Goddard Procedural Requirements (GPR)

DIRECTIVE NO.	GPR 8715.5B	**APPROVED BY Signature:**	***Original Signed By***
EFFECTIVE DATE:	May 28, 2014	**NAME:**	Christopher J. Scolese
EXPIRATION DATE:	May 28, 2021	**TITLE:**	Director

Responsible Office: 360/Safety Division

Title: Fire Protection at Goddard Space Flight Center (GSFC)

PREFACE

P.1 PURPOSE

This directive establishes policies, procedures, and responsibilities for the implementation and management of the Fire Protection Program at GSFC.

P.2 APPLICABILITY

This directive applies to all GSFC personnel, facilities, and activities, including all permanent and temporary sites. This directive shall also apply to all GSFC tenant organizations, contractors, grantees, clubs, and other persons operating under the auspices of GSFC or on GSFC property as required by law and as directed by contractual, grant, and agreement documents. For this document, the term GSFC will encompass GSFC, Greenbelt, Wallops Flight facility (WFF), NASA Independent Verification &Validation (IV&V) Facility, Goddard Institute for Space Studies (GISS), and the White Sands Complex (WSC). Implementation and enforcement of this policy document may be subject to the limitations of lease agreements for non-NASA owned facilities and shall comply with GPR 8710.8, GSFC Safety Program Management. GSFC managers of other facilities will develop their own procedures to comply with local requirements, NPR 8715.3, NASA Safety Manual, and NASA-STD 8719.11, Safety Standard for Fire Protection.

P.3 AUTHORITY

a. NPR 8715.3, NASA Safety Manual
b. 29 U.S.C. 668, Section 19 of the Occupational Safety and Health Act of 1970 as amended

P.4 APPLICABLE DOCUMENTS

a. 29 CFR 1910.22 – General Requirements (Walking/Working Surfaces)
b. 29 CFR 1910.38 – Emergency Action Plans
c. 29 CFR 1910.106 – Flammable and Combustible Liquids
d. 29 CFR 1910.157 – Portable Fire Extinguishers
e. NFPA 1 – Fire Prevention Code
f. NFPA 10 – Standard for Portable Fire Extinguishers

g. NFPA 30 – Flammable and Combustible Liquids Code
h. NFPA 101 – Life Safety Code
i. NFPA 1141 – Standard for Fire Protection in Planned Building Groups
j. NPR 8820.2 – Facility Project Requirements
k. NASA-STD 8719.11 – Safety Standard for Fire Protection
l. NASA Form 1627 – NASA Mishap Report
m. GSFC Form 23-4 – Hot Work Permit
n. GSFC Form 23-4A – Hot Work Supplemental Log Sheet

P.5 CANCELLATION

GPR 8715.5A, Fire Protection at GSFC/Greenbelt

P.6 SAFETY

None

P.7 TRAINING

The Safety Division [at WFF Institutional Safety] will work with the Office of Human Capital Management (OHCM) to review training needs and available training courses, so that training is made available to those who need or want it. Records are kept in accordance with Center requirements for training records.

P.8 RECORDS

Record Title	Record Custodian	Retention
Completed Pre-Fire Plan	Facilities Operations Manager (FOM)	*NRRS 1/4. Destroy when 3 years old, or 1 year after completion of next exercise whichever is later.
Completed Building Emergency Plan	FOM	*NRRS 1/4. Destroy when 3 years old, or 1 year after completion of next exercise whichever is later.
GSFC Form 23-4, completed Hot Work Permit, with 23-4A, supplemental log sheet	Issuing organization	*NRRS 8/48B.3. Retain for 3 years, then destroy when no longer needed, or when 5 years old, whichever is sooner.
Supervisors Quarterly Work Site Survey	Supervisor	*NRRS 8/48B.3. Retain for 3 years, then destroy when no longer needed, or when 5 years old, whichever is sooner.
Fire Extinguisher Training	Individual	Destroy after expiration, 1 year, or when new training certificate is obtained.

