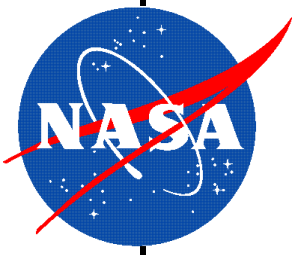
SUBORBITAL AND SPECIAL ORBITAL PROJECTS DIRECTORATE
803/Safety Office

Emergency Operations Plan

For

Wallops Flight Facility (WFF)

Effective: 9 April 2012



National Aeronautics and
Space Administration

Goddard Space Flight Center
Wallops Flight Facility
Wallops Island, Virginia 23337

Check the Code 803 WEB SITE AT
http://sites.wff.nasa.gov/code803/emergencyplans.html
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE

CONCURRENCE AND APPROVAL

Kenneth E Volante

Prepared
Kenneth E. Volante
WFF Emergency Management Coordinator

22 MARCH 2012
Date

Concurred
Glen M. Liebig
Acting Chief
WFF Safety Office

22 Mar 2012
Date

Approved
William A. Wrobel
Director
Wallops Flight Facility

9 APRIL 2012
Date

Table Of Contents

Figures and Tables

1.0 INTRODUCTION

1.1 Purpose

This Emergency Operations Plan (EOP) establishes procedures and responsibilities to prepare for and mitigate, respond to and recover from major emergencies and to minimize the loss of life, equipment, facilities, and operational capability caused by natural or technological disasters occurring at Wallops Flight Facility (WFF). The WFF-EOP establishes uniform policy guidelines for response to major emergencies in which numerous emergency response forces and supporting agencies may be involved. Supporting agencies may include contractor personnel, and local, State, and Federal response agencies.

This WFF EOP implements the National Response Framework (NRF) and complies with the requirements in the National Incident Management System (NIMS).

All members of the incident command, emergency response personnel and members of the Executive Management Team (EMT) at WFF should be familiar with the contents of the EOP and should maintain a current copy to ensure their readiness to implement corrective or continuing actions for all potential/actual emergency/disaster situations. A current copy of this EOP is maintained on the WFF Safety and Mission Assurance, Emergency Operations Center (EOC) website: http://sites.wff.nasa.gov/code803/emergencyplans.html

1.2 Applicability

The provisions of this plan apply to the National Aeronautics and Space Administration (NASA)/WFF, Navy Surface Combat Systems Center (SCSC), National Oceanic and Atmospheric Administration (NOAA), Mid-Atlantic Regional Spaceport (MARS), United States Coast Guard and NASA/Navy contractor organizations associated with WFF.

1.3 Authority

a. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, (3 Code of Federal Regulations (CFR) 1984 Compilation).

b. Executive Order 12656, November 18, 1988, Assignment of Emergency Preparedness Responsibilities,

c. National Response Framework, January 2008, Federal Emergency Management Agency (FEMA).

d. National Incident Management System (NIMS) , December 2008, Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),

e. NPD 8710.1, Emergency Management Program.

f. NPR 8715.2, NASA Emergency Preparedness Procedural Requirements.

g. GPR 8715.6, Wallops Flight Facility Safety, Occupational Health, and Emergency Preparedness Programs

1.4 References

a. OSHA Hazardous Waste Operations and Emergency Response, 29 CFR Part 1910, Section 1910.120 (q), Emergency Response to Hazardous Substance Releases.

b. NPR 8715.2, NASA Emergency Preparedness Procedural Requirements.

c. WFF Information Technology & Communications Office, WFF Land Radio Users Reference Guide

d. 803-Plan-0001, WFF Aircraft Mishap Response Plan

e. 803-Plan-0002, WFF Hurricane/Nor'easter Plan

f. 803-Plan-0011, Institutional Mishap Preparedness and Contingency Plan

g. 840-WI-8715.1.1, Severe Weather Notification

h. WFF Snow Plan, https://wiims.wff.nasa.gov/wiims-wiki/en/Wallops_Snow_Plan

i. WFF Integrated Contingency Plan, Plan 37.01.01.13697

j. WFF Safety and Mission Assurance, Emergency Operations Center website http://sites.wff.nasa.gov/code803/eocmain.html

k. National Oil and Hazardous Substances Pollution Contingency Plan

l. WFF Continuity of Operations Plan (COOP) Implementation Plan

m. Security Emergency Procedures SOPs WWI-10-19, WWI-10-19.1, WWI-10-19.6

n. 49 CFR 171.8, Hazardous Materials Transportation Guide

1.5 Situation and Assumptions

Local hazards or emergency incidents can disrupt WFF operations, cause damage, and create causalities. Natural hazards include tropical depressions and hurricanes, tornados, 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, rocket launch or aircraft mishaps, toxic fuels or explosives mishaps, or the threat of nuclear/conventional attack. A matrix of possible hazards and threats and their likelihood of occurrence are provided in Table 1 below.

Worst Case Events: Historically, the Eastern Shore of Virginia has experienced severe storms to include hurricanes and Nor'easters which could be devastating events resulting in significant damage and loss of life. Other significant emergency events are the possibility of rocket launch failures from WFF range facilities.

Note: Hazards Threats which are medium to low in likelihood are covered in the Fire Department Operational Guidelines (DOG's) for fire type threats or in the Security Standard Operating Procedures (SOP's) for security type threats

Table 1 - Hazard/Threat Matrix

Possible Hazard/ Threat	Likelihood	Vulnerability	Worst Threats	Comments
Severe Weather/Hurricane /Nor'easter	High	Disaster	X	**Worst Case: Hurricane or Nor'easter** Response is documented in WFF Hurricane/Nor'easter plan: 803-PLAN-0002
Facility Fires	Medium	Emergency		Response is documented in "On Scene Fire Department Operations" DOG OPS-2007
Explosions/Fires	Medium	Disaster		Response is documented in "On Scene Fire Department Operations" DOG OPS-2007
Launch Emergencies	High	Disaster	X	**Worst Case: Launch failure of a major rocket system** Response is documented in Launch Incident Plan developed specifically for each launch
Radiological Emergencies	Low	Emergency		Response is documented in "Hazardous Materials Response" DOG-OPS 2006
Chemical/ Biological Incident	Low	Disaster		Response is documented in "Hazardous Materials Response" DOG-OPS 2006
Aircraft Accidents or declared emergencies (including unmanned aerial vehicles)	High	Disaster		Response is documented in the Aircraft Mishap Response Plan: 803-PLAN-0001
Terrorism	Low	Emergency		Response is documented in the "Security Operations Plan" SOP WWI-10-19

Possible Hazard/ Threat	Likelihood	Vulnerability	Worst Threats	Comments
Vandalism	Medium	Emergency		Response is a normal security response (No document assigned)
Violence in the workplace	Medium	Emergency		Response is documented in the "Active Shooter" SOP WWI-10-19.6
Civil Disorder	Low	Emergency		Response is documented in the "Civil Disturbance and Demonstrations" SOP WWI-10-19.1
Structural Fire	Medium	Emergency		Response is documented in "On Scene Fire Department Operations" DOG OPS-2007
Severe thunderstorms with lightning	High	Emergency		Response is documented in the Severe Weather Notification Instruction: 840-WI-8715.1
HAZMAT Incident	High	Emergency		Response is documented in the Hazardous Materials Response: Appendix E of this plan
Flu Pandemic	Low	Emergency		Response is documented in the GSFC Continuity of Operations Plan (No number assigned)
Wildfires	Low	Emergency		Response is documented in "On Scene Fire Department Operations" DOG OPS-2007
Hazardous materials and Oil spills	High	Emergency		Response is documented in the Hazardous Materials Response: Appendix E of this plan
Mass Casualty Emergencies	Low	Disaster		Response is documented in "Mass Casualty Response" DOG-OPS 2004
Weapons of Mass Destruction	Low	Disaster		Response is documented in "Hazardous Materials Response" DOG-OPS 2006
Loss of Utilities	Medium	Emergency		Response is documented in the Facilities Management Branch "Utility Outage Procedure" (No number assigned)
Explosive Transportation Emergency	Low	Emergency		Response is documented in "Hazardous Materials Response" DOG-OPS 2006

1.6 NASA/WFF Organizational and Personnel Responsibilities

1.6.1 WFF Executive Management Team (EMT)

Threats which impact a major portion of the installation or an off-range impact of major rocket systems will generally require the establishment of an EMT chaired by the WFF Director. The EMT has the authority to change or modify the WFF-EOP and annexes as the situation dictates. The EMT will evaluate risk to personnel, property and to on-going operations. The EMT is made up of management personnel from each directorate, prime contractors, and tenant organizations.

During an emergency situation, the EMT will develop a plan of action for the emergency which will include information on what notifications are made, what message is sent, verifications that personnel are in safe locations, how control will be maintained during a shutdown, assurance that a communications plan is in place for the emergency, verification of the process to recall necessary personnel and steps for site re-opening.

1.6.2 Director of WFF

a. Makes or approves all final policy decisions regarding emergency or disaster matters affecting WFF.

b. Chairs the WFF EMT.

c. Appoints an Emergency Management Coordinator for WFF.

1.6.3 WFF, Chief of Safety (Code 803)

a. Concurs on the WFF EOP and any other supporting emergency management operational plans.

b. Provides support to the Incident Command System (ICS) by providing a primary and alternate Safety Officer to the EOC staff.

1.6.4 NASA Emergency Management Coordinator (Code 803)

a. Administers the ICS and serves as the primary advisor to senior WFF leadership relative to the Incident Management System.

b. Appoints the Incident Commanders (IC) for given types of situations. Typically, the Fire Chief (Wallops Institutional Consolidated Contract Fire Department) handles natural disasters, chemical, oil releases or errant rocket launches and the Security Officer, (Code 240) handles security issues.

c. Coordinates the response activities, tracks actions, prepares situation reports (SITREPS) and maintains contact with NASA HQ and other emergency operations centers during EOC activation and emergency situations.

d. Manages the emergency management program covered by this plan.

e. Reviews the Incident Commander's (IC) 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.

f. Serves as the GSFC Emergency Management Task Group (EMTG) member for WFF.

1.6.5 Office of Human Capital Management (OHCM) (Code 110)

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

(1) Leave Administration: In an emergency situation, the Performance and Work Life Dynamics Office (Code 115) sets policies and guidelines appropriate to ensure proper usage of leave and overtime.

b. Ensures that all OHCM vital records, not maintained electronically, are maintained for expeditious deployment to an alternate facility in support of WFF Continuity of Operations Plan (COOP).

1.6.6 WFF Office of Communications (Code 130)

a. Provides support to the ICS by providing a NIMS trained representative to the EOC.

b. Ensures that the designated member of the EOC meets the required qualification/training requirements as specified in Appendix B, WFF Functional Annexes of Hazard Specific Plans.

