyses and security assessments, both internal and external, have identified possible risks and hazards to SSC and employees working there. Each contingency is addressed specifically in planning documents maintained by the Security Office that are entitled internal SSC Security Office Management Directives, SSC Common Work Instructions and the "NASA Contingency Plans for Stennis Space Center."

2. Assumptions - The response of SSC security personnel to an emergency situation may involve the expansion and reorganization of routine services. If site capabilities are exceeded, support will be available from local, state, and federal law enforcement agencies. There are no Mutual Aid Agreements or documents necessary for the allocation of these resources.

e. General

1. The Chief of Center Protective Services or designated representative will be the IC for SSC responses to security contingencies; i.e., hostage situations, active shooter, barricaded person, armed assault, robbery, intrusions, and all incidents which can be defined as a security contingency. Security will be involved with "Workplace Violence" issues as long as the possibility for violence is present at the scene of the incident.

2. SSC security emergency response operations are in accordance with the National Incident Management System (NIMS), which employs two levels of incident management structures.

(a) The ICS includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

(b) Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

f. Implementation of NIMS/ICS

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an EOC. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.

2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multi-agency Coordination System or Unified Command. The EOC is central to this system, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the EOC. The EOC will mobilize and deploy resources for use by the IC, coordinate external

resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

g. Phases of Management

1. The SSC Security Office divides mitigation into two periods as follows:

(a) *Normal Preparedness Period*: All organizations that have responsibilities under this plan should prepare supporting plans that are compatible with this document. These plans include checklists for disposition of resources, and current notification and call-back lists.

(b) *Increased Readiness Period*: This period is initiated upon receipt of warning, such as advanced intelligence of a protest demonstration. In this phase, all organizations named in this document should initiate an immediate review of this plan and supporting plans, increase training of personnel, inspect and issue equipment, and consider increasing or decreasing public information efforts.

2. Preparation and response

Security Office preparations include the following:

(a) *Pre-impact Phase*: Actions taken during this phase are generally associated with minimizing damage from developing contingency situations. Countermeasures taken during this phase are designed to protect personnel and property as much as possible before the emergency reaches the next phase. Security actions during this phase include:

- Warning SSC personnel who are endangered by a developing emergency
- Advising appropriate agencies or organizations to activate resources
- Preparing the affected area for the full impact of the developing emergency
- Establishing contact with local outside agencies to facilitate response if it becomes necessary

(b) *Immediate Impact Period*: This period is associated with actions taken to protect personnel and material during the peak of an emergency. Supporting SSC organizations will act according to the provisions of appropriate sections in this plan, and/or internal management directives of the organization that apply. Typical actions taken during this period include:

- Disseminating warning, emergency public information, and other instructions to SSC personnel

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- Inspecting and evaluating the emergency situation. This action will be assumed by the IC or designated representative. The IC will ensure all precautions are taken to protect lives, the environment, and property
- Take steps to contain or neutralize any pending threat
- Mobilizing, allocating, and staging personnel and equipment
- Conducting evacuation and assisting in rescue operations as needed
- Insuring Medical Units are requested for care and treatment of the injured and/or casualties
- Providing vehicle and crowd control
- Restoring essential functions, facilities, systems, and services

(c) *Sustained Emergency Period:* This period begins after immediate, essential actions have been taken to protect personnel and property. During this period, the emphasis is on rehabilitating people and property affected by the emergency.

3. Recovery

During this phase, management priority is given to identifying and satisfying recovery needs. Actions taken during this phase are intended to restore mission-critical services and equipment, to reinstate conditions for the comfort and security of personnel, and to examine and critique the procedures followed during the emergency to improve future performance in similar situations.

## Q.3 Responsibilities

### Q.3.1 SSC Protective Services Contractor

SSC Protective Services Contractor will exercise the following:

a. Notify the SSC Emergency Management Officer (or his/her representative) when a security emergency is observed or reported.

b. Provide security services at security emergency site to ensure the safety of SSC employees and government property.

c. Provide increased security awareness procedures as outlined in Section Q.4.

### Q.3.2 SACOM Contract Personnel

a. The SACOM Emergency Management Coordinator will activate the Emergency Operations Center in B-8000 as directed by the SSC Emergency Management Officer and shall direct any support activities of SACOM Project and subcontractor personnel.

