



Work Instruction

DIRECTIVE NO. 840-WI-8715.1.1D

EFFECTIVE DATE: July 21, 2006

EXPIRATION DATE: July 21, 2011

APPROVED BY Signature: Original Signed by

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TITLE: Chief, Range and Mission Management Office

COMPLIANCE IS MANDATORY

Responsible Office: 840/Range and Mission Management Office

Title: Severe Weather Notification

PREFACE

P.1 PURPOSE

The purpose of this document is to provide instruction to the Wallops Flight Facility (WFF) Weather Office for notifying personnel of impending severe weather conditions.

P.2 APPLICABILITY

This document applies to WFF launches and day-to-day operations.

P.3 REFERENCES

- a. NPR 8715.2, NASA Emergency Preparedness Plan Procedural Requirements
- b. 803-WI-8715.1.4, Sounding Rocket Operations Under Threat of Electrical Storm
- c. RSM 2002, Range Safety Manual for Goddard Space Flight Center/Wallops Flight Facility

P.4 CANCELLATION

840-WI-8072.1.1C, Severe Weather Notification

P.5 TOOLS, EQUIPMENT, AND MATERIALS

None

P.6 SAFETY PRECAUTIONS AND WARNINGS

See 2. Notification

P.7 TRAINING

None

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P.8 RECORDS

None

P.9 METRICS

None

P.10 DEFINITIONS

See 1. Weather Criteria and Definitions

INSTRUCTIONS

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

The Wallops Flight Facility operates and maintains a Weather Office, staffed by certified Meteorologists, to monitor local and national weather activity, brief and forecast local weather conditions, and support Wallops facility and range activities. If severe weather conditions develop, the Weather Office shall provide advance notification to the appropriate personnel who shall take the actions required for protection of life, infrastructure, and equipment.

1. WEATHER CRITERIA AND DEFINITIONS

- a. Tornado/Severe Thunderstorm Watches/Warnings: Tornado and severe thunderstorm watches and warnings received from the National Weather Service shall be relayed as received with a local analysis added.
- b. Lightning/Lightning Potential: Organizations shall be notified of actual lightning within 15 nautical miles (NM) or lightning potential within 10NM.
- c. High Winds: Forecast or observed winds equal to, or exceeding 25 knots, shall be passed to organizations.
- d. Hurricane/Tropical Storm/Severe Storm: Hurricane and topical storm bulletins received from the National Hurricane Center in Florida shall be relayed as received. Advisories for non-tropical severe storms shall be generated locally. Forecast briefings shall be provided as requested.
- e. High Tides/Flooding/Beach Erosion: Based on forecast or observed data, advisories shall be issued for tides more than 2 feet above normal, potential flooding, or beach erosion.
- f. Excessive Rain (3 inches or more within 3 hours): Although this is a very rare occurrence other than with hurricane or tropical storms, advisories shall be issued if conditions exist.

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- g. Snowfall Accumulation (2 inches or more): Winter storm watches and warnings received from the National Weather Service where snowfall accumulation is predicted shall be relayed as received with a local analysis added.
- h. Freezing Precipitation: Advisories shall be issued whenever freezing precipitation is expected.
- i. Temperatures Below 10°F or Above 100°F: Forecasts/advisories for extreme temperature conditions shall be passed to organizations.

2. NOTIFICATION

The Wallops Weather Office is responsible for monitoring the local weather conditions and providing weather forecasts. Due to staff limitations, this service is available during normal work hours, Monday through Friday. If hazardous or sensitive work, such as handling explosives, fueling aircraft, or working on towers, is scheduled outside of normal duty hours, support from the Weather Office is available, however, coordination of this support is required in advance.

If severe weather conditions 1.a, 1.b, or 1.c, develop, or the potential exists for severe weather, the Weather Office shall provide initial notification, as defined in the attached flow diagram. Warning/notification shall be passed along to the appropriate organizations, as defined in the flow diagram. Each organization shall be responsible for ensuring that the contact number identified in the flow diagram is current and that someone is available to answer the phone. If no one is available to answer the phone, then a forwarding phone number shall be left to ensure that severe weather notices can be successfully delivered to all affected organizations. The Weather Office shall provide notification in similar fashion once the severe weather condition has ended. Each organization, as defined in the notification flow diagram, shall provide word to the appropriate organizations/personnel that the severe weather condition has passed.