1.6.7 Management Operations Directorate (Code 200)

a. Provides support to the ICS by providing representation to the EOC (logistics, fire, environmental, security).

b. Provides logistic management support for EOC operations to include WICC technician’s support.

1.6.8 WFF Fire Department (WICC)

a. The Fire Chief or senior officer shall be the IC and will be responsible for the safe conduct of all emergency response operations when appointed and appropriate for the type event.

b. Provides emergency fire and response services as required.

c. Provides support to the ICS by providing representatives to the EOC.

d. After each exercise (drill) that involves fire department support, and when serving as IC, the Fire Chief shall provide a report to the Emergency Coordinator that includes recommendations to correct, modify or improve emergency response operations and written procedures.

1.6.9 WFF Office of Protective Services (Code 240)

a. Provides security services as required.

b. Provides support to the ICS by providing representatives to the EOC.

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

1.6.10 Contract Project Manager (WICC General Manager)

a. Ensures the WICC contractor is prepared for and performs NASA-established requirements assigned to the WICC Contractor at WFF.

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

1.7 Succession of Authority

To ensure continuity of operations during an emergency/disaster situation the normal order of succession to the WFF Director will be: the Deputy Director of Suborbital and Special Orbital Projects Directorate, and then the Assistant Director of Management Operations Directorate. The WFF Continuation of Operations Plan (COOP) should be consulted for additional information on the WFF succession procedures.

1.8 Vital Records

Vital records must be protected to provide normal operations following a disaster. Vital records consist of both written documents and electronic files. These include documents reflecting parties' rights and interests such as contract, property, personnel and payroll records and those other records essential to operations and/or the restoration thereof. The principal causes of damage to records are fire and water; therefore essential records should be protected accordingly. Each organization is responsible for developing suitable written plans or procedures to ensure records are afforded an appropriate level of protection against loss or destruction, commensurate with their importance and the directed records management requirements. During the annual COOP awareness briefing, each directorate head should ensure these written plans or procedures are in place and up-to-date.

a. Employee personnel records are maintained electronically in the Electronic Official Personnel Folder (EOPF) system by the NASA Shared Services Center (NSSC).

b. WFF Continuation of Operations Plan (COOP) should be consulted for additional information on WFF vital records.

2.0 WFF EMERGENCY MANAGEMENT SYSTEM

2.1 Concept of Operations

WFF has designed an ICS 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 WFF Emergency Management System is intended to provide a basis for the coordinated management of disaster incidents to minimize impacts to people, government property, and WFF infrastructure and ensure normal conditions can be restored as rapidly as possible. Additionally, the WFF Incident Management System will remain readily adaptable to new technology.

The ICS is based on the principles and characteristics detailed in the NIMS. Therefore, the five components of the NIMS are used to form the foundation of WFF emergency and incident response. These components include:

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

Detailed procedures for evacuation, recovery and hazardous materials response are included as appendices to this plan. Larger plans, such as the WFF Hurricane/Nor'easter plan, are included as functional annexes to this plan. Appendix B of this plan lists all functional annexes. Other emergency plans, standard operating procedures, or checklists as required by all emergency response elements will also supplement this plan.

All WFF directorates are responsible for developing and maintaining current internal plans and procedures for carrying out the assigned emergency functions described in this plan and also described in the functional annex plans referenced in this document.

2.2 National Incident Management System / Incident Command System (NIMS/ICS)

The NIMS/ICS is the organizational structure which provides coordination and direction during emergencies. The ICS is based on the principles and characteristics detailed in the NIMS.

An IC will direct the emergency response efforts for WFF. Normally, the IC is the Fire Chief for natural disasters, fires, chemical spills or errant rocket launches. In the case of security events the Senior Security Officer shall be the IC. For natural disasters and emergencies, the WFF Director will direct implementation through the EMT.

The IC has the capability and authority to:

- Assume command and control of emergency operations/response
- Assess the situation
- Implement WFF-EOP
- Determine response strategies
- Activate resources
- Order an evacuation of the affected areas
- Oversee all incident response activities
- Declare termination of the incident

2.3 Activation of WFF Incident Command System

The WFF EOC serves as a centralized management and support center for emergency operations. It is activated at the discretion of the IC, WFF Director, or the Emergency Management Coordinator (EMC). EOC activation is dependent on the emergency situation. Specific plans, such as the WFF Hurricane/Nor'easter Plan or Launch Incident Plans when written for specific launches, will specifically state at which point in a specific emergency situation when the EOC will be activated. The EOC will act as the focal point for gathering information, implementing plans, disseminating information and coordinating support. A team of varied agencies may be called to the EOC to coordinate resources requested by the IC. Once activated, the EOC will:

- Coordinate resources necessary to support the IC.
- Provide status reporting and updates to WFF organizational management authorities.
- Notify and report to outside authorities as required.

For major emergencies, the EMT will be convened and will have the ultimate authority to change or modify procedures as the situation dictates.

2.4 WFF Emergency Plans

This WFF EOP contains appendixes of the following responses and procedures:

- Evacuation Procedures (Appendix C)
- Recovery Procedures (Appendix D)
- Hazardous Materials Response (Appendix E)

Attachment B of this plan contains a list of functional annexes of plans that are incorporated by reference to this overall WFF EOP.

3.0 COMMAND AND MANAGEMENT

3.1 Purpose

The Command and Management component of the NIMS is designed to enable effective and efficient incident management by providing WFF leadership with a flexible core mechanism for coordinated and collaborative actions in the event of an incident. The WFF Incident Management System will adhere to the following principles:

- Safety
- Incident response
- Scalable to adapt to various incidents
- Measurable objectives

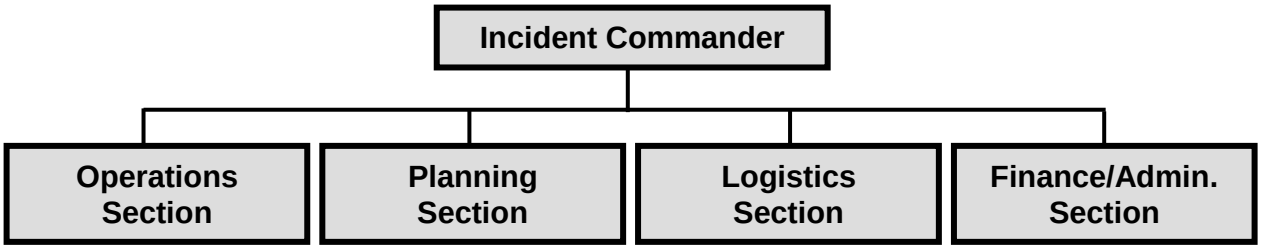
3.2 Concept of Operations

Incident Commander (IC) Designation: ICS is "scene specific." The function of the IC is to provide overall management at the incident site, including public safety and public information actions. The IC will be selected based on the scale and complexity of the incident. The IC will coordinate all emergency activities at the scene and will be responsible to the WFF Emergency Management Coordinator.

The Emergency Management Coordinator will plan and coordinate pre-incident activities and training, and will develop, organize, equip, and maintain an adequate EOC.

The EOC will be scaled to the nature, extent and complexity of the incident. Depicted in this plan is the foundation organization; however, it will expand and/or contract as the incident matures. The staffing of the EOC for launch may look completely different from that of staffing for a hurricane however; the basis for the structure will be based on the ICS. (See Table 2 and 3).

Table 2 – ICS Structure



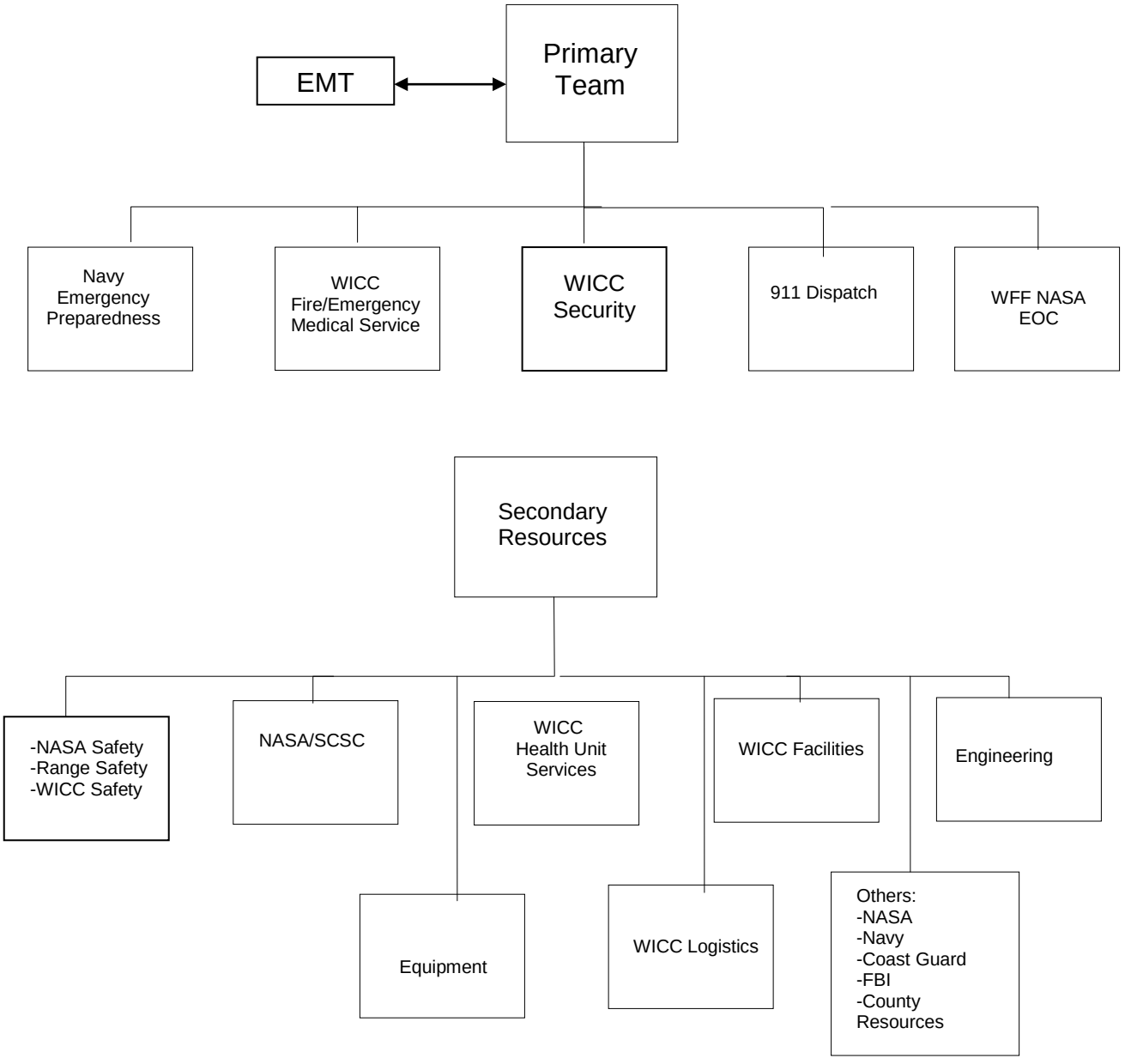
.