* *NPR 1441.1 – NASA Records Retention Schedules (NRRS)*

P.9 MEASUREMENT/VERIFICATION

The Safety Division [at WFF Institutional Safety] will gather metrics and analyze them for trends and lessons learned.

a. Audits/inspections of Fire Extinguisher Program to ensure organizational program compliance with NASA Standards;
b. Audits/inspections of the Fire Protections Systems Inspection, Testing, and Maintenance Program to ensure organizational program compliance with NASA Standards;
c. Audits/Inspections of the Hot Work Permits Program to ensure organizational program compliance with this GPR; and
d. Audits/Inspections of the Pre-Fire Plan Program to ensure organizational program compliance with this GPR.

PROCEDURES

1. ROLES AND RESPONSIBILITIES

1.1 Safety Division, Code 360 & WFF Institutional Safety Office, Code 803.2

Code 360 (at WFF Code 803.2) is in charge of the fire protection engineering program, and is responsible for:

a. Serving as the authority having jurisdiction for approving/concurring in fire protection systems, procedures, and equipment;
b. Review and concurrence of new construction designs/plans;
c. Review and concurrence of Facility modification designs/plans;
d. Concurrence of fire suppression and fire alarm acceptance testing;
e. Inspection of GSFC construction sites, including fire safety issues;
f. Consultations on Fire Safety;
g. Oversight of Hot Work Permit Program, and concurrence on supervisors' designated representatives responsible for issuing hot work permits;
h. Oversight of fire extinguisher program, including working with OHCM to provide training to individuals on proper fire extinguisher use;
i. Oversight of the fixed fire protection systems inspection, testing, and maintenance program;
j. Support the Protective Services Division with, and witness, the conduct of annual fire/evacuation drills to exercise Building Emergency Plans (BEP's) of each facility with more than 10 occupants. [EXCEPTION: At WFF the Wallops Fire Department will conduct all annual fire/evacuation drills];
k. Providing guidance to the Facility Operations Managers (FOM's) in preparation of building Pre-Fire Plans. [EXCEPTION: At WFF the Wallops Fire Department will prepare all pre-fire plans]; and
l. Support the Protective Services Division for the site familiarization activity for outside local emergency services. [EXCEPTION: Does not apply to Code 803.2]

1.2 Protective Services Division, Code 240

The Protective Services Division is responsible for:

a. Conducting annual evacuation drills to exercise BEPs of each facility with more than 10 occupants and coordinating these drills with Safety Division and FMD in advance [EXCEPTION: At WFF the Wallops Fire Department will conduct all annual evacuation drills.];
b. Providing incident command, incident control, incident management, traffic control, and crowd control during an emergency incident;
c. Providing annual site familiarization activities for outside local emergency services;
d. Coordinating with the local emergency services resources and command structure to provide them emergency access to all necessary Center information and resources including Pre-Fire Plans; and
e. Providing support to building FOMs in their preparation of BEPs and Pre-Fire Plans. [EXCEPTION: At WFF the Wallops Fire Department provides support to FOMs for BEP's and creates building Pre-Fire Plans.]

1.3 FMD (Facility Management), Code 220 & WFF Code 228

FMD is in charge of development and implementation of the fire prevention program, and is responsible for:

a. Support of the Protective Services Division with the conduct of annual evacuation drills to exercise BEP's of each facility with more than 10 occupants. [EXCEPTION: At WFF the Wallops Fire Department will conduct all annual evacuation drills.];
b. Compliance of new construction designs/plans in accordance with the NASA Standards, National Fire Protection Association (NFPA) Codes, and Occupational Safety and Health Administration (OSHA) standards;
c. Facilities advocacy for the construction of fire detection and suppression systems;
d. Coordination and completion of fire suppression and fire alarm acceptance testing;
e. Managing and implementing the fire extinguisher inspection and maintenance program as required by NFPA 10 and 29 CFR 1910.157;
f. Ensuring that permits are obtained for hot work operations;
g. Designating representatives to issue hot work permits. [EXCEPTION: At WFF the Wallops Fire Department will issue all hot work permits.];
h. Tracking inspection recommendations through abatement and resolution of failure to abate issues;
i. Serving as focal point for resolution of facility fire safety issues;
j. Maintaining all fire protection systems, such as sprinklers, fire alarms, and fire-walls in accordance with NASA, OSHA, and NFPA standards;
k. Managing a fire alarm and sprinkler system outage/impairment program; and
l. Provide support to the FOMs in the preparation and maintenance of BEP's and Pre-Fire plans to include, but not be limited to, up to date building floor plans for all facilities; information

on building mechanical, electrical, and fire protection systems; data and information on Center utilities including site maps, water main maps, and hydrant fire flow test results. [EXCEPTION: At WFF pre-fire plans will be prepared by the Wallops Fire Department.]

