Building Emergency Plan

Building E-107

(Range Control Center area is not included)

National Aeronautics and Space Administration

Goddard Space Flight Center
Greenbelt, Maryland

BUILDING E-107

(Range Control Center area is not included)

EMERGENCY PLAN

Issuing Organization: Flight Safety Group	**Issuing Organization Code: 803.1**
Effective Date: March / 2011	**Expiration Date: March / 2012**

803 March 15, 2011

TO: E-107 Fire Wardens

FROM: 803/Building E-107 FOM

SUBJECT: Emergency Action Plan

The enclosed copy of the E-107 Emergency Action Plan should be maintained in your office and periodically reviewed in order to remain current on the proper procedures in an event of a building evacuation. It is particularly important that you, as a fire warden, ensure all personnel on your floor leave the building immediately at the sound of the alarm. Upon your exiting, you should report immediately to the FOM at the East End of E-107 regarding the condition of personnel and facilities on your floor. The FOM will then report the condition of the building to the Incident Commander or Fire Chief at the Fire Command Post, which is also normally located at the East End of the building. If you cannot locate the FOM or Alternate FOM, you should report to the Incident Commander. Copies of the Fire Evacuation Plan for Personnel are also posted on each floor.

James R. Veney

James R.Veney

Enclosures

E-107 Fire Wardens:
803/ Mr. Gregory L. Ellis
803/ Ms. Linda M. Wiles /Alternate FOM
820/ Mr. David W. Stuchlik
820/ Mr. David D. Gregory
CSC/ Mr. Jack G. Smith

Cc: E-107 Occupants

BUILDING E-107

(Range Control Center area is not included)

EMERGENCY PLAN

Issuing Organization: Flight Safety Group	**Issuing Organization Code: 803.1**
Effective Date: March / 2011	**Expiration Date: March / 2012**

CHANGE HISTORY LOG

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGES
Baseline	01/06/04	--
Rev. A	07/01/05	To update data
Rev. B	07/06/06	To update data
Rev. C	07/02/07	To update data
Rev. D	08/01/08	To update data
Rev. E	09/09/08	Mr. David W. Stuchlik is now the third floor warden to replace Robert Estep
Rev. F	10/05/09	To update data
Rev. G	03/15/11	To update data to new format. Replace Roland Wescott with Linda Wiles as Alternate FOM.

BUILDING E-107

(Range Control Center area is not included)

EMERGENCY PLAN

Issuing Organization: Flight Safety Group	**Issuing Organization Code: 803.1**
Effective Date: March / 2011	**Expiration Date: March / 2012**

TABLE OF CONTENTS

Introduction

1. Emergency Notification Systems
1.1 Alarm Systems
1.2 Other Emergency Notification Systems

2. Types of Emergency Situations
2.1 Fire, Visible Smoke, Sprinkler Activation, or Explosion
2.2 Medical Emergency
2.3 Indoor Chemical Spill
2.4 Suspicious Package (possible explosive device or contaminated package/letter)
2.5 Threat of an Explosive Device
2.6 Outdoor Atmospheric Hazard
2.7 Weather-Related Emergencies
2.8 Other Emergencies

3. Occupant Response Procedures
3.1 Evacuation Routes and Assembly Areas
3.2 Fire, Visible Smoke, Sprinkler Activation, or Explosion
3.3 Medical Emergency
3.4 Indoor Chemical Spill
3.5 Suspicious Package (possible explosive device or contaminated package/letter)
3.6 Threat of an Explosive Device
3.7 Outdoor Atmospheric Hazard
3.8 Weather Related Emergencies
3.9 Other Emergencies
3.10 Procedures for Persons with Disabilities

4. Incident Management Responsibilities
4.1 Facilities Operations Manager
4.2 Building Warden
4.3 Floor and Area Wardens
4.4 GSFC Security Office
4.5 Facilities Management Division
4.6 Prince George's County Fire Department
4.7 Additional Support Organizations

5. Review and Validation

Attachments:
1 – Evacuation Routes
2 – Assembly Areas
3 – Floor Warden Assignment List
4 – Emergency Contact List (If applicable)
5 - Building Warden Evacuation Checklist
6 - Floor Warden Evacuation Checklist
7 – Bomb Threat Information Sheet

Introduction

This document describes the actions and responses required during emergencies affecting the Goddard Space Flight Center (GSFC), Wallops Flight Facility(WFF)and Building E-107. All occupants and frequent visitors of this building must be familiar with these procedures to ensure protection of personnel and property.