The EOC team will consist of management and staff personnel, with the necessary skills, knowledge, and decision-making authority required to effectively support field elements that respond to a crisis situation.

The EOC shall be the primary assembly location for the representatives of all supporting organizations. (Fire, Security, and Safety shall be the only primary elements to respond directly to the incident).

Additional Contingency Support Staff (CSS) members may be called to the EOC as needed. For major emergencies, The EMT will be convened to provide buy-in with the major stakeholders. See Table 3 for WFF EOC Management Resources and secondary resources.

Table 3 - WFF EOC Management Resources



3.3 EOC Staff Roles and Responsibilities

The ICS establishes a basic organizational structure used by all agencies across the country in staffing of EOC's. Only functions/positions that are necessary to be filled will be filled specific to the type of incident. At WFF these EOC positions may include the following:

3.3.1 Emergency Manager

The Emergency Manager is responsible for:

a. Establishing incident management objectives and strategies.

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

c. Performing the planning function inherent in the WFF ICS covered by this plan in concert with the Emergency Management Coordinator.

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

e. Completing the required training prior to assuming duties as Emergency Manager (See Table 7A).

3.3.2 Deputy Emergency Manager

A Deputy Emergency Manager may be appointed by the Emergency Management Coordinator or Emergency Manager if the incident is assessed to be enduring such as in a hurricane or other disaster that will have a long-term recovery effort. The Deputy Emergency Manager will perform all tasks associated with the duties of the Emergency Manager and those tasks directed by the Emergency Management Coordinator or IC.

3.3.3 Contracting Officer

The Contracting Officer shall:

a. Perform the procurement functions as required by the ICS with contractor support.

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

c. Maintain current contact information with supervisor.

d. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.3.4 Human Capital Representative(s)

The Human Capital Representative(s) shall:

a. Perform the human capital support functions as outlined in Section 1.6.5.

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

c. Maintain current contact information with the OHCM supervisor at Greenbelt.

d. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.3.5 Financial Officer

The Financial Officer shall:

a. Manage all financial aspects of the incident for NASA.

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

c. Maintain current contact information with supervisor.

d. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.3.6 Logistics Officer

The Logistics Officer shall:

a. Manage the logistics support such as facilities, transportation, communications, supplies, equipment maintenance and fueling, food services, medical services and all off incident resources for the incident.

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

c. Maintain current contact information with supervisor.

d. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.3.7 Security Chief

The Security Chief shall:

a. Perform the tasks associated with this position as outlined in Section 1.6.9.

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

c. Maintain current contact information with supervisor.

d. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.3.8 Office of Communications

The Communications Officer shall:

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

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

c. Maintain current contact information with Office of Communications supervisor.

d. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.3.9 Fire Chief

The Fire Chief shall:

a. Perform the tasks associated with this function as an advisor to the Emergency Manager.

b. Function as the IC during fire related incidents.

c. Complete the required WFF ICS training prior to assuming duties (See Table 7A).

3.4 EOC Location

When the EOC is activated it shall be located in Building E-107, Room 104. This facility will be the central communications point for emergency situations at WFF and will serve as the command control and coordination center for all WFF activities involved in or affected by the situation. Fire and security dispatch occurs in Building B-129. An alternate EOC can be located in Building B-129 or in the Range Control Center in Building E-106.

3.5 Incident Types

WFF will update incident typing in all emergency response processes and policy to follow NIMS when the type of incident occurs. Updates will be coordinated with all tenant activities. The DHS categorizes incidents by complexity. There are five category types identified, with Type 5 incidents being the least complex and Type 1 the most complex.

a. Notification, except for Type 5 incidents, will include a designated Emergency Coordinator. The Emergency Management Coordinator will be the point-of-contact

(POC) for all incident actions and information as described in Section 1.6.4 of this document.

b. Notification will be by incident type using the code message (and/or e-mail) to the following pre-designated groups:

- Group 1: Responders
- Group 2: Leadership
- Group 3: Recovery and Assessment

The WFF Fire Department will maintain the messaging software tool "ECHO" as part of the fire department dispatch center.

c. Table 4 list the incident types, notification protocol and type command used at WFF.

Table 4 – Type Incident, Notification Protocol and Command

Incident Type	Definition	Examples	Notification Protocol	Command
Type 5	One or two single resources (resources are generally defined as WICC SOW areas, and an individual fire station is one resource) with up to six personnel. EOC positions (other than the IC) are not activated. Incident is contained within the first operational period and often within a few hours after resources arrive on scene. (Operational periods reflect a single work shift or the amount of time before which a fresh team and command structure must be implemented.)	WFF examples include false alarm, mutual aid response, ambulance response to a non-NASA employee call, Non-catastrophic operations and maintenance incident, tenant security only incident, fire department response to an alarm with security back up but no suppression action required, non-emergency hazardous substance spill, security-only incident, ambulance response to a NASA employee call.	ECHO messaging to appropriate Flash Report group is the notification process. Status of the individual incident will be through the WFF Daily Emergency Services Report, or other internal organizational reporting if no emergency services were involved.	On-Scene IC only
Type 4	Two or more resources respond. EOC staff and general staff functions may be activated only if needed. Resources vary from a single module to several single resources. A Type 4 incident is limited to one operational period in the response phase. No written Incident Action Plan is required for non-HazMat incidents. A documented operational briefing is completed. If the NASA Emergency Preparedness Coordinator is not available, An Emergency Coordinator (WICC or Civil Servant), will be designated based on the nature and complexity of the event. The designated Emergency Coordinator will have completed NIMS and IS100 training and have verbal or written concurrence from Code 803 (NASA Emergency Management Coordinator).	WFF Examples: Working Fire or HazMat event within the capabilities of the WFF fire department, then mutual aid not called. Emergency hazardous substance spill	ECHO messaging to appropriate Flash Report group is the notification process. Status of the individual incident will be through the WFF Daily Emergency Services Report and from the Emergency Coordinator. The Emergency Coordinator will coordinate and approve all external (external to GSFC) notification required. The Emergency Coordinator will establish a Meet-Me call-in line for Flash report personnel.	On-scene IC with Emergency Coordinator and Assessment Team
Type 3	Two or more resources respond. Some or all of the EOC, including an Emergency Coordinator will be activated, as well as Division or Group Supervisor and/or Unit Leader level positions. The incident may extend into multiple operational periods, and a written Incident Action Plan (IAP) may be required for each operational period.	WFF Examples: Very large hazardous substance spill requiring several days before the hazard is controlled. Marsh fire threatening Wallop Island assets	ECHO messaging to appropriate Flash Report Recipients is the notification process. Status of the individual incident will be through the WFF Daily Emergency Services Report and from the Emergency Coordinator. The Emergency Coordinator will establish a Meet-Me call-in line for appropriate flash report recipient personnel.	EOC provides overall Direction with Operations sections implementing.

Incident Type	Definition	Examples	Notification Protocol	Command
Type 2	Regional and/or national resources are required to safely and effectively manage the operations. EOC positions are filled. Operations personnel typically do not exceed 200 per operational period, and the total does not exceed 500. The incident is expected to go into multiple operational periods. A written Incident Action Plan (IAP) is required for each operational period.	WFF Example: A catastrophic failure of a large rocket with toxic plume impacting the local community. A Category I or Category II hurricane landfall in the local area	ECHO messaging to appropriate Flash Report recipients is the notification process. Status of the individual incident will be through the WFF Daily Emergency Services Report and from the Emergency Coordinator. The Emergency Coordinator will establish a Meet Me call-in line for appropriate flash report recipient personnel.	EOC Provides overall direction with near-full Incident Management System implementation
Type 1	National resources are required to safely and effectively manage the operations. The emergency is likely an Incident of National Significance, which activates the National Response Plan. All EOC, Emergency Management Coordinator, and Command and General Staff positions are activated. The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.	WFF Example: Catastrophic landfall of a Category 3 or above hurricane in the local area.	ECHO messaging to appropriate Flash Report group is the notification process. Status of the individual incident will be through the WFF Daily Emergency Services Report and from the Emergency Coordinator. The Emergency Coordinator will establish a Meet Me call-in line for appropriate flash report recipient personnel.	Initially at EOC but likely to be elevated nationally

3.6 Multi-Agency Coordination

The EOC will coordinate with other government agencies and contractors as appropriate. The EOC also will keep NASA HQ informed or, if established, the NASA HQ's EOC. During major launches when the EOC is activated, there may be a need for County and State personnel to function as part of a Unified Command (UC).

3.7 Public Information

During incident situations, all interface with the public and media will be coordinated through the Office of Communications. However, all releases will have concurrence by the Emergency Manager before release.

4.0 PREPAREDNESS

4.1 Concept of Operations

The WFF Incident Command 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 and certifications
- Establish a WFF emergency management exercise program
- Establish a planning and plans review schedule and methodology
- Establish mitigation measures and strategy
- Establish publication management procedures

a. Emergency preparedness exercises will concentrate on high-threat emergencies, such as, severe weather and hurricane incidents, launch emergencies, aircraft accidents, and hazardous materials (HazMat) releases.

b. Exercise objectives will center on known or suspected vulnerabilities.

c. Written after-action reports and improvement plans will be written by exercise evaluators (chosen before exercise) and sent to exercise participants for corrective actions. Any changes to the EOP and program as a result of exercise evaluations will be routed through the WFF EMT for input and approval. After- action items will be tracked through disposition using WebEOC

d. Preparedness and response activities will be coordinated with the GSFC Emergency Management Coordinator and all WFF organizations.

4.2 Training

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

4.3 Exercises

NPR 8715.2, “NASA Emergency Preparedness Procedural Requirements”, stipulates emergency exercise requirements that are to be conducted by WFF. The following is the outline of the WFF emergency exercise plan. The elements are detailed in Appendix A.

a. WFF will conduct an alert and notification drill each quarter.

b. WFF will conduct a COOP exercise each fiscal year prior to 1 June.

c. WFF ICS personnel will be prepared to participate in National Incident Response exercises as directed by NASA HQ.