1.4 FOMs (Facility Operations Managers)

The FOMs are responsible for:

a. Preparing and implementing building BEP in accordance with 29 CFR 1910.38 and providing training on its implementation to line supervisors. Updating plans as building conditions change;
b. Preparing, and maintaining, the Building Pre-Fire plan with support from FMD, Protective Services Division, and Safety Division. The FOM will submit the plans to Protective Services Division and Safety Division annually. [EXCEPTION: At WFF the Wallops Fire Department will prepare pre-fire plans];
c. Serving as primary point of contact for matters related to a given building or worksite; and
d. Planning and coordinating emergency building evacuations.

1.5 Supervisors

GSFC supervisors have responsibility for:

a. Making training available to employees with respect to fire prevention and their building BEP. New employees shall be trained in the BEP within 10 days of hire. All employees shall be trained in the BEP annually;
b. Complying with recommendations issued by the Safety Division. At WFF this includes recommendations issued by the Wallops Fire Department and the Institutional Safety Office;
c. Ensuring that the appropriate emergency phone numbers are disseminated for use to contact emergency services for your location. At Greenbelt contact the Protective Services Division Emergency Console. At WFF contact the Wallops Fire Department dispatch. At IV&V and GISS contact the local public emergency services. NASA Form 1627 shall be completed for every fire incident, including those extinguished by a portable fire extinguisher;
d. Looking for fire hazards when conducting their Quarterly Safety Walkthrough Audits of their work areas/operations in accordance with GPR 1700.1;
e. Ensuring that permits are obtained for hot work operations;
f. Designating representatives to issue hot work permits within their organization [EXCEPTION: At WFF the Wallops Fire Department issues hot work permits];
g. Ensuring that approvals are obtained for all facility modifications that involve any wall changes, wall penetrations, or fire protection system installation or modification;
h. Notifying GSFC management of inspection findings and recommendations; and
i. Complying with GSFC fire protection/prevention policy.

1.6 All Personnel

All personnel who work at GSFC have the responsibility to comply with GSFC fire protection/prevention requirements.

2. FIRE PROTECTION

2.1 Facility Construction and Modification

Facilities shall be designed to meet or exceed locally adopted, nationally recognized building codes and standards as required by NPR 8820.2, Facility Project Requirements. Industry-best practices should be incorporated to the maximum extent possible. In the case where a local jurisdiction has adopted a code that is not nationally recognized, the design shall meet or exceed the International Building Code (IBC). FMD will ensure that there is appropriate health and safety review of facility concepts, designs, and plans, and will coordinate the formal design review process for all new construction efforts.

a. New construction:
   (1) Shall meet or exceed current codes; and
   (2) Shall include fire sprinkler and fire alarm systems.
b. Existing buildings:
   (1) Shall normally be upgraded to meet current codes as part of the GSFC Construction of Facilities program;
   (2) Shall have fire sprinkler and fire alarm systems added or brought into compliance with codes as part of the Construction of Facilities program, or sooner when possible;
   (3) Shall have proposed facility partition or wall changes, regardless of size, and fire protection system installation and modification, submitted to Safety Division for approval; and
   (4) Shall have internal building fire hose connections in cabinets required by building or fire codes. The responding fire department will provide hoses when needed.
c. All existing buildings shall avoid the shut-off or outage of any fire suppression or fire alarm system.
d. Where necessary for maintenance or construction, the disruption of service shall be scheduled in advance to minimize risk and time of disruption. Depending on the conditions, fire watches or additional security inspections may be required. Where outages involve sprinkler systems, fire alarm systems, fire hydrants, or other fixed fire equipment, notify the Safety Division [At WFF Institutional Safety]. Fire department notification is the responsibility of FMD.