1. Emergency Notification Systems: ***How will I know if something is wrong?***

GSFC has developed several methods for communicating emergency information. Emergencies may be localized, such as an injured person, or Center-wide. Report all emergencies by calling 911.

1.1 Alarm Systems

1.1.1 Evacuation Alarms

Buildings at GSFC/WFF are equipped with evacuation alarms. These alarms will sound as a rhythmic 'gonging' alert, a pulsing horn, or loud "clanging" bells, each system augmented by a bright strobe light for the hearing impaired. Evacuation alarms are activated when a flow is detected in the sprinkler system, or a manual pull station is activated.

1.1.2 Local Hazard Alarm

Many areas at GSFC/WFF are equipped with local hazard alarms. These alarms will typically sound as a continuous loud buzzer or horn. A local hazard alarm indicates that an unsafe condition is developing and needs to be investigated by persons familiar with the area and operations. Local hazard alarms are usually activated by smoke detectors but may also be associated with chemical detection systems and special processing equipment.

1.2 Other Emergency Notification Systems

1.2.1 Management Notification Process

Notification and direction for special situations are provided via telephone through the Center management structure.

1.2.2 Email Notification

Notification and direction for special situations is provided via e-mail 'blaster.' Email notification is often used in conjunction with the management notification process.

1.2.3 Verbal Notification

Notification is accomplished through the Building Wardens, and/or safety and security personnel. Verbal notification is typically used when very specific actions are required in a limited area (a single building or part of a building).

2. Types of Emergency Situations: *What types of emergencies might occur at GSFC/WFF?*

In the event of visible smoke, fire, medical emergency, chemical spill, suspicious package, and a threat of an explosive device, please call 911.

2.1 Fire, Visible Smoke, Sprinkler Activation, or Explosion

There are many potential sources of fire, smoke or explosions. GSFC has incorporated a number of safeguards against injury of our people into the design and maintenance of our buildings. These include fire sprinkler systems, automatic building evacuation alarms, manually operated evacuation alarms, smoke detectors in special hazard areas, and fire walls. These safeguards limit the ability of fires to spread throughout a building.

2.2 Medical Emergency

Medical emergencies encompass any injury or illness requiring a response.

2.3 Indoor Chemical Spill

GSFC/WFF uses a variety of chemicals and hazardous materials in accomplishing our mission. Safeguards are incorporated into buildings and operations to minimize the potential and severity of an accident. Safeguards include minimizing the quantities of chemicals stored, special storage cabinets, safe handling procedures, and training for users.

2.4 Suspicious Package (possible explosive device or contaminated package/letter)

GSFC's secure perimeter makes it a difficult target for the placement of explosives. However, packages are discovered onsite periodically that cannot be accounted for (the owner is not known).

2.5 Threat of an Explosive Device

Threats are generally received by telephone, but may also be received in writing, e-mails or even face-to-face.

2.6 Outdoor Atmospheric Hazard (e.g., Chemical Vapor Cloud)

Outdoor atmospheric hazards can occur from accidental causes or can be intentionally created. The most common causes are accidental releases which may come from a GSFC/WFF operation or from offsite (overturned tanker).

2.7 Weather-Related Emergencies

High winds, severe thunderstorms, tornadoes, and snowstorms all create the potential for an emergency situation.

2.8 Other Emergencies

Emergencies not specifically defined above need to be considered when planning and defining emergency actions.

3. Occupant Response Procedures: ***What do I do if something is wrong?***

3.1 Evacuation Routes and Assembly Areas

Diagrams showing evacuation routes, primary assembly areas, and alternate assembly areas are shown in Attachment 1 of this document.

3.2 Fire, Visible Smoke, Sprinkler Activation, or Explosion

3.2.1. If the building evacuation alarm sounds or you are told by management or Floor Wardens to evacuate, do so immediately.

- Avoid areas of obvious hazard.
- Know your alternate exit routes.
- Secure critical operations, hazardous materials and classified information.
- Close office doors.
- Report to your assembly area as shown in Attachment 1.
- Provide your management and Warden with information on coworkers that were not in the building at the time of the emergency.
- Remain in the assembly area until released.
- Do not reenter the building until the on-scene Incident Commander (see 4.4) authorizes reentry.