4.4 Planning

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

4.5 Mitigation

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

a. The WFF Emergency Management Coordinator will provide an Employee Disaster Preparedness Brief in concert with the annual COOP Awareness Brief. This will be provided each year prior to 1 June. This briefing will normally be conducted in conjunction with the WFF annual safety awareness day activities and the briefing will be made available through e-mail and the WFF EOC website to all WFF employees.

b. The Management Operations Directorate (Facilities Management Branch) will conduct an annual survey of all WFF facilities used as shelters to ensure that structures and facilities are capable of sustainment in hurricane-force winds and shelters that will be used during launch activities are adequate.

4.6 Publication Management

a. The Emergency Management Coordinator 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 EOP
- All Functional Annexes contained in Attachment B
- WFF Emergency Operations Webpage: http://sites.wff.nasa.gov/code803/eocmain.html

5.0 RESOURCE MANAGEMENT

The mission of resource management is to provide a basis for the management and provision of critical resources and supplies in support of disaster response and recovery operations for WFF. The resource management function ensures that all responding departments at WFF manage people, equipment, facilities, and supplies to accomplish their tasks.

5.1 Concept of Operations

Based on NIMS, WFF has established processes that provide the Emergency Manager with timely and appropriate resources during an incident. During incidents, WFF resource management will take place in the EOC and in coordination with the GSFC Greenbelt campus and if Greenbelt is unavailable, the NASA HQ's EOC, when established. The IC, when designated, will prioritize and coordinate resource allocation and distribution. Resources for WFF will be managed using the computerized program "WEB EOC".

5.2 Assumptions

The following resource management assumptions apply:

a. Shortages in resources for emergency response could occur in any emergency or disaster, particularly one that last longer than 24 hours.

b. Private contractors and volunteer agencies may be able to assist WFF during an emergency or disaster.

c. Support is available through requests to State and Federal agencies as well as to the GSFC Greenbelt Campus and NASA HQ if the GSFC Greenbelt is unavailable.

d. Under normal circumstances, required resources will be available within WFF to meet emergency operations needs.

e. A larger scale emergency may result in the loss of WFF resources or quick exhaustion of WFF resources, requiring outside assistance from surrounding local, State, or Federal governments. Required resources may be available, but due to damaged facilities or damage or disrupted transportation and highway infrastructure, may not be accessible.

f. Primary and alternate means of obtaining needed resources shall be developed for the type of emergency WFF will face. Resource tracking shall be provided in WEB EOC.

5.3 Pre-Incident

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

WFF EOC Shall:

a. Analyze resource requirements for WFF.

b. Identify sources of equipment, manpower, and transportation for WFF.

c. Track resources in the WEB EOC program.

d. Coordinate with GSFC Greenbelt and NASA HQ on resource requirements prior to an incident.

5.4 Incident

During the incident, the initial assessment will identify resources required that cannot be met by on-hand inventories. The EOC will coordinate with WICC personnel to rapidly and efficiently obtain the required resources. The WICC EOC representative shall provide logistic management support for EOC operations to include WICC technician's support. All requests for support from other Centers will be coordinated by the EOC through the established Greenbelt EOC.

5.5 Post-Incident

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

6.0 COMMUNICATIONS AND INFORMATION MANAGEMENT

6.1 Concept of Operations

Communications within the WFF are dependent upon user and leased commercial telephone lines, the frequencies owned by NOAA, Navy and the US Coast Guard, and other limited back-up radio systems. These systems provide some redundancy to ensure the availability of communications during an emergency or disaster situation. The ability to provide sufficient communications to conduct emergency operations could become limited due to systems being damaged, destroyed, overloaded, or otherwise rendered inoperable.

a. Assets such as cellular and satellite telephones are used during emergency situations. These phones shall be available for EOC operations. The EOC satellite phone number can be obtained from the WFF Emergency Management Coordinator.

b. Additionally the EOC and Fire Department dispatch incorporates a mutual aid radio system and frequencies for communications with Accomack County dispatch services and Chincoteague Island. This system can be utilized for communications with county resources.

c. WFF will utilize the software program "Web EOC" to communicate within WFF and with outside agencies on emergency situations using the NIMS protocols.

d. The EOC located in Room 104 of Building E-107 utilizes existing communications technologies and capabilities. Radios for internal communications will be on "Talk Group" frequencies. The EOC is prepared to operate without normal land line telephone service and data communications.

e. The key method of alerting and notification of WFF management is the "ECHO" messaging process, which is used daily to keep managers informed of emergency response and key security events. Telephone, e-mail, satellite phone, and the base public address system will also be used.

f. WFF maintains the NASA Emergency Notification System (ENS) which is utilized to communicate critical information to WFF employees via work phone, home phone, cell phone, pager, Blackberry and other devices. This system can be utilized to send out instant emergency situation information to WFF employees. The system also incorporates a survey module which allows for communicating of survey type messages and allows for employee feedback to those messages. This system will be used for employee accountability during emergency situations.

g. Emergency Public Information will be distributed through the WFF-EOC webpage, the WFF e-mail system by the Emergency Management Coordinator and by issuing general public information, when appropriate by the WFF Office of Communications.

6.2 Emergency Alert System

WFF maintains a base wide public address system which may be used to alert personnel of base wide emergencies. The following are the telephone numbers to be used for this system:

- If on the Main Base, the system can be activated by dialing 55 on any facility phone.
- If on the Island, the system can be activated by dialing 56 on any facility phone.
- To send an Alert to radio pagers dial 57 on any facility phone.
- Dial 58 from any facility phone to alert Building V-10 and V-20.
- Dial 59 from any facility phone to alert Building V-24.

6.3 Emergency Warning System

WFF maintains a base wide Emergency Warning System (EWS) which is used to alert personnel of pending weather related information as well as public address of emergency situations. This system consists of pole mounted speakers mounted in 7 locations throughout the main base, mainland and island. Dispatching of the weather warnings is conducted through the WFF fire department dispatch center with an alternate console located in the WFF EOC.

6.4 Situation Reports (SITREPs)

SITREPs use voice and other channels to notify GSFC Greenbelt and NASA HQ immediately of any event or incident that may attract international, national, local, or significant news media interest. SITREPs do not replace the requirement for more detailed reports such as accident or incident investigation reports. Submitting a SITREP report neither changes, nor substitutes for, any report required by other directives.

SITREP reports are to be completed as soon as practical. Copies of SITREPs that may impact partners' activities will be shared unless sensitive issues preclude the release. The WFF Functional Offices will continue to report to their GSFC and HQ counterparts. This procedure does not eliminate the normal reporting through the normal supervisory chain. WFF will use the established GSFC SITREP format and transmission to Greenbelt will be through WebEOC.

Table 5 - SITREP Matrix

Event or Incident	Event or Incident Description	Situation Report
1. Aircraft (Including Unmanned Aerial Vehicles) Events	1A. Aircraft & UAV Mishap. Any mishap involving civilian casualties or damage to civilian property. Type A: a. Vehicle Destroyed b. Damage of One million dollars c. Mishap resulting in a fatality.	HQ Report
	1B. Type B: Damage of $500,000 but less than$2,000,000	HQ Report
	1C. Objects dropped from NASA owned or NASA managed aircraft if casualties, property damage, or adverse publicity is likely	GSFC Report
2. Launch Mishaps	2A. Rocket Mishap. Any ground or air-launched rocket mishap involving WFF resources, personnel or occurring while under WFF control or jurisdiction involving civilian casualties or damage to civilian property	HQ Report
	2B. Launch Mishap. Any mishap, failure, or destruction happening to a missile during launch or to a satellite during a space launch. Unexpected launch parameters (azimuth, altitude, orbit).	GSFC Report / HQ Report
	2C. Mishaps causing launch facility damage, which may delay a subsequent launch, or cause a degraded launch capability for six months or more.	GSFC Report / HQ Report
3 Ground Events Or Incidents	3A Material Spills. Any spillage of fuel or other hazardous materials under WFF control, if the incident is likely to have adverse environmental consequences or elicit media coverage.	GSFC Report
	3B Ground Mishap. Type A: Mishap resulting in a fatality or damage in excess of $2,000,000	HQ Report
	Type B: Permanent partial disability, hospitalization of three or more personnel or Damage of $500,000 or more but less than $2,000,000	HQ Report
	Property Damage of $50,000 or more. Includes fires or events causing five or more injuries or impairs the mission readiness	GSFC Report / HQ Report
	3C Explosives Mishaps/ Explosion. Any ammunition or explosive mishap that causes casualties or serious property damage	HQ Report
	Weapons Discharge. Deliberate or accidental discharge of a small arms weapon which results in injury or death	HQ Report
4. Security Events	4A. Terrorism, Terrorist Activity, Any event/incident involving terrorism or the threat of terrorism.	GSFC Report
	4B. Civil Unrest, Any disturbance (anti-US demonstration, riot, panic, strike, etc.) against or on a WFF managed activity that may cause any media coverage.	GSFC Report
	4C. Security compromise. Any violation of security systems or classified materials	GSFC Report
5. Natural Disasters	5A. Disasters, Natural. An earthquake, flood, hurricane, lightening strike, snow storm, tornado, or any other natural phenomenon that may impair the operational capability of WFF	GSFC Report

6.5 Meet-Me Line

A "Meet-Me Line" has been established for emergency coordination purposes. This service is available 24 hours a day, 7 days a week. To join the conference, participants must have the participant pass code. This pass code can be obtained at the time of the emergency incident or emergency exercise by the WFF EOC.

a. Participants access: Call toll free number 866-755-1124.

b. To join a conference:

   1. You must use a touch-tone phone to participate in an instant meeting conference,

   2. Dial the appropriate access number,

   3. Enter numeric pass code (obtain code from the WFF EOC).

6.6 Emergency Public Information

a. In time of emergency, the Office of Communications will coordinate the release of information on disasters affecting WFF.

b. When a disaster is impending or occurs, the Office of Communications staff will be positioned in the WFF EOC, which has a designated area equipped for this function. The staff may also be asked to supplement local government Public Information Officer (PIO) efforts or to provide PIO support at the disaster site.

c. In the event of a substantial disaster, which would trigger a Presidential Declaration, the Office of Communications will work with Federal and State personnel to provide information to the media at a State/Federal Joint Information Center (JIC).

7.0 ONGOING MANAGEMENT AND MAINTENANCE OF THE WFF EOP AND SUPPORTING TECHNOLOGIES

7.1 Ongoing EOP Management

The Emergency Management Coordinator (EMC) will oversee the ongoing, day-to-day management of the WFF Emergency Management Program as well as update the plan annually or after actual events or exercises which require an update to be necessary.