2.2 Building Emergency Plans

a. Building-specific BEPs will be prepared using a BEP template provided by Code 240, Protective Services, and will be the responsibility of the building FOM to review and ensure

currency. All BEPs will be reviewed annually for accuracy, and will have an expiration date 1 year from date of approval.

b. BEPs will address emergencies that any employee may reasonably expect in the workplace. Examples are fire, medical emergencies, hazardous chemical release, tornadoes, floods, etc. The Plan shall be specific to each building and include the following:
   (1) Evacuation procedures specific for the building;
   (2) Special procedures and accommodations for persons with disabilities;
   (3) Floor plans or workplace maps that clearly show emergency escape routes;
   (4) Descriptions of fire alarm devices, evacuation alarms, and other signaling devices;
   (5) Procedures for emergency reporting; and
   (6) Training requirements and drills.

3. FIRE EXTINGUISHERS

The use of a portable fire extinguisher is permitted only by a person trained in its use.

NASA-STD 8719.11 is mandatory for selection, inspection, maintenance, and distribution. At Greenbelt FMD has the responsibility for the inspection, maintenance, and testing of portable fire extinguishers. At WFF the Wallops Fire Department has the responsibility for the inspection, testing, and maintenance for portable fire extinguishers.

4. FIRE PREVENTION GUIDELINES

A goal of fire prevention is to reduce or eliminate fire-related hazards that can result in unsafe conditions, injury to personnel, and/or property damage. Where deficiencies are unable to be immediately corrected, other means of mitigating the hazard or modifying the facility or operation to reduce the hazard to a safe level will be implemented.

Among measures that are used to mitigate fire hazards is the implementation in accordance with NFPA 1, NFPA 101, and 29 CFR 1910.22 of effective housekeeping procedures to prevent hazardous accumulations of combustible trash and debris and the maintenance of, access to, and use of emergency exits and fire protection equipment.

Other measures include establishing and maintaining free and unobstructed egress from all parts of the building at all times. Keep corridors, stairways, and other means of egress clear of storage. Do not use those areas for placing recycling bins, copy machines, mail-handling operations, coffee/snack/vending machine areas, or other office operations.

Exit doors, fire doors, fire sprinkler systems, fire alarm systems, emergency lighting, and other life safety systems and equipment must be fully maintained. No object should be placed in such a manner as to prevent access to or use of fire protection equipment such as fire extinguishers, fire alarm pull stations, fire hydrants, fire hose outlets, and fire department connections.

Trash cans should be provided in sufficient numbers in all areas to facilitate safe containment of combustible trash. Metal waste cans with self-closing lids shall be provided in sufficient numbers in areas where cloth rags or paper towels saturated with oil, paint, ink, or other combustible or flammable liquid may be found (e.g., vehicle repair shops, paint shops, and printing and reproduction areas).

A general clean up should be conducted at the end of each day when activities have occurred that generate a large quantity of combustible trash and debris. All refuse will be removed from the building daily.

Ensure ongoing house cleaning occurs in all facilities. Focus especially in offices and laboratories where quantities of publications, files, and loose papers are found. Remove all items that no longer serve a useful purpose.

The following safety practices must be followed:

a. New operations or changes in existing operations that involve hazardous materials must be brought to the attention of the Safety Division [at WFF code 803.2.] These conditions may affect the manner in which the fire department would approach or fight a fire;
b. Never use for storage purposes areas above suspended ceilings and below raised floors;
c. Place trailers, unprotected sheds, or other storage structures farther than 25 feet from buildings, tanks, or cooling towers;
d. Do not store portable fueled equipment and cooking equipment in buildings, under loading docks or in other significant structures;
e. Park automobiles only in authorized parking spaces. Fire lanes shall be observed and maintained in accordance with local jurisdiction requirements. In the absence of more stringent local requirements follow NFPA 1 and NFPA 1141; and
f. Mow or remove grass and ground cover to eliminate fire hazard during dry seasons.

5. FIRE SAFETY INSPECTIONS/HOUSEKEEPING PROCEDURES

5.1 Worksite Surveys

Supervisors are responsible for conducting worksite surveys in accordance with GPR 1700.1. These surveys should include observations of worksite safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency evacuation routes. Supervisors should determine if a BEP is present in work areas and insure that personnel are familiar with the plan.