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b. The SACOM Medical Director and staff shall provide medical care as required.

c. The SACOM Site Services Manager will provide the following services upon request:

1. Photography services

2. News releases as coordinated with the SSC Public Affairs Officer

d. The Legal Office will provide legal advice and assistance as required.

### Q.3.3 SSC Personnel

a. SSC personnel will immediately report actual or suspected civil disturbance activity to the Protective Services Contract Dispatcher at extension 911.

b. The very nature of security emergencies that may dictate activation of this Plan includes a major threat to the personnel and property of SSC and may cause extreme difficulty to NASA, and resident contractors and agencies as well as other law enforcement authorities called upon to maintain and restore order. Accordingly, all SSC employees are expected to remain away from the scene or area of security emergencies and avoid secondary or actual participation except as directed in an official capacity by the SACOM Emergency Management Coordinator.

## Q.4 Increased Security Awareness Procedures

These procedures will be implemented when circumstances dictate the need for increased security awareness at SSC. Potential situations to which these instructions may apply include security emergencies and bomb threats on the installation.

### Q.4.1 Actions Required

a. Entry to and exit from SSC will be controlled by:

1. Establishing a single auto lane at both main gates

2. Doubling the guard assignments to each gate

3. Closing the North and South Gate Reception Centers

4. Requiring proper identification of all individuals entering and exiting the site

b. Patrol surveillance of SSC will be doubled.

c. Guards and/or auto patrols will be established at critical points identified by the situation.

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d. Surveillance in the Test Complex will be increased as appropriate to the situation including posting of a patrol in the High Pressure Industrial Gas and High Pressure Industrial Water Plants, B-4400 and B-4995.

e. All thru-site traffic will be halted except for designated emergency vehicles.

f. Leaflets regarding vehicle searches (NPD 1600.1) will be distributed to vehicles entering the installation.

### Q.4.2 Potential Special Actions Required

a. If the security event occurs during non-working hours at SSC and exceeds onsite staffing levels, personnel will be called in or reassigned to staff unoccupied buildings.

b. Non mission-related activities at SSC such as those sponsored by the SSC Recreation Association or college-level study courses will be curtailed during the period of the increased security awareness.

c. In the event of a security emergency, notification to and evacuation of personnel in buildings may be required and a search of the buildings will be required (See Sections Q.5 and Q.6).

## Q.5 Security Emergency Procedures

In the event of a security emergency at/in one of the buildings at SSC, the following actions will be taken:

### Q.5.1 Building Evacuation

a. In the event notification of a potential security incident indicates a 30-minute (or more) period prior to the security incident from the time the threat is received, the SSC Chief of Center Protective Services will consult with the SSC Emergency Management Officer and give notice to evacuate a building if deemed appropriate.

b. In the event notification of a potential security incident indicates a period of less than 30 minutes from the time the threat is received, the SSC Chief of Center Protective Services will direct a security patrol to the building where the building evacuation alarm will be sounded. Details as to the reason for the required evacuation will not be given.

c. In an actual security incident, the building evacuation alarm will be sounded. Details as to the reason for the required evacuation will not be given. Security will attempt to evacuate non-involved personnel to a safe distance (usually the fire marshaling area for the building unless otherwise instructed). Local/regional authorities will be contacted for assistance.

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### Q.5.2 Security Incident Search

a. Hancock County Sheriff's Office personnel and/or appropriate federal authorities are briefed upon arrival and assisted in any way possible during the security incident.

b. Personnel evacuated from the building will assemble in an area a safe distance away (usually the fire marshaling area unless otherwise specified). Supervisors/facility managers will then verify personnel location.

c. In the event of an evacuation, the Search Team Supervisor will immediately determine that the search team has assembled and thereafter be watchful for, and meet with, the SSC Emergency Management Officer, Security Officer, or other authorized personnel when they arrive on the scene.

d. If it is decided that the building is to be searched, the search team supervisor will direct the team's effort from outside the building, but will remain close to the main entrance.

1. The sequence of search will be exterior, basement (if any), first floor, etc. The search team, assisted by members from each of the other search teams, will search the exterior of the building with the Search Team Supervisor in charge of the effort.