7.2 Maintenance of the WFF EOP

The EMC oversees the EOP maintenance activities to include the following:

- Ensure compliance with all requirements defined herein;
- Assess the effectiveness of the EOP; and
- Provides a means to ensure continuous program and process improvement, including the application of lessons learned and best practices, as well as identification of strengths and areas for improvement;

The EMC shall complete an annual review of this EOP and all functional annexes, policies, plans and procedures and submit to the Greenbelt Emergency Management Officer (EMO) the updated plans. The plans will be submitted using PKI emails and also placed into the secure WebEOC program for Greenbelt to review.

7.3 Supporting Technologies

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

- NIMS Trained Personnel
- Satellite Telephone Capability
- High Frequency (HF) Radio Capability
- “WebEOC” web-enabled crisis information management system software

APPENDIX A – WFF TRAINING AND EXERCISE PLAN

A.1 Exercises and briefings are coordinated and provided by the Emergency Management Coordinator, or those designated. The following matrix details the requirements and accomplishments of these actions. Any action will be tracked in an approved action tracking database until closure. Single scenario exercises will be scripted into individual exercise plans.

Table 6.A - Training and Exercise Requirements Matrix

Requirement	When	Who Receives
Alert and Notification Drill	Quarterly	All members of Incident Command and designated emergency response personnel
Functional WFF (single scenario) exercise	Annual	All members of Incident Command
Table Top Exercise	Annual	Selected Incident Command Personnel
COOP Awareness Brief	Annual	All NASA WFF Employees
Disaster Preparedness Brief	Annual (before June 1)	All NASA WFF Employees
Communications Test	Annual	EOC personnel
COOP Training	Annual	Designated COOP personnel
Functional Agency-Wide Exercise	Biennial	All members of Incident Command

A.2 The following matrix provides the details for individual training. The Emergency Coordinator will manage the training and report to NASA HQ, as required.

Table 7.A – WFF Individual Certification Training Requirements

Positions*	Description	Required Courses**
Entry Level	Entry-level first responders and disaster workers, emergency medical service personnel, law enforcement personnel, public health personnel, facilities and utility personnel, skilled support personnel and other emergency management response, support, volunteer personnel at all levels. This includes ride-out team members	FEMA Independent Study (IS)-700: NIMS, An Introduction; Incident Command System (ICS) – 100: Introduction to ICS or equivalent.
First-line Supervisors, single resource boss, field supervisors	Includes other emergency management and response personnel that require a higher level of ICS and NIMS training.	IS-700.A, ICS-100, and ICS-200: Basic ICS or its equivalent
Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, Etc.	Includes EOC staff, branch directors, division chiefs and group supervisors, unit leaders, strike team leaders, task force leaders.	IS-700.A, IS-800.B NRF, ICS-100, ICS-200, and ICS-300
Command and General Staff; Incident, Area and Unified Commanders; Emergency and EOC Managers	Includes Incident, Area and Unified Commanders, EOC Manager, Management and General Staff, EMO, EMC, Emergency managers	IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300, and ICS-400
*These positions are based on and consistent with the Incident Command System (ICS) standardized terminology. **Does not include position-specific training requirements required of all positions.		

APPENDIX B – WFF FUNCTIONAL ANNEXES OF HAZARD SPECIFIC PLANS

B.1 Functional annexes are the parts of the WFF EOP that provide specific information and direction. These annexes focus on operations: what the function is and who is responsible for carrying it out. While the basic plan provides information relevant to the Emergency Operations Plan as a whole, these annexes emphasize responsibilities, tasks, and operational actions that pertain to the function being covered. These annexes cover, in general terms, the activities to be performed by anyone with a responsibility under the function. The annex identifies actions that not only ensure effective response but also aid in preparing for emergencies and disasters.

B.2 Table 8.B lists the Wallops Flight Facility, Functional Annexes, Plan Number, and Link to Plan.

Table 8.B – WFF Functional Annexes

TITLE	PLAN NUMBER
AIRCRAFT MISHAP RESPONSE PLAN This plan establishes the responsibility and procedures to effectively and safely respond to and mitigate the effects of any aircraft mishap occurring at or near the Wallops Flight Facility (WFF). Plan outlines the procedures and responsibilities for the safe and effective handling of aircraft emergencies at or near WFF.	803-PLAN-0001
HURRICANE / NOR'EASTER PLAN This plan provides for an effective and coordinated response in the event of a hurricane or significant Nor'easter. The goal for this plan is to protect life, preserve government assets, and to quickly return to the conduct of our missions. This plan addresses the procedures to prepare projects for storm impacts, the closure of the Island, and support to the local community.	803-PLAN-0002
WFF SNOW PLAN This Plan describes the process and roles and responsibilities to determine if the NASA Wallops Flight Facility (WFF) will have a delayed opening, a closure, or an early closure related to inclement snow and/or ice weather conditions. The goal of this Plan is to balance the conduct of WFF's mission with the safety of our employees. The main criterion is to ensure the safety of employees while on WFF, with the second criteria being a reasonably safe commute to the WFF	WFF Snow Plan, https://wiims.wff.nasa.gov/wiims-wiki/en/Wallops_Snow_Plan

TITLE	PLAN NUMBER
CONTINUITY OF OPERATIONS PLAN (COOP) IMPLEMENTATION PLAN The Wallops Flight Facility (WFF) COOP provides procedures and guidance to ensure the continuation of WFF essential functions in the event that the WFF facility is threatened or incapacitated requiring the relocation of selected WFF personnel to an alternate site. Note: This procedure is deemed "Sensitive But Unclassified (SBU)" and must be obtained from official sources.	This plan is Sensitive But Unclassified (SBU). Contact NASA Emergency Coordinator at x1159 (No number assigned)
LAUNCH INCIDENT PLAN This plan provides information on what actions to take in the event of a launch accident occurring at or near Wallops Island. While this plan outlines the minimum requirements, Orbital Class vehicles will require special attention to the implementation elements. This plan is changed for each individual launch to deal with the specific hazards of that launch.	Launch Specific Plans developed for specific for each launch This plan is Sensitive But Unclassified (SBU). Contact NASA Emergency Coordinator at x1159
SECURITY EMERGENCY PROCEDURES These procedure highlights security emergency procedures at WFF. Note: These procedures are deemed "Sensitive But Unclassified (SBU)" and must be obtained from official sources.	SOP WWI-10-19; WWI-10-19.1; WWI-10-19.6 These plans are Sensitive But Unclassified (SBU). Contact NASA Emergency Coordinator at x1159
SEVERE WEATHER NOTIFICATION The purpose of this Plan is to provide instruction to the Wallops Flight Facility (WFF) Weather Office for notifying personnel of impending severe weather conditions.	840-WI-8715.1.1
PANDEMIC RESPONSE PLAN The Goddard Space Flight Center (GSFC) Pandemic Plan provides for the protection of employees, facilities, and equipment while ensuring the continuance of designated priority functions for as long as possible during a pandemic event. The plan outlines the actions, roles, and responsibilities associated with preparedness, response and recovery should a pandemic threaten WFF. This plan is an annex of the GSFC COOP Plan.	Located in the GSFC COOP plan. (No number assigned) This plan is Sensitive But Unclassified (SBU). Contact NASA Emergency Coordinator at X1159

TITLE	PLAN NUMBER
WFF INTEGRATED CONTINGENCY PLAN This plan describes measures implemented by NASA to prevent oil spills from occurring and to prepare NASA to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge. This plan also serves to minimize hazards to human health and the environment from any accidental release of oil or hazardous substance to the air, soil, surface water, or sanitary sewer system at WFF.	Plan 37.01.01.13697 http://sites.wff.nasa.gov/code250/documents.html
MOUs, MOAs, and Joint Operating Procedures Space Act Agreement for Mutual Aid response and joint hurricane planning with Accomack County	Space Act Agreement
INSTITUTIONAL MISHAP PREPAREDNESS AND CONTINGENCY PLAN This plan provides guidance related to the initial response and reporting of institutional incidents which are not captured under any existing Program Mishap Preparedness and Contingency Plan.	803-PLAN-0011
BUILDING EMERGENCY ACTION PLANS These plans are building specific and describe the actions and responses required during emergencies affecting the Wallops Flight Facility occupied buildings. All occupants and frequent visitors of a building must be familiar with these procedures to ensure protection of personnel and property.	Building Plans are located at the following site: http://sites.wff.nasa.gov/code803/emergencyplans.html

APPENDIX C – EVACUATION PROCEDURE

C.1 PURPOSE

This Procedure describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by the hazards WFF may encounter.

C.2 CONCEPT OF OPERATION

a. WFF is one of many coastal localities in Virginia for which hurricanes and significant Nor'easters may present a major hazard. If a hurricane occurs in eastern Virginia, the coastal areas of Accomack County, including the entire WFF, are likely to be severely affected by storm surge flooding. If a severe hurricane made landfall in Accomack County, the storm surge at Wallops Island could reach almost 20 feet above sea level. The entire island could experience major damage. All island personnel shall be evacuated if a major hurricane threatens the area. Nor'easters present similar hazards, and this plan shall be used as appropriate.

b. This procedure shall be implemented under the direction of the WFF Director based upon government advisories and information provided by the WFF Weather Office and the WFF Emergency Coordinator.

C.3 RESPONSIBILITIES

C.3.1 WFF Director:

The WFF Director Shall:

a. Issue orders for evacuation after consulting with the WFF Emergency Management Coordinator.

b. Activate the WFF COOP if the situation warrants.

C.3.2 Emergency Operations Personnel Shall:

a. Activate the EOC for coordination of evacuation efforts.

b. Maintain contact with Greenbelt EOC and inform HQ of the WFF evacuation.

c. Requests security to sweep the island, mainland and main base to ensure evacuation is complete.