5.2 Portable Space Heaters

a. Portable space heaters are prohibited unless permitted and approved in writing by the employee's supervisor.

b. Only electric space heaters that are Underwriters Laboratories (UL) listed will be permitted.

c. All unapproved portable space heaters shall be immediately removed from GSFC facilities.

5.3 Electrical Appliances

a. Only UL Listed or Factory Mutual (FM) Approved coffee makers, crock pots, toaster, and microwave ovens shall be permitted for use in GSFC facilities.
b. Toaster ovens are not approved for use in any GSFC facilities.

5.4 Flammable and Combustible Materials

a. Substitute relatively safe materials for flammable liquids in order to reduce the risk of fires. Any substituted material should be stable, nontoxic, and should either be nonflammable or have a high flashpoint;
b. Handle flammable and combustible liquids carefully at all times. The proper storage of flammable liquids within a work area is very important in order to protect personnel from fire and other safety and health hazards;
c. Eliminate all nonessential ignition sources where flammable liquids are used or stored;
d. Do not store flammable liquids with materials that can contribute to a flammable liquid fire; Examples are oxidizers and organic peroxides, which, on decomposition, can generate large amounts of oxygen;
e. Beware that flammable gases pose the same type of fire hazards as flammable liquids and their vapors. Many of the safeguards for flammable liquids also apply to flammable gases; other properties such as toxicity, reactivity, and the degree of corrosiveness also must be taken into account. A gas that is flammable could produce toxic combustion products; and
f. The handling and housekeeping of flammable and combustible liquids shall be in accordance with 29 CFR 1910.106 and NFPA 30.

6. STORAGE

6.1 Corridors and Stairs

a. Corridors and stairs shall not be used for storage, location of mail centers, location of kitchenettes or similar convenience stations;
b. Corridors and stairs shall be continuously maintained free of all obstructions or impediments, including large combustible displays and electrically operated vending machines, that may impede full and instant use in the case of fire or other emergency;
c. Furnishings, decorations, or other objects shall not be placed to obstruct corridors or stairs or visibility thereof;
d. Stairs shall not be used for any purpose that has the potential to interfere with its use as an exit;
e. Stairs are prohibited from being used for installation of equipment not necessary for safety; and
f. Stairs shall be maintained free of all fire safety hazards.

6.2 Mechanical and Electrical Rooms

No storage, except for a limited supply of materials necessary to maintain the associated equipment, shall be permitted in mechanical and electrical rooms.

6.3 Penthouses

a. Penthouses shall be used solely for their designed occupancy as specified in NFPA 101 and the International Building Code.
b. Changes in occupancy use shall be approved by Safety Division [Exception: At WFF changes are approved by code 803.2.]

6.4 Flammable and Combustible Liquids

Storage of flammable and combustible liquids shall be in accordance with NFPA 1, NFPA 101, NFPA 30 and 29 CFR 1910.106.

7. HOT WORK PERMITS

A Hot Work Permit, GSFC Form 23-4, is required whenever open flame devices or other exothermic devices are to be used in areas not specifically designed for their use. Examples of operations requiring a Hot Work Permit are cutting, welding/brazing, grinding that produces sparks, any activities involving open flame, and tar pot operations.

Portable charcoal or gas grills used at least 15 feet from any structure do not require a permit. Permanent, fixed grills installed at picnic areas, pavilions, or similar areas do not require permits as long as they are not within or under a structure.

Authorized Hot Work Representatives shall issue hot work permits in accordance with this GPR or more restrictive local standards. At WFF, Wallops Fire Department personnel shall issue all hot work permits as Authorized Hot Work Representatives.

7.1 Hot Work Representative (HWR)

Organizations performing hot work will nominate a HWR who will have responsibility and authority for issuing Hot Work Permits. Nominations will be reviewed and approved by the Safety Division. Hot Work Representatives shall complete hot work and fire extinguisher training annually. Failure to follow this GPR or allowing required training to lapse will result in the revocation of hot work permitting authority.

The Hot Work Representatives shall:

a. Maintain current hot work and fire extinguisher annual training;
b. Ensure that a safe environment exists before a permit is issued;
c. Consult with the Safety Division when warranted;
d. Ensure that proper approvals and notifications occur when fire detection systems are disabled;
e. Issue the permit, ensuring that the work performer understands the permit requirements;
f. Ensure that the required inspections are performed before, and after, the work occurs in accordance with permit requirements;
g. Shut down Hot Work operations when being performed in an unsafe manner; and
h. Ensure that the record copy of the completed permit is properly filed. (Where the HWR is a FMD supervised Contractor, FMD is required to maintain the records of Contractor issued hot work permits as required by this GPR.)