3.2.2 If you witness a Fire, Visible Smoke, Sprinkler Activation, or Explosion –

- Notify other persons in the area.
- Initiate an evacuation of the building.
- If you have received training in the use of fire extinguishers within the past year, attempt to extinguish small, incipient fires.

- Report information to your building warden and the Incident Commander.

3.2.3 If you witness a fire that has been extinguished –

- If there is visible smoke, leave the area and initiate a building evacuation.
- Immediately call 911 and relay all related information.

3.2.4. Critical Operations –

Certain critical operations exist that warrant the increased risk associated with persons not immediately leaving the building during an emergency evacuation. These operations and the personnel involved are identified in E-106A Building Emergency Action Plan. The criticality of operations must justify the acceptance of the increased risk, and there must be procedures to reduce the risk to an acceptable level. These operations may only remain manned during building evacuations if the following conditions are met:

- Only persons specifically approved in writing Test Director are authorized to remain at their operations.
- All persons remaining must practice the "buddy system." Persons shall be with their "Buddy" at all times during an evacuation and remain in their designated area.
- Immediately evacuate if there is any indication of imminent hazard (e.g., fire or smoke encroaching on their designated area or exit paths).
- Immediately evacuate if the operations they support do not require their presence.

3.2.5 Special Operations –

N/A

3.3 Medical Emergency

If there is an medical emergency in your area:

- Call 911 for emergency medical assistance.
- Verify that any hazards are controlled or isolated to prevent further injury.
- Provide assistance and information to responders, and
- Once information has been provided, stay clear of the immediate area.

3.4 Indoor Chemical Spill

3.4.1 If an indoor spill occurs:

- Users are authorized to clean up spilled materials when the cleanup can be accomplished within the limits of their personal protective equipment and training. (Chemical users are able to make this determination if they have received specific hazard training on the chemicals they use and the available personal protective equipment.)

- The affected areas of the spill shall be cleared of personnel and isolated from access.
- The spill shall be immediately reported to 911 with all relative information including materials involved, amount spilled, effects on building and occupants, and injured persons.
- Follow the direction of the wardens and emergency responders.

3.4.2 Chemical Alarms –

N/A

3.5 Suspicious Packages

3.5.1 Possible Explosive Device – If a suspicious package is identified:

- Clear and isolate the immediate area.
- Call 911 and report all related information.
- Follow the direction of the wardens and emergency responders.

3.5.2 Possible Contaminated Letter or Package – If a suspicious package is identified that may be contaminated with a hazardous or biological material:

- Do not shake or further inspect the letter or package.
- Do not touch, taste or sniff the material.
- Do not move the letter or package around or show it to others.
- If you are holding the letter or package, carefully put it down on a stable surface.
- Leave the area and isolate the area by closing the door or notifying coworkers to stay clear.
- Wash hands with soap and water.
- Call 911 and report related information.
- Provide information to the responders including names of all persons in the area of or having contact with the letter or package.

3.6 Threat of an Explosive Device

3.6.1 If you receive a threat:

- Remain calm.
- Complete the Bomb Threat Instructions form at the back of this BEP.
- Report the threat to 911.
- Relay information to responders and be prepared to be interviewed.

3.6.2 If a threat has been received for your work area:

- Follow all instructions from wardens and responders.
- Relay all information about unusual activities, packages, or persons to the Wardens and Incident Commander.

3.7 Outdoor Atmospheric Hazard (e.g., Chemical Vapor Cloud)

3.7.1 Shelter-in-place – In certain cases, the best course of action to protect building occupants is to shelter-in-place. Building occupants should:

- Follow all instructions from Building Wardens and responders
- Stay indoors
- Stay away from exterior doors

3.7.2 Special Evacuation Routes – In certain cases, it may be necessary to evacuate personnel by a specific route to prevent exposure to hazards. Building occupants should:

- Follow all instructions of wardens and responders
- Use the routes designated by the wardens and responders.
- Assemble at the locations designated by the wardens and responders.

3.8 Weather-Related Emergencies

In a weather-related emergency, it may be necessary to either evacuate the building, or shelter-in-place until the emergency has passed. Building occupants should follow all instructions from EPAS announcement, wardens and responders.

3.9 Other Emergencies

For emergencies not specifically addressed here, building occupants should follow the direction of the wardens and responders.