C.3.3 All WFF Personnel

a. During flood conditions, personnel shall:

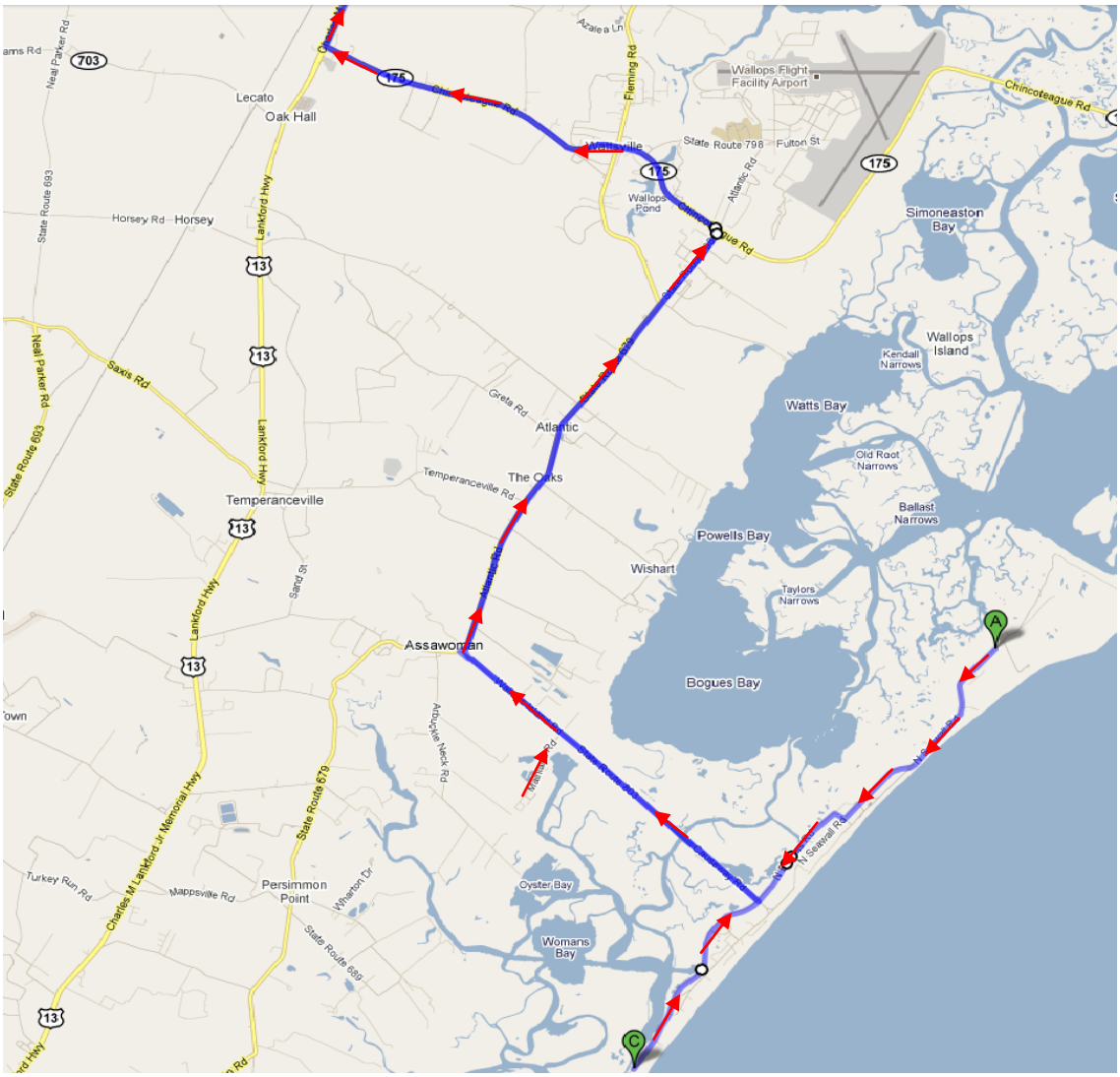
(1) Not attempt to cross flowing streams or drainage ditches by foot.
(2) Not drive over flooded roads except in authorized vehicles.
(3) Abandon stalled vehicles in flowing or rising waters and seek higher ground.

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 to examine facilities since gas or flammables may be released inside.
(3) Be especially watchful for snakes, or other wild game (especially on the island) since rising waters force these creatures into areas they do not normally occupy.

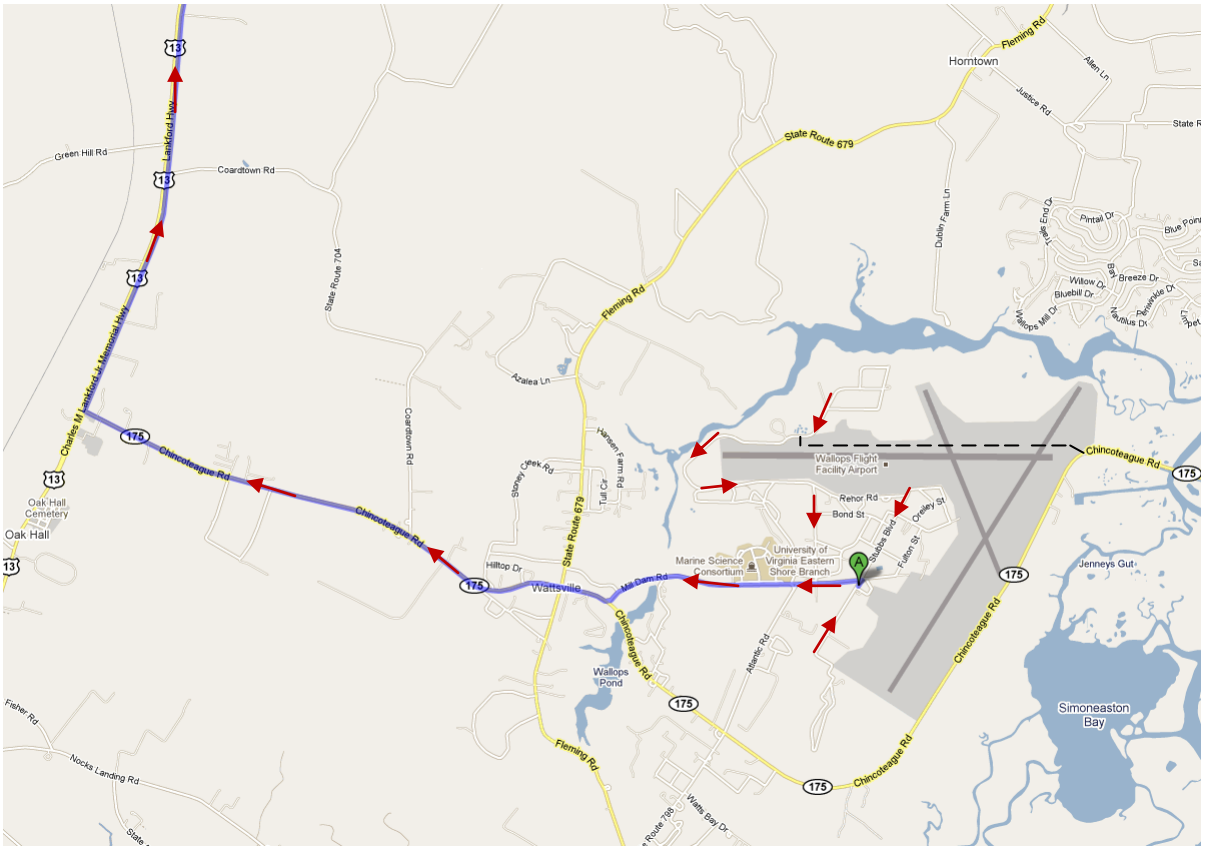
C.4 EVACUATION ROUTES

Figure 1.C - Island Evacuation Routes



Heavy Blue Line represents major evacuation routes.

Figure 2.C - Main Base Evacuation



Heavy Blue Line represents major evacuation routes.
Heavy Dashed Black Line represents an alternate evacuation route that requires special coordination with WFF Office of Protective Services to open.

C.5 PROCESS

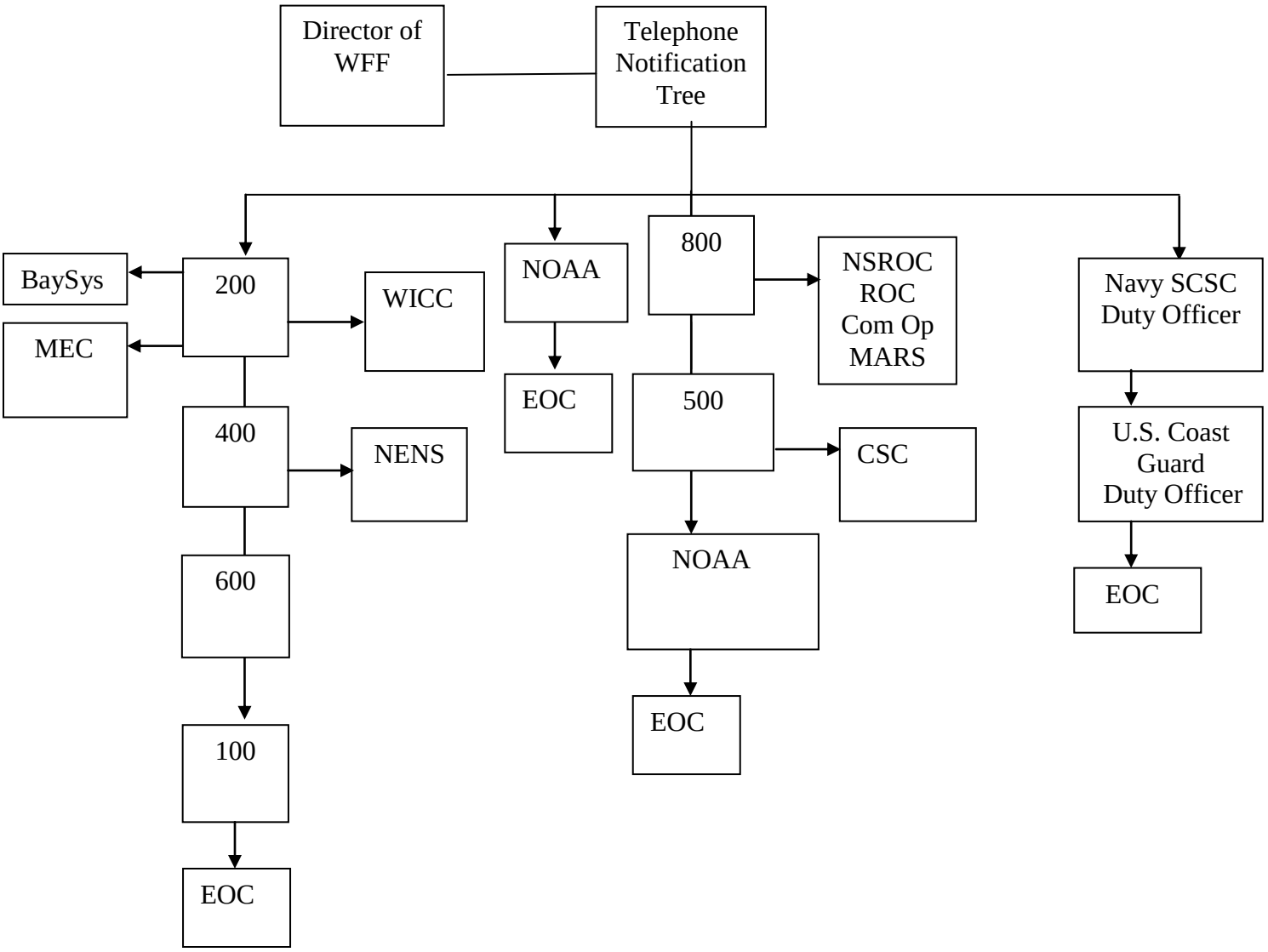
The NASA Emergency Management Coordinator will maintain a listing of primary and alternate contacts in WebEOC , NASA ECHO or ENS systems, for management of each Directorate's personnel. These contacts have been instructed on notification system procedures. To activate the telephone notification tree, the Emergency Management Coordinator will contact the top three blocks (200, 800, Navy Surface Combat System Center (SCSC) Duty Officer), including the Director of WFF. Each block on the top of the notification tree notifies the corresponding block underneath. The bottom blocks (100, NOAA, U.S. Coast Guard) will notify the Emergency Management Coordinator back to ensure that the chain was not broken or to report anyone they did not contact. Personnel must continue calling until they speak to a person, not an answering machine. Once notified, it is the organizational contact's responsibility to notify his/her Organization Chief and initiate the respective Organization Phone Tree.