2. As each succeeding floor is searched, the respective designated representative knowledgeable of the area will position himself/herself at the point from which the search pattern is started so that he/she can be readily contacted should a suspicious object be located.

e. The Search Team Supervisor will consult with SSC Security to investigate the suspected object. If required, Security will additionally coordinate with the SSC/SACOM Emergency Management Coordinator to call in an Explosive Ordnance Disposal Team.

f. Special care should be taken to avoid the use of radios, walkie-talkies, etc., during search operations and/or in the area of a suspected bomb.

### Q.5.3 Lockdown Procedures

In order to limit the exposure to a threat such as a person or persons observed with a dangerous weapon or an active shooter incident in progress, it may be necessary to institute a lockdown procedure of SSC.

a. Notification of a lockdown will be issued via one or more of the following methods:

- SSC protective Services Bulletin,
- Email

- Telephone voice or text
- ENS
- Outdoor Emergency Notification System
- Site Radio
- SSC Site Status App

b. When a lockdown is issued at SSC employees are to proceed to the nearest office or secured space, lock doors and barricade if possible. Exterior perimeter doors are not to be locked during a lockdown to allow for security personnel to enter the building. Employees should move away from windows and doors and turn off the lights in the room. Employees should remain quiet and out of sight and should not respond to anyone at the door until the "all clear" is announced.

### Q.6 Hazard-Specific Contingencies

The SSC Protective Services Office has identified several hazard-specific contingencies which may pose a threat to SSC personnel, facilities, or resources. The following is an outline of those identified hazards and of documentation designed to provide general guidance:

### Q.6.1 Hostage Situations

A hostage situation can take place anytime, anywhere, and without warning. The SSC Protective Services Office will take all steps possible to ensure the safety of personnel in the vicinity, especially the hostage(s). SSC Protective Services will utilize whatever resources necessary to resolve the incident.

Individual employees in the vicinity of a hostage situation should do the following:

1. If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred. The employee should ensure their safety and be prepared to assist SSC Security in their investigation of the incident.

2. If possible, evacuate the immediate area.

3. Do not attempt a rescue.

4. Remain calm.

5. Do not initiate discussions with the perpetrator if you are in the immediate area.

### Q.6.2 Barricaded Person

The SSC Protective Services Contractor may be called upon to respond to a building or facility onsite where a person is barricaded in. The immediate response will be to ensure the safety of

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personnel in the affected area. This is a potentially volatile situation that will be handled with the utmost respect and care.

SSC Protective Services will utilize whatever resources necessary to resolve the incident.

Individual employees in the vicinity of a barricaded person situation should do the following:

1. If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred. The employee should ensure their safety and be prepared to assist SSC Protective Services in their investigation of the incident.

2. If possible, evacuate the immediate area.

3. Remain calm.

4. Do not initiate discussions with the perpetrator if you are in the immediate area.

### Q.6.3 Armed Assault

An armed assault at SSC could take several forms, occur at any time, and vary in severity. In all cases, armed assaults will necessitate a coordinated response to control the situation, gather evidence and reduce the risk factor. The SSC Protective Services Office will take all steps possible to ensure the safety of personnel and property. SSC Protective Services Contractor will utilize whatever steps are necessary to resolve the incident.

Individual employees in the vicinity of an armed assault should do the following:

1. If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred.

2. If possible, evacuate the immediate area. If this cannot be done safely, employees should ensure their safety by remaining concealed from the threat until help arrives.

3. Remain calm.

4. Be prepared to assist SSC Protective Services in their investigation of the incident.

### Q.6.4 Robbery

Robbery situations at SSC will be handled immediately. The SSC Protective Services Contractor initial response will ensure the safety of personnel in the area after which they will eliminate or

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reduce losses and turn perpetrators over to appropriate agency. SSC Protective Services will utilize whatever resources are necessary to resolve the incident.