3.10 Procedures for Persons with Disabilities

Assistance shall be given to people with disabilities, particularly persons that are not able to negotiate stairs.

a. Buddy system: multi-person assignment, never leaving person alone.
b. At grade floor: proceed using buddy system to nearest at-grade exit.
c. Above or below grade: use pre-designated "refuge" areas (e.g. enclosed stair towers). In these cases assume:

1. Two people remain with one disabled person.
2. One person reports to Command Post.
3. Fire department will evacuate person as necessary.

4. Incident Management Responsibilities: *Who will help me?*

4.1 Facilities Operations Manager (FOM)

The FOM or his/her alternate has the authority to stop work or to evacuate the building if they believe that a significant danger to personnel or property exists. The FOM (or alternate) serves as the Building Warden, and will appoint Floor Wardens and alternates for all areas.

4.2 Building Warden

The Building Warden is responsible for executing the Building E-107 Emergency Action Plan. One or more alternate Building Wardens shall be designated for when the FOM is absent from the facility. The Building Warden will be stationed at the Primary Assembly Area and ensures that all Floor Wardens have completed their sweeps of assigned areas. An Evacuation Checklist provides an accurate total of personnel remaining in the building and status of warden check-ins. In the event of a fire or other hazardous event which makes the Primary Assembly Area unusable, the Building Warden will relocate to the Alternate Assembly Area as described in Attachment 1. The Building Warden serves as the <u>only</u> direct link to the onsite Incident Commander and provides status reports to the Incident Commander based on information received from the Floor Wardens during all evacuation operations.

4.3 Floor and Area Wardens

Floor Wardens and Area Wardens are normally assigned to designated parts of the building and are directly responsible for that area in the event of an emergency. Distinctive badges worn during evacuation operations identify the wardens. During an evacuation, the wardens are responsible for ensuring that all personnel in the area under their control are evacuated, including personnel who need assistance. Floor Wardens will report to the Building Warden when their respective areas are clear, addressing number of personnel remaining (see 3.2.4 and 3.2.5), rooms occupied, and any special circumstances. If Floor Wardens have any additional information with respect to the cause of the building evacuation, they should relay that information to the Building Warden as well. They then proceed to their respective assembly areas and assist with crowd control.

Floor Wardens or designated personnel may be required to perform a sweep of the building at the Building Warden's request. A two-person team is required for all 'sweep' operations and for the recovery of personnel awaiting assistance in designated Refuge Areas. Trained responders from the Incident Command Post (see 4.4) may carry out the above operations.

See Attachment 2 for Building Floor Warden assignments and responsibilities.

4.4 GSFC/WFF Wallops Fire Department

The Wallops Fire Department provides on-site Incident Commanders for all emergencies. A Wallops Fire Department vehicle on scene with an identified firefighter (indicated by red helmet) becomes the NASA/GSFC Command Post for the incident, and the ranking on-scene Firefighter becomes the Incident Commander. The Incident Commander always stays at the Command Post vehicle during the emergency.

4.5 Facilities Management Brach (FMB)

FMB provides service for sprinkler systems and the fire/smoke alarm systems, and controls HVAC systems. The Wallops Fire Department operates the Emergency Console. The Emergency Console receives all emergency calls and makes the proper notifications. The console is the central point for all WFF radio communications. The Emergency Console remotely monitors all fire protection systems (fire detection and sprinklers systems) to initiate proper response to alarms and ensure they remain in service.

4.7 Additional Support Organizations

The Accomack County Sheriff's Department, Virginia State Police, Va. Marine Resources Commission and the Chincoteague Coast Guard, all provide emergency services in accordance with individual agency responsibility, authority and interagency agreements. Under certain conditions, any of the above could be asked to provide real-time assistance to the GSFC/WFF On-Scene Incident Commander.

5. Review and Validation

This document shall be reviewed and reissued annually according to configuration management procedures. If no changes are needed, it needs only a new approval signature and dates.

Attachment 1

FIRE EVACUATION PLAN FOR PERSONNEL

BUILDING E-107

ALL PERSONNEL SHOULD FAMILIARIZE THEMSELVES WITH POSTED EVACUATION ROUTES AND PROCEDURES

USE THE NEAREST FIRE ALARM BOX AND/OR TELEPHONE EXTENSION 911 TO SPREAD THE ALARM.

PLEASE FAMILIARIZE YOURSELF WITH LOCATION OF THE NEAREST ALARM BOX AND TELEPHONE IN YOUR WORK AREA.