NOTE: Each organization is responsible for notifying all personnel within its organization. Example: Director – Branch, with the last person in each level calling back to the top. This

ensures that the process was not broken and is a means of reporting who was not notified. *Last block in each column notifies the NASA Emergency Management Coordinator in the WFF EOC to ensure each organization has been notified and the pyramid was not broken.*

NOTE: The EOC will use Table 5 in Section 6.3 for reporting of incidents to GSFC Greenbelt or NASA HQ.

Table 9.C – WFF Telephone Notification Tree



Note: The director or assistant director of each code should be who is notified. BaySys, Management Education Center (MEC), NOAA, NSROC, ROC, CSC, WICC, NENS, Navy SCSC, Commercial Operations, MARS and U.S. Coast Guard contact numbers as well as directorate numbers can be found at the following website: http://phone.wff.nasa.gov/

APPENDIX D – RECOVERY PROCEDURE

D.1 PURPOSE

This WFF Recovery Procedure is developed for use by WFF departments and tenants located at WFF to ensure a timely recovery from catastrophic disasters that affect WFF operations. This procedure identifies actions to be taken and the assistance available to support the return to normal conditions.

D.2 CONCEPT OF OPERATIONS

This procedure is predicated upon the concept that response and recovery operations will begin at the facility level and work in conjunction with operations determined by the NASA COOP Recovery Plan, GSFC Policies and Procedures, the State of Virginia, and local governments. Assistance will be requested when the needs exceed the capability of WFF departments and tenants. Assistance will be requested through GSFC/Greenbelt to NASA HQ. Federal assistance is assumed to be supplemental to that of NASA and local governments, and is available upon approval of a request by the Governor to the appropriate Federal agency or to the President of the United States.

a. The Recovery efforts at WFF have been developed to utilize NIMS standards and the NRF. It is anticipated that continued NIMS training will be provided so that a common understanding and agreement of how to proceed will prevail.

b. Preparations to implement this plan will begin as soon as feasible. In cases when there is sufficient warning prior to the event, the recovery phase planning shall begin in the response phase and continue throughout the emergency operation.

c. Planning for recovery will begin during response however the decision for when recovery will commence is made by the WFF Director taking into account safety of the Recovery Team and the criticality of the mission requirements. Initial direction will come from the EOC/IC.

d. In the event that long-term recovery operations are necessary, the EOC may be deactivated; prior to EOC deactivation, a Recovery Team will be formed to complete the recovery process. This team will consist of the EMT, chaired by the WFF Director, plus other specialists as needed.

D.3 PROCEDURES

The following steps will be taken for recovery operations:

a. Implement Damage Assessment Teams (on-base) – this will be done in the first 24 to 48 hours. Damage assessment teams will be made up of 4 to 5 personnel with safety training in hazard recognition in identifying hazards in their respective expertise. In the case of an established ride out team (such as hurricane ride out) initial damage

assessment teams will consist of trained personnel who are a part of the ride-out (safety, security, fire department, utilities)). Before access to the island is granted to the initial damage assessment teams an initial assessment of the causeway bridge will be accomplished by a Code 228 engineer who can recognize structural damage which may be hazardous. Initial damage assessment will continue only after this assessment of the bridge is accomplished. Table 10.D "Initial Damage Assessment" form will be used to complete this assessment. This form can be found in Webeoc at the following address https://webeoc.gsfc.nasa.gov/eoc7/ and will be turned into the EOC upon completion. EOC personnel will enter the assessment and a summary into Webeoc.

b. After an initial damage assessment is made a more detailed assessment will be accomplished. The form used to accomplish this assessment can be found in Webeoc and a hard copy can be found in table 11.D "Detailed Damage Assessment". Detailed damage assessment teams will consist of 4 to 5 personnel with safety training in hazard recognition in identifying hazards in their respective expertise. Teams will consist of personnel with training and or expertise in building structure, electrical, utilities and systems, communications and safety. If additional personnel are needed to assess damages (i.e. range personnel etc.) these personnel will be called.

c. Teams shall determine the scope of damage and assess the hazards (see Tables at the end of this attachment) and identify any hazards that require correction prior to restoration efforts.
    - Stability of roads and bridge to island
    - Status of utility systems (Mainbase, Mainland and Island)
    - Buildings and structures that are unsafe (critical buildings will be assessed first)
    - The presence of hazardous materials
    - Ability to maintain security of assets and facility

d. Report of damage – listing of discrepancies for each area will be provided to the EMT (see Tables at end of this attachment)
    - Status of Utilities
    - Number of buildings destroyed
    - Number of buildings with significant damage
    - Number of buildings with minimal or no damage
    - Status of mission assets
        - Ground Network
        - Range Instrumentation
        - Launch Pads
        - Aircraft and Airfield
        - Any areas requiring additional study

e. Evaluate the potential for multiple responses in the event of a launch accident and establish a staffing plan and proposed pre-staging sites for emergency responders.

f. Evaluate Command, Control, and Communication in accordance with the principles of ICS. If the hazards have the potential to exceed the installation boundaries, establish a UC with appropriate Accomack County and Virginia State Officials.

Table 10.D – Initial Damage Assessment

National Aeronautics and Space Administration
Goddard Space Flight Center

Windshield Survey: Damage Assessment Form

Inspection					
Inspector Name:				**Code/Organization:**	
Date	Click here to enter a date.	**Time:**		**Area(s)/Zone(s) Inspected:**	

Damage Assessment Summary						
Building/Structure	**Type**	**Major Damage (ATC-20 RED)**	**Moderate Damage (ATC-20 YELLOW)**	**Minor Damage (ATC-20 GREEN)**	**No Damage (ATC-20 GREEN)**	**Safety Hazards/ Damage Observed**
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
TOTALS						

Estimated Loss (Finance/Admin Section)	
Building/Structure Types:	**B:** Building **R:** Road structure (road, bridge, etc.) **U:** Utility **O:** Other (Trailer, antenna, other)
Damage Notes:	**Major:** Partial or fully collapsed building **Moderate:** Damage to outside of structure **Minor:** Slight damage to outside of structure; broken windows, fencing/walls down, trees down, etc.

Note: This form can be filled out electronically in WebEOC at the following site:
https://webeoc.gsfc.nasa.gov/eoc7/

Table 11.D – Detailed Damage Assessment

Rapid Evaluation Damage Assessment Form: Buildings/Structures

Inspection

Inspector Name:		**Code/Organization:**		**Contact Info:**					
Date:	Click here to enter a date.	**Time:**		**Bldg #/ Area**		**Areas Inspected:**	Exterior Only: ☐	Interior & Exterior: ☐	

Contact Information

	Name	Phone	Email	Other
Building Manager				
FOM				
Other:				

Building Description

General Information			Type of Construction		
Occupancy/Capacity		☐	Wood frame	☐	Concrete shear wall
Approx. footprint area (sq. ft.):		☐	Steel frame	☐	Unreinforced masonry
# of stories above ground:	Below:	☐	Tilt-up concrete	☐	Reinforced masonry
Road Access: ☐ Yes ☐ No		☐	Concrete frame	☐	Reinforced masonry
Other:		☐	Other:		

Site Utility Entry Points

	Utility	Secure Point		Utility	Secure Point
☐	Electric		☐	Domestic Water	
☐	Chilled Water		☐	Natural Gas	
☐	Steam		☐	Communications	
☐	Sanitary		☐		

Primary Occupancy

☐	Offices	☐	Labs	☐	Mix: Offices/Labs	☐	Other:

Hazards

☐	Gas Leak:		☐	Chemical:	
☐	Water Leak/ Flood:		☐	Radiation:	
☐	Electrical/ Power Outage:		☐	Laser:	
☐	Sewage:		☐	Asbestos:	
☐	Asbestos:		☐	Lead Based Paint:	
☐	Steam Leak:		☐	Other:	
☐	Other:		☐	Other:	
☐	Other:		☐	Other:	

Building System Evaluation - OVERVIEW				
Investigate the building for the conditions below and check the appropriate column:				
Building System	**Status**			
	GREEN	**YELLOW**	**RED**	**Comments**
Exterior Site	☐	☐	☐	
Structural	☐	☐	☐	
Exterior Finish	☐	☐	☐	
Interior Finish	☐	☐	☐	
Roof	☐	☐	☐	
HVAC	☐	☐	☐	
Plumbing	☐	☐	☐	
Electrical**	☐	☐	☐	
Communications**	☐	☐	☐	
Life Safety**	☐	☐	☐	
Program Equipment	☐	☐	☐	
Comments:				

** See next Section for detailed assessments on these Systems

Building System Evaluation - DETAILED				
Investigate the building for the conditions below and check the appropriate column:				
Building System	**Status**			
	GREEN	**YELLOW**	**RED**	**Comments**
Electrical				
Primary High Voltage Electrical System Damage				
Primary feeders/manhole/duct bank	☐	☐	☐	
Primary switches	☐	☐	☐	
High voltage transformers	☐	☐	☐	
Secondary Low voltage electrical systems damage				
Low Voltage switchgear	☐	☐	☐	
Low Voltage transformers	☐	☐	☐	
Transfer Switches (Auto/Manual)	☐	☐	☐	
Busduct	☐	☐	☐	
Feeders	☐	☐	☐	
Panel boards	☐	☐	☐	
Motor Control Centers	☐	☐	☐	
Motor Starters	☐	☐	☐	
Branch Circuit Wiring	☐	☐	☐	
Emergency HV/LV electrical systems damage				
Switchgear	☐	☐	☐	
Transformers	☐	☐	☐	
Transfer Switches (Auto/Manual)	☐	☐	☐	
Busduct	☐	☐	☐	
Feeders	☐	☐	☐	
Panel boards	☐	☐	☐	
Motor Control Centers	☐	☐	☐	
Motor Starters	☐	☐	☐	
Branch Circuit Wiring	☐	☐	☐	
UPS systems	☐	☐	☐	
Interior Lighting systems damage				
Light fixtures	☐	☐	☐	
Wiring systems	☐	☐	☐	
Exterior lighting systems damage				
Fixtures and poles	☐	☐	☐	
Underground Wiring	☐	☐	☐	