7.2 Supervisors of Personnel Performing Hot Work

Supervisors of personnel performing the work:

a. Shall identify any operations that meet the criteria for Hot Work;
b. Shall ensure that all procedures are followed for obtaining a Hot Work Permit and ensure that an approved permit is available before the work is started;
c. Shall ensure that the work area is inspected before beginning work and at least 30 minutes after work is completed, and shut down Hot Work operations when being performed in an unsafe manner; and
d. May sign the final check-up portion of the Hot Work Permit only when pre-coordinated with the issuing Hot Work Representative.

7.3 Personnel Performing Work

a. Personnel performing Hot Work have the primary responsibility for the safety of the operation. They shall not start Hot Work until the permit has been properly issued and is available at the work site.
b. They shall follow all requirements of the Hot Work Permit.

7.4 Fire Watch

Personnel performing fire watch duties shall:

a. Maintain current, annual training in the use of fire extinguishers;
b. Remain in the watch area during the entire time work is being performed;
c. Be instructed in locations of fire alarms; and
d. Perform no other duties during the hot work process.

7.5 Hot Work Requirements

a. Normal Hot Work hours are from 6:30 a.m. to 3:30 p.m., Monday through Friday. Approval for other hours must be requested in writing, at least 24 hours in advance, from the issuing organization.
b. All precautions listed on the Hot Work Permit must be followed.
c. Hot Work permits can only cover one type of Hot Work, e.g., a permit for welding may not also include tar pot operations.
d. A permit is not limited to a single day. Where a Hot Work operation extends over several consecutive days, a single permit may cover the operation for up to five days under the following conditions:
   (1) The required inspections are performed before beginning work each day;
   (2) The required inspections are performed after Hot Work operations each day; and
   (3) A log sheet will be attached to the permit showing the permit description and dates, and will contain, for each day, the pre- and post-work inspection certification, starting time, and ending time. Form 23-4A is used for this purpose.
e. Hot Work permits will not be issued when the work area:
   (1) Contains unprotected flammable or combustible materials;
   (2) Is an explosive environment; and
   (3) Is considered unsafe for hot work for any reason.
f. Hot Work permits will not be approved for work on previously used tanks or drums without a hazard analysis performed by a GSFC safety engineer from the Safety Division. [EXCEPTION: At WFF Code 803.2 personnel will perform the analysis]
g. For all permitted hot work, a dedicated fire watch must be provided during the work period and for a minimum of 30 minutes afterward to watch for ignition. The fire watch must be familiar with the area's emergency reporting procedures and be knowledgeable in the use of the building's fire suppression equipment. For work on walls, floors, or ceilings, a fire watch must be provided on both sides of the barrier. The fire watch is required to sign the final inspection certification on the Hot Work permit.
h. A minimum of one (1), 10-lb, ABC dry chemical fire extinguisher must be provided at the work site. More protection may be required by the permit issuer if necessary. Fire extinguishers provided for normal building use are not to be used for this requirement.
i. The work area must be free of flammables and combustibles, or they must be moved at least 35 feet from the heat source and protected.
j. When necessary, fire detection and/or suppression systems in the work area may be disabled before the work is performed. This must be requested in writing through the use of established outage procedures.
k. All fires, no matter how small, must be reported to the appropriate emergency contacts according to local site policy by dialing the appropriate emergency phone number(s). This includes fires that have been extinguished.

8. REQUESTS FOR RELIEF FROM REQUIREMENTS OF GPR 8715.5

Relief from a requirement consists of documented and approved permission to vary from an established GPR requirement. There are two types of relief which can be granted to GPR 8715.5 requirements: non-applicable determination or waiver. A waiver is written authorization to depart from a specific requirement. This term encompasses variance requests formerly known as "deviations."