IF YOU CALL IN AN ALARM, DESCRIBE AS PRECISELY AS POSSIBLE THE NATURE OF THE EMERGENCY AND THE EXACT LOCATION (BUILDING NUMBER, ROOM NUMBER, ETC.). DO NOT HANG UP UNTIL TOLD TO DO SO BY THE DISPATCHER.

SPREAD THE ALARM – PASS THE WORD TO OTHER PERSONNEL

TIME PERMITTING:

CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS
TURN OFF LIGHTS AND SECURE ESSENTIAL ELECTRCAL EQUIPMENT
USE PROPER EQUIPMENT IF AVAILABLE TO EXTINGUISH THE FIRE (IF YOU ARE QUALIFIED)DO NOT ENDANGER YOURSELF OR OTHERSXIT BUILDING USING THE DESIGNATED EVACUATION ROUTES ANDGATHER AT ASSEMBLY AREA(S)

ASSEMBLY AREAS ARE ACROSS THE ROAD ON THE EAST END OF E-107 OR IN THE MIDDLE OF THE PARKING LOT ON THE WEST END.

WARDENS WILL REPORT TO THE FOM AND THE FOM SHALL REPORT TO THE INCIDENT COMMANDER (SENIOR FIRE OFFICIAL)

WARDENS WILL REMAIN AVAILABLE IN THE ASSEMBLY AREA TO ASSIST EMERGENCY PORSONNEL AS REQUIRED

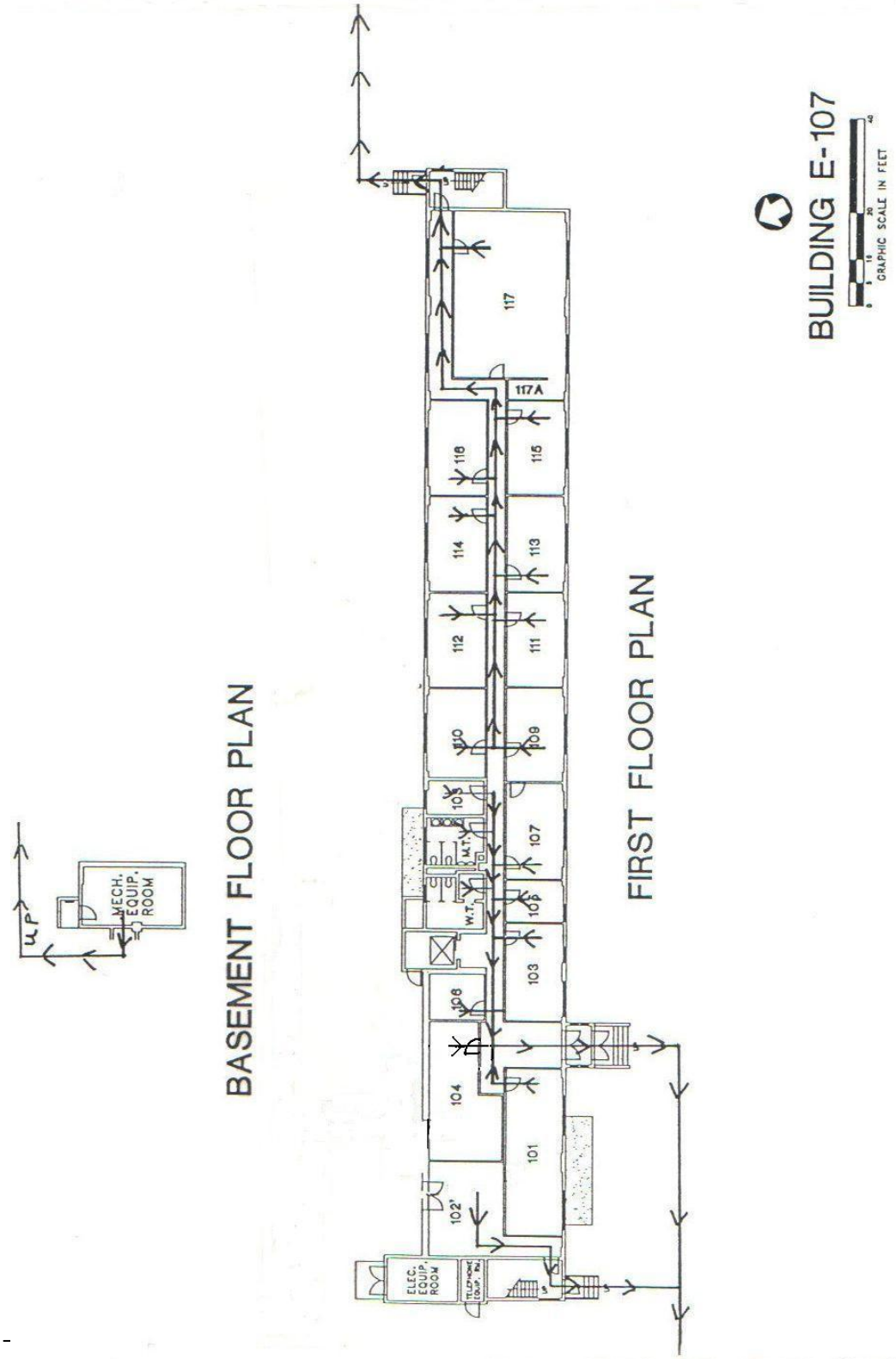
BUILDING E-107

(Range Control Center area is not included)

EMERGENCY PLAN

Issuing Organization: Flight Safety Group	**Issuing Organization Code: 803.1**
Effective Date: March / 2011	**Expiration Date: March / 2012**

Assembly Area: Across road in East End Parking Lot



Attachment 1 cont'd

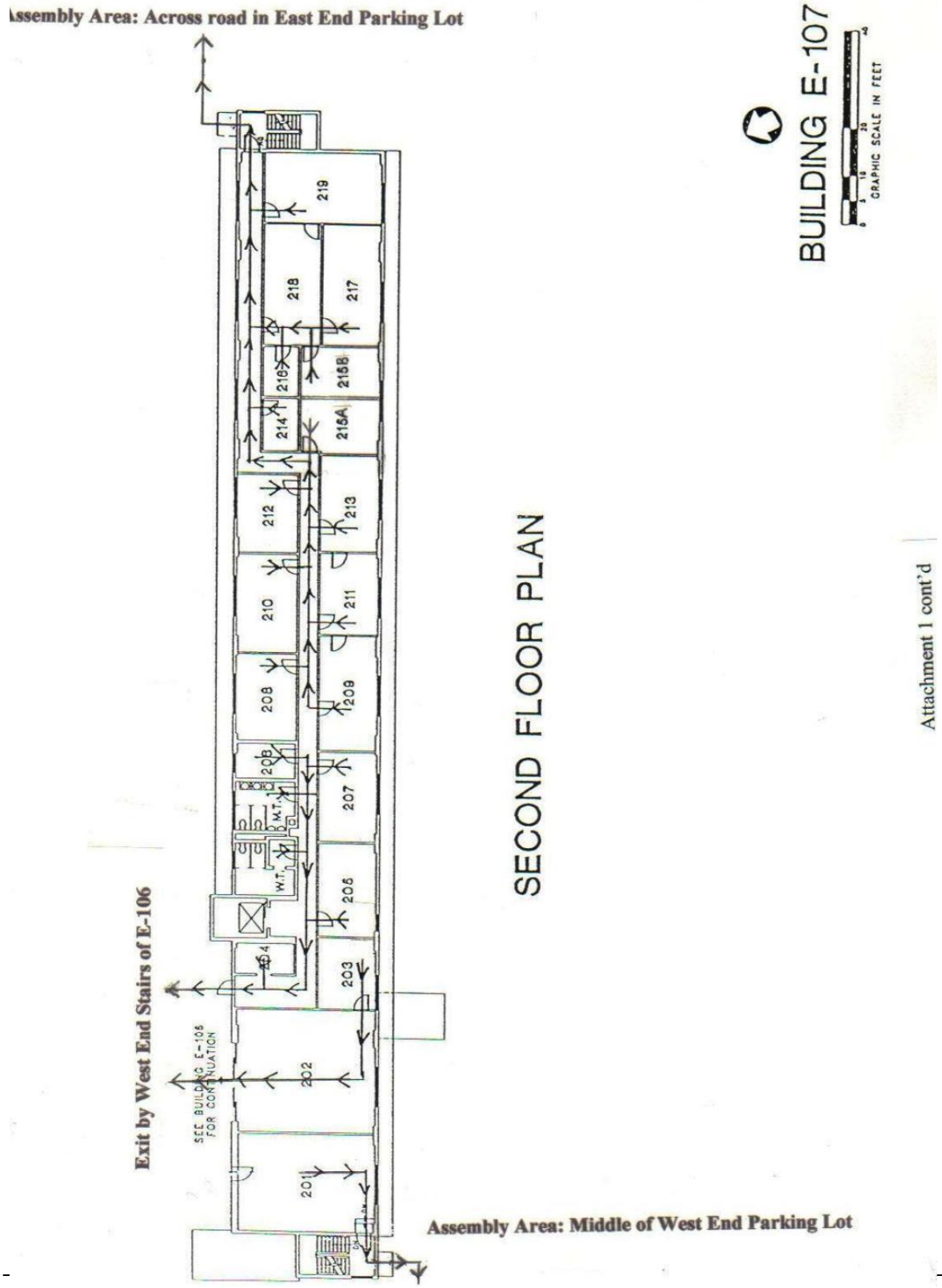
Assembly Area: Middle of West End Parking Lot