Individual employees in the vicinity of a robbery situation should do the following:

1. Remain Calm.

2. Do not agitate the perpetrator(s).

3. Do not converse unless you are asked a question.

4. Cooperate with the perpetrator(s).

5. Do not give the perpetrator(s) reason to believe they are being threatened.

6. If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred.

7. If possible, evacuate the immediate area.

8. Be prepared to assist SSC Protective Services in their investigation of the incident.

**Table 20.Q - Security Emergency Resource Listing**

| | | | |
|---|---|---|---|
| **Protective Services Office** (NASA/SSC) | | | 228-688-2004 |
| Chief of Center Protective Services | | | 228-688-3592 |
| Physical Security Officer | | | 228-688-2115 |
| Personnel Security Officer | | | 228-688-2115 |
| **SSC Protective Services Contractor Duty Officer/Dispatch** | | **911** | **228-688-3636** |
| **Other OnSite Security Contacts** | | | |
| Naval Oceanographic Office (NAVO) | | | 228-688-4161 |
| National Data Bouy Center (NDBC) | | | 228-688-7431 |
| Naval Research Lab (NRLDET) | | | 228-688-4876 |
| Aerojet Rocketdyne | | | 228-688-3572 |
| Office of the Inspector General<br>24-Hour Hot Line | | | 228-688-2324<br>800-424-9183 |
| **FEDERAL BUREAU OF INVESTIGATION**<br>Duty Officer (Suspected Terrorist Attacks ONLY) | | | 228-864-6131<br>601-948-5000 |
| **FIRE DEPARTMENT** | Emergency | **911** | 228-688-3636 |
| | Non-Emergency | | 228-688-3639 |
| **LAW ENFORCEMENT** | Emergency | **911** | 228-688-3636 |
| Hancock County Sheriff | | **911** | 228-467-5101<br>228-255-9191 Dispatch |
| Pearl River County Sheriff | | **911** | 601-403-2300 |
| Louisiana (LA) State Police | | Cell *577 | 985-893-6250 |
| Mississippi (MS) Highway Patrol (MHP) | | **Cell *MHP or 911** | 228-539-4881 |
| Air Force, OSI (Keesler, AFB) | | | 228-377-3420 |
| Army, CID (Huntsville, AL) | | After Hours | 256-876-2222 |
| Office of Protective Services (HQ NASA) | | | 202-358-2010 |
| Navy (NCIS) | | | 228-871-2211 |
| **OTHER AGENCIES** | | | |
| Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) | | | 228-575-6501 |
| CSX Transportation Police Department | | Railroad Police (Emergencies) | 800-232-0144 |

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| | | |
|---|---|---|
| Drug Enforcement Administration (DEA) | | 228-863-2992 |
| Federal Emergency Management Agency(FEMA) | | 800-621-3362 |
| Forest Fires | | 800-240-5161 |
| Mississippi Poison Control Center | | 800-222-1222 |
| National Response Center | Toxic Chemical & Oil Spills | 800-424-8802 |
| US Secret Service (MS) | | 601-965-4436 |
| | | |
| **COAST GUARD SEARCH & RESCUE** | Gulfport | 228-863-5818 |
| | Pascagoula | 228-769-5605 |
| | Mobile | 251-441-6212 |
| | New Orleans | 504-589-6225 |
| | | |
| **MEDICAL CLINIC** | | 228-688-3810 |
| **EMERGENCY MANAGEMENT** | | |
| Emergency Operations Center | | 228-688-3777 |
| SSC Emergency Management Officer | | 228-688-2160 |
| | | |
| **HOSPITAL EMERGENCY ROOMS** | | |
| Hancock Medical Center, Bay St. Louis, MS | | 228-467-8600 |
| Ochsner North Shore Hospital, Slidell, LA | | 985-649-7070 |
| Memorial Hospital, Slidell, LA | | 985-280-2200 |
| Memorial Hospital, Gulfport, MS | | 228-867-4000 |
| Garden Park Hospital, Gulfport, MS | | 228-575-7000 |
| Biloxi Veterans Affairs Hospital | | 228-523-5000 |
| Biloxi Regional Medical Center | | 228-432-1571 |
| | | |
| **LEGAL OFFICE** | | 228-688-2164 |
| **PUBLIC AFFAIRS OFFICER (PAO)** | | 228-688-3898 |

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## APPENDIX R – RESERVE / NEUTRAL GATE PROCEDURES

### R.1 Purpose

The John C. Stennis Space Center Reserve/Neutral Gate Procedures, SPR 5200.1, is incorporated by reference into this Emergency Management Plan.

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