All affected organizations shall evaluate their potential for exposure to hazardous weather events and develop individual response plans. As in any work environment, exercising good judgment and common sense and being constantly aware of what is occurring in the work area are critical to remaining safe. If the weather is changing and hazardous conditions are developing, then appropriate steps should be taken without prompting from the Weather Office.

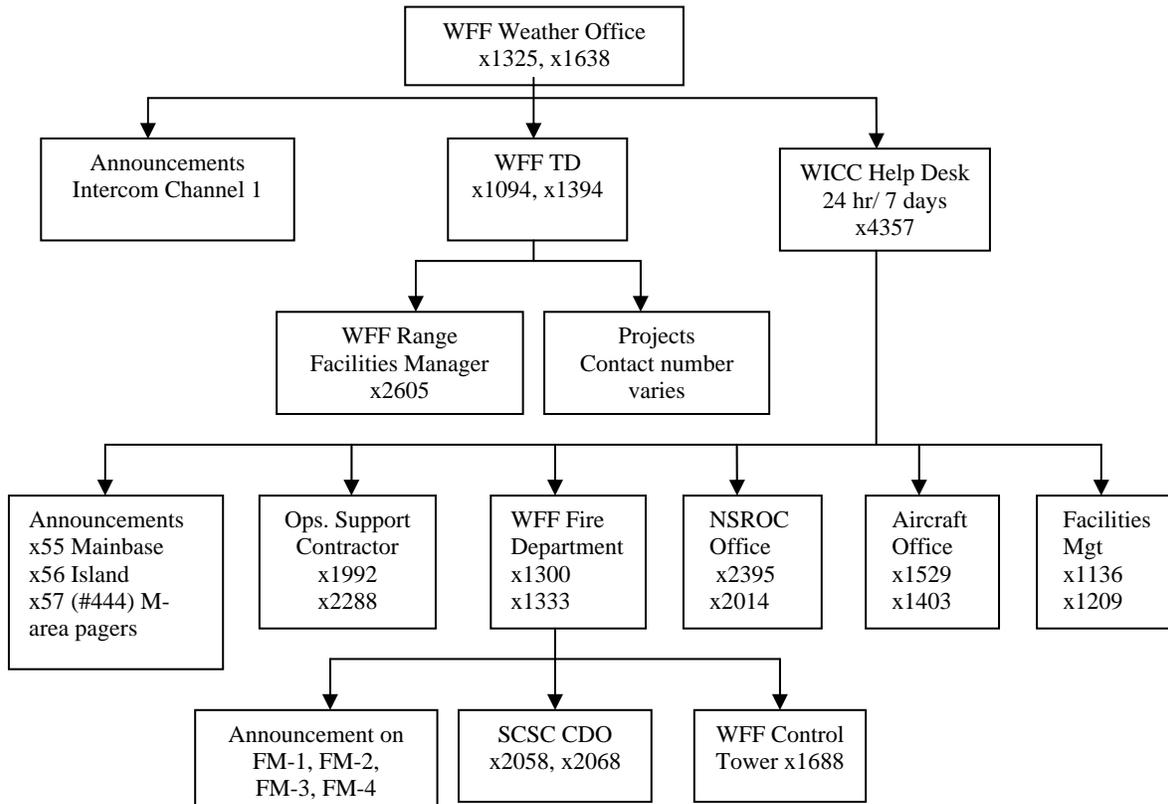
Notification and information concerning the other severe weather conditions (items 1.d through 1.i) shall be provided during the regular 10 a.m. weather briefing and any special weather briefings.

Additionally, the Weather Office shall post a severe weather announcement/advisory on the scrolling announcement bar on Wallops television Channel 8.

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Flow Diagram

NOTIFICATION TREE



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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	May 10, 2000	Initial Release
A	February 5, 2001	Clarification on severe weather notification
B	July 22, 2003	Updated notification tree
C	February 23, 2005	Renumbering of directive to better align with Agency level directives (840-WI-8072.1.1 replaced by 8715.1.1. Updated and corrected references Modified to clarify all requirements in accordance with Center Rules Review recommendations
D	July 20, 2006	Changed the time of the regular weather briefing from 8:15am to 10:00am to reflect current schedule.

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