BUILDING E-107

(Range Control Center area is not included)

EMERGENCY PLAN

Issuing Organization: Flight Safety Group	**Issuing Organization Code: 803.1**
Effective Date: March / 2011	**Expiration Date: March / 2012**



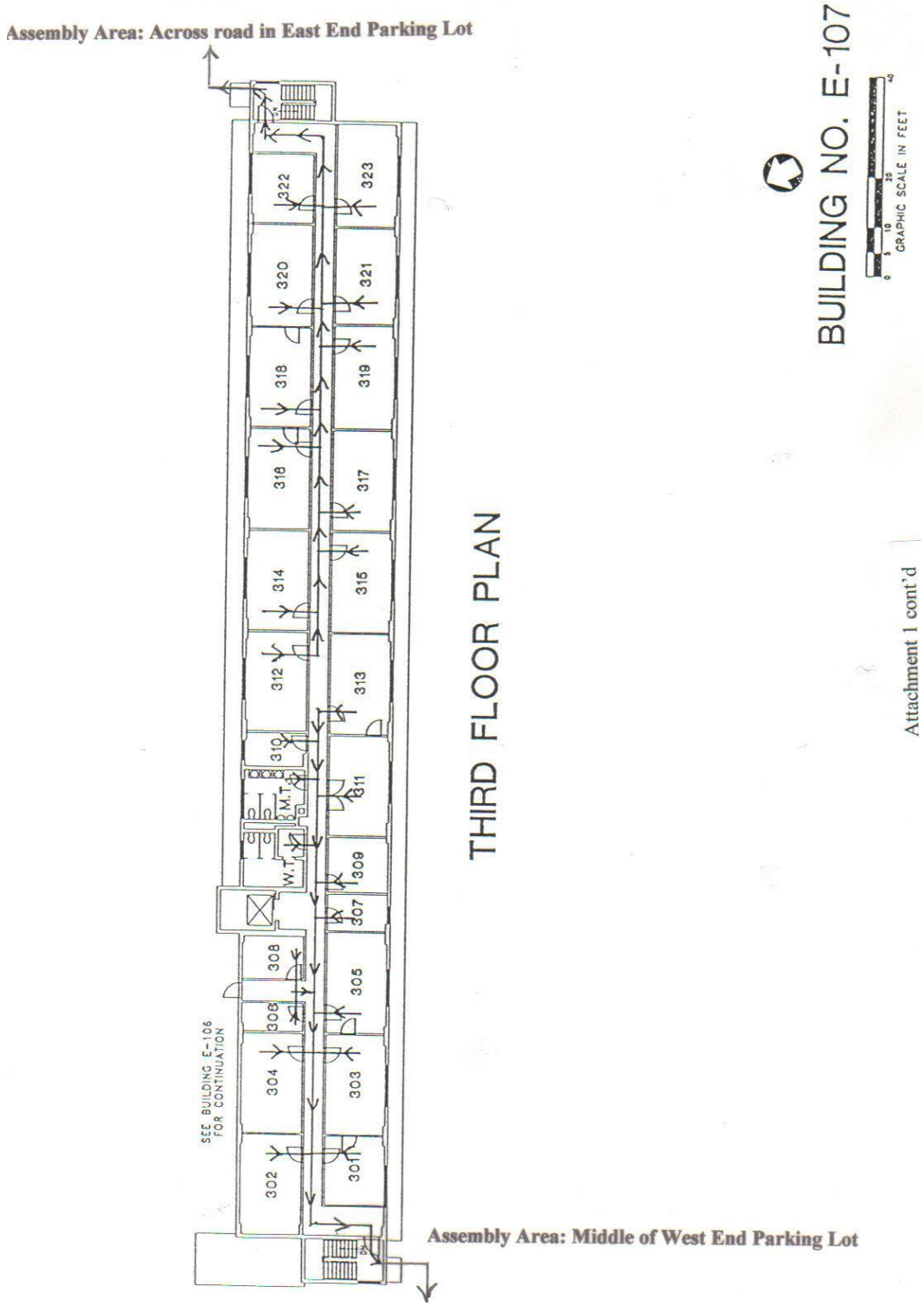
Attachment 1 cont'd

BUILDING E-107

(Range Control Center area is not included)