8.1 Non-Applicable Determination

A written request for a non-applicable determination to the Center-level requirement of this GPR shall be submitted to the chief, Safety Division for action. The request must be routed through the requesting organization's management chain (including director of) before forwarding to the Safety Division. A request for non-applicable determination must include all pertinent details and facts for consideration of the request including the reason for believing a specific GPR requirement does not apply to a facility, program, project, or situation.

8.2 Requests for Waiver for Center-Level and Agency-Level Requirements

All requests for waivers shall follow the process set forth in GPR 1400.1, Waiver Processing. GSFC Form 4-52 is required in all cases.

Appendix A – Definitions

A.1 Authority Having Jurisdiction (AHJ) – A fire protection/safety professional within the Safety Division [at WFF Code 803.2] as defined in NPR 8715.3 and NASA-STD-8719.11.

A.2 Building Emergency Plan (BEP) - (Formerly referred to as Emergency Action Plan) A document prepared using a template obtained from Code 240, Protective Services that provides emergency information for occupants of all GSFC buildings. A BEP is prepared for each building, and includes the building's emergency evacuation procedures and other emergency information unique to the building.

A.3 Facility - Buildings, structures, and other real property improvements including utilities and collateral equipment.

A.4 Pre-Fire Plan – A document prepared by the facility operation manager [At WFF prepared by the Wallops Fire Department] and updated annually, or sooner, if/when significant changes in the facility or hazardous operations occur. Document provides information about building for firefighter and rescue personnel. The content of the Pre-Fire Plan is described in NASA-STD 8719.11.

Appendix B – Acronyms

AHJ	Authority Having Jurisdiction
BEP	Building Emergency Plan
CFR	Code of Federal Regulations
FOM	Facility Operations Manager
FM	Factory Mutual
FMD	Facilities Management Division
GISS	Goddard Institute for Space Studies
GPR	Goddard Procedural Requirement
GSFC	Goddard Space Flight Center
HWR	Hot Work Representative
IV&V	Independent Verification & Validation
NASA	National Aeronautics and Space Administration
NFPA	National Fire Protection Association
NPR	NASA Procedural Requirement
OHCM	Office of Human Capital Management
OSHA	Occupational Safety and Health Administration
STD	Standard
UL	Underwriters Laboratories
WFF	Wallops Flight Facility
WSC	White Sands Complex

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	08/24/04	Initial Release
	05/08/09	Administratively extended for 12 months
A	04/02/10	Administratively revised to update the responsible office code, organization title, and organization name within the document; Administratively extended for 1 year from original expiration date
A	06/03/11	Administratively extended for 1 year
A	08/20/12	Administratively extended for 1 year
A	08/19/13	Administratively extended for 1 year
B	05/28/14	(P.2) Applicability of GPR changed to address all GSFC facilities; (P.8) Added Records requirements; (P.9) Metrics have been added; (1.1.j & Appendix B) Changes terminology from Emergency Action Plan (EAP) to Building Emergency Plan (BEP) and associated edits throughout the document to conform with change initiated by GSFC Emergency Management; (2.1) Clarified the required use of the International Building Code for facility construction and modification; (5.2) Added section about portable space heaters; (5.2.a) Edited this section to align with language from NASA-STD 8719.11A; (5.2.d.2) Removed extension cord and surge suppressor restrictions and will allow Electrical Safety GPR address those issues; (5.3) Added section about appliances; 7.0 Hot work permits – exempts portable grills from permitting when used at least 15 feet from any structure. Also permanent, fixed grills installed at picnic area or pavilions do not require permits; (7.1) Requires Hot Work Representatives to be trained annually; (7.4) Requires fire watch personnel to be formally trained in the use of portable fire extinguishers; (7.5.h) Reduced minimum size of fire extinguisher from 20 lbs. to 10 lbs. ABC;

		(7.5.g) Fire Watch mandatory for all permitted hot work to comply with NASA-STD 8719.11A; Relocate definitions from Preface to Appendix A to comply with new GPR format; Modified the entire document to specifically clarify responsibilities at WFF; Change the terms “fire drill” and “fire/evacuation drill” to evacuation drill;
B	05/20/2019	Administratively extended for 6 months and changed Code 350 to Code 360 throughout the document.
B	11/13/2019	Administratively extended for 6 months.
B	05/04/2020	Administratively extended for 6 months.
B	11/6/2020	Administratively extended for 6 months.