EMERGENCY PLAN

Issuing Organization: Flight Safety Group	**Issuing Organization Code: 803.1**
Effective Date: March / 2011	**Expiration Date: March / 2012**



Attachment 1 cont'd

Attachment 2

BUILDING E-107

AREA WARDENS AND ALTERNATES

E-107, FIRST FLOOR WARDEN - GREGORY L. (GREG) ELLIS
ALTERNATE – JACK G. SMITH

E-107, SECOND FLOOR WARDEN – LINDA M. WILES
ALTERNATE – JAMES R. VENEY

E-107, THIRD FLOOR WARDEN – DAVID W. STUCHLIK
ALTERNATE – DAVID D. GREGORY

E-107, FACILITIES OPERATIONS MANAGER - JAMES R. VENEY
ALTERNATE – LINDA M. WILES

James R. Veney 3/20/11

James R. Veney Date
Facilities Operation Manager / E-107

Concur

Kenneth E. Volante 3/20/11

Kenneth E. Volante Date
Safety Point of Contact

BUILDING WARDEN

EVACUATION CHECKLIST

Date of Evacuation:_____ Building Warden:_____

Start Time:_____ Evacuation Complete:_____hrs.

Type of Evacuation: ☐ Evacuation Drill ☐ Flooding

☐ Fire Evacuation ☐ Bomb Alert

☐ Smoke/Fumes ☐ Other

Floor Warden Check-in:	Evacuation Complete Yes/No	Personnel Remaining	Location
Ground Floor			
First Floor			
Second Floor			
Penthouse			
Sweep Team (as required)			
Total Personnel Remaining in Building ____:			

Remarks/Notes: _____

_____

_____

_____

_____

_____

Please return completed form following any evacuation to:

Code 803.2 Safety/ Kenneth.e.volante@nasa.gov (757-824-1159)

FLOOR WARDEN EVACUATION CHECKLIST

EMERGENCY EVACUATION	REENTRY PROCUDURES
1. Ensure that all personnel evacuate your area of responsibility and leave the building.	1. Reenter only when directed by the Building Warden.
2. Use stariwells, not building elevators.	2. Return to assigned work areas.
3. Report to the Building Warden in the lobby and assist in crowd control.	3. Survey the area to ensure nothing is missing.
4. Assist personnel to an approved "Refuge Area" or out of the building to an evacuation assemble area.	4. Reestablish normal interfaces.

CRITICAL OPERATIONS OR SPECIAL OPERATIONS
1. Perform an orderly "Pre-evacuation," i.e., a reduction of personnel in affected areas of the building.
2. Direction will be given by the Building Warden.
3. Assist personnel to an approved "Refuge Area" or out of the building to an evacuation assembly area.

Bomb Threat Instructions

REPORT ALL BOMB THREATS *IMMEDIATELY* BY DIALING "911."

DON'T PANIC!!

1. Exact initial words of caller:
2. Specific questions: (Record answers exactly as spoken by caller)
   a. Where is the bomb?
   b. What time is the bomb set to go off?
   c. What kind of bomb is it? What does it look like?
   d. Who do you represent? Who are you?
   e. Why did you place the bomb?
   f. Did you know there are innocent people in the building who may be killed or injured?
   g. Please repeat what you've told me to make sure I understand you:
3. Exact closing words of caller:
4. Time caller hung up:
5. Description of caller's voice:
   a. Familiar? Yes _____ No _____
   b. Male _____ Female _____
   c. Young _____ Middle Aged ____ Old _____
   d. Voice Pitch: High ____ Med ____ Deep ____
   e. Accent _____ Ethic ____ Regional ____
   f. Impediment? ____ (describe) _____
6. Your name and position:
7. Your location/address _____ Bldg. _____ Room _____
8. Phone number on which call received: _____ Date/time of call: _____

REPORT ALL BOMB THREATS *IMMEDIATELY* BY DIALING "911."