Building System Evaluation – DETAILED (continued)				
Building System	**Status**			
	GREEN	**YELLOW**	**RED**	**Comments**
Communications				
Interior Telecommunication systems damage				
Local Area Network (LAN) systems	☐	☐	☐	
Telephones	☐	☐	☐	
Exterior Telecommunications systems damage				
LAN Trunk Cabling/ductbank/manhole	☐	☐	☐	
Telephone Trunk Cabling/ductbank/ manhole	☐	☐	☐	
Life Safety				
Fire Alarm Systems				
Sprinkler Systems	☐	☐	☐	
Emergency Egress				
Access				
Lighting				

Utility Evaluation

Investigate the building for the conditions below and check the appropriate column:

Building System	Status			
	GREEN	**YELLOW**	**RED**	**Comments**
Electric	☐	☐	☐	
Chilled Water	☐	☐	☐	
Steam	☐	☐	☐	
Sanitary	☐	☐	☐	
Domestic Water	☐	☐	☐	
Natural Gas	☐	☐	☐	
Communications	☐	☐	☐	
Comments:				

Estimated Building Damage

Estimated % Building Damage (excluding contents):	☐	None	☐	1-10%	☐	10-30%	
	☐	30-60%	☐	60-100%	☐	100%	

Estimated Square Footage (excluding contents) – Building Damage:	Approx. footprint area (sq. ft.) (from page 1):					
		Full Use		Limited Use		Uninhabitable

Posting

Choose a posting/placard based on the evaluation/team judgment.

- **Inspected:** No or minor damage. Posted at main entrance only.
- **Restricted Use**: Localized Severe and Overall Moderate conditions. Posted at ALL entrances.
- **Unsafe**: Severe conditions endangering the overall building. Posted at ALL entrances.

☐ **INSPECTED (Green placard)**	☐ **RESTRICTED USE (Yellow placard)**	☐ **UNSAFE (Red placard)**

Record any use and entry restrictions exactly as written on placard:

Building Access

☐ Full Unlimited Access	Access to all building occupants – Normal operations
☐ Limited Access*	Portions of building normal operations and portions with restricted access
☐ Restricted Access*	Access to only O&M personnel or to building occupants under security escort
☐ No Access*	Building closed and no access to personnel other than emergency responders

Comments:

Access Control*

Required access control:	☐ Security Escort	☐ Buddy System/Report entry to IC/Security	☐ No escort/buddy required; Report entry to IC/Security

Evacuations

Has the building been evacuated?	☐ Yes	☐ No	☐ Partial: if so, what areas:

Approximate number of persons evacuated:

Further Actions

Check boxes below only if further actions are needed.

☐	Barricades needed in the following areas:				
☐	Detailed inspection recommended:	☐ Structural	☐ Geotechnical	☐ Other:	

	Exterior Site	
	Structural	
	Exterior Finish	
	Interior Finish	
	Roof	
	HVAC	
	Plumbing	
	Electrical	
	Communications	
	Life Safety	
	Program Equipment	

☐	Inspection by Code 803/Occupational Safety & Health recommended
☐	Other recommendations:
Comments:	

Estimated Loss (Finance/Admin Section)

Estimated Loss $:	Estimated % Covered by Insurance:
Comments:	

Photos

[Attach photos here]

PDF Attachments

[Attach pdf here]

Table 12.D – Fly-Over Damage Assessment

Initial Damage Assessment
Fly-Over Survey

1) Utilize attached maps to indicate areas of damage and debris
2) Note conditions of bridges
3) Complete the form below to note conditions of buildings visible from air

Date	**Page _____of _____**	**Incident Type:**

Bldg #	Location: Main land	MB	Island	Structure Type	Damages: Minimum Major destroyed	Roof Intact Y/N	Windows Intact t Y/N	Habitable? Y/N or DK	Notes

Assessment Completed By:

***Damages: Minimum = 10% or Under, Major = 74%, Destroyed = 75%+**

Figure 3.D – Damage Assessment Map – Island and Mainland

Mark locations of damage and debris

Figure 4.D – Damage Assessment Map – Main Base

Mark Locations of damage and debris:

APPENDIX E – HAZARDOUS MATERIALS (HazMat) RESPONSE

E.1 PURPOSE

To ensure implementation of the WFF-EOP, this appendix provides information on emergency response procedures for response, control, clean up, and reporting of HazMat releases or spills requiring external response resources, such as HazMat response teams and HazMat clean-up teams.

E.2 CONCEPT OF OPERATIONS

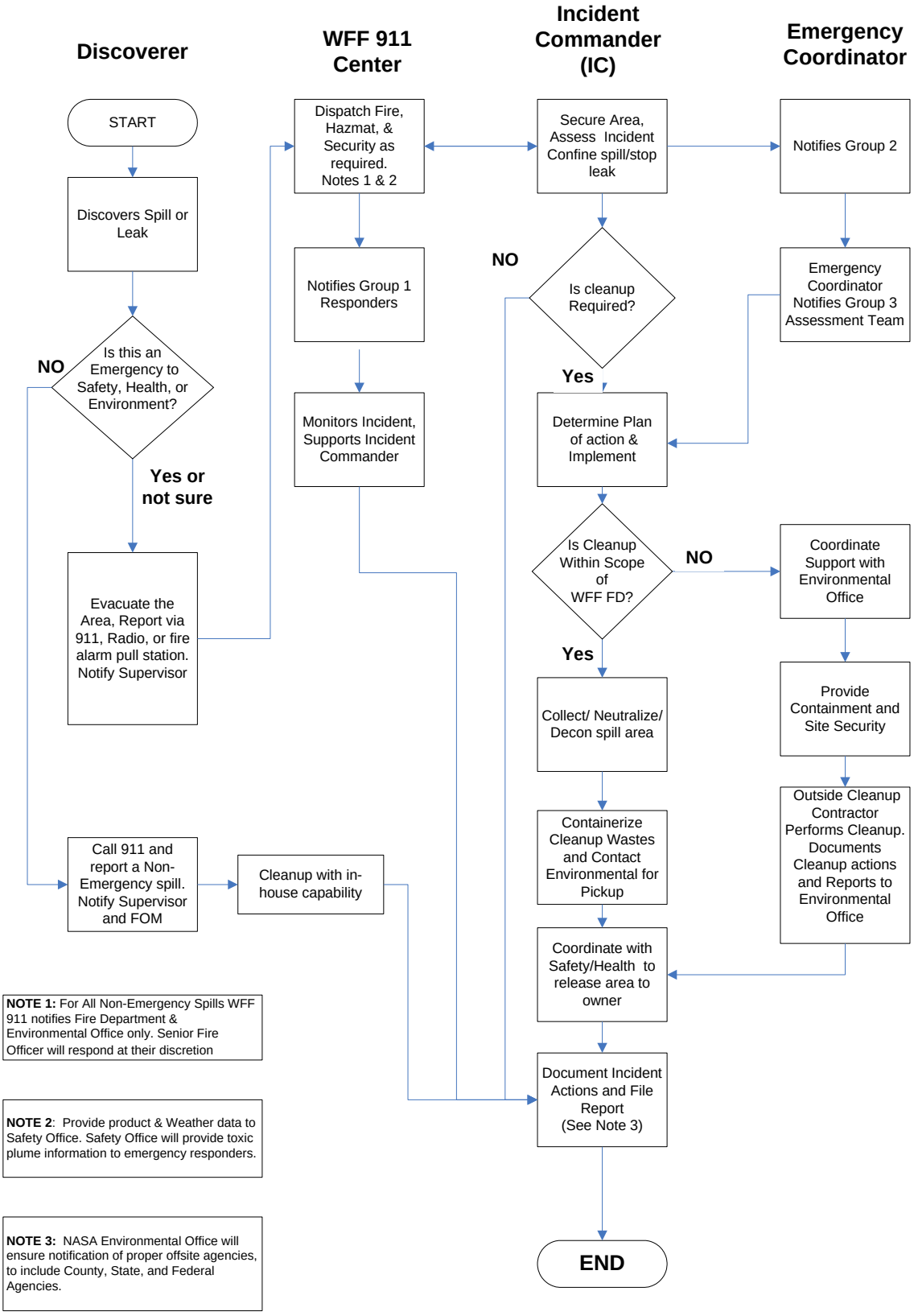
a. Hazardous materials are received and handled at numerous work sites each day in amounts varying from several ounces of relatively benign substances to thousands of gallons of toxic, flammable, and/or explosive materials. Transportation of these materials may be by contractor or government owned vehicles, using the common road system. There are no prescribed HazMat routes for these non-bulk commodities.

b. When any unplanned release or condition resulting from an accidental or intentional spill or accumulation of hazardous waste or material in concentrations or quantities sufficient to pose a substantial, actual or potential hazard to human health, mission impact, property, or the environment and cleanup/recovery is beyond the capability of the reporting agency, the WFF Fire Department shall be called at 911 or 757-824-1333 to respond to the incident.

c. Fire Department response will include utilization of the WFF *Integrated Contingency Plan* # 37.01.01.13697, which is available from the WFF Environmental Office. This plan describes measures implemented by NASA to prevent oil spills from occurring and to prepare NASA to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge. This plan also serves to minimize hazards to human health and the environment from any accidental release of oil or hazardous substance to the air, soil, surface water, or sanitary sewer system at WFF.

d. Hazardous materials spill response will be in accordance with the Table 14.E of this Appendix.

Table 13.E – Hazardous Material Spill Response Flow Chart



E.3 SPECIFIC HAZARD PROCEDURES

E.3.1 Oil/HazMat Release Emergency Actions:

Oil and other hazardous materials are handled and received at numerous work sites on WFF. Commercial vessels refuel and moor in the Visitor Center, Building J-20 area. The potential exists for a spill to occur into or on waters or the shoreline adjacent to WFF. WFF has numerous beaches, tidal flats, marshes, wet lands, and other environmentally sensitive habitats for many threatened or endangered species of plant or animal life.

a. The response must comply with EPA and Virginia law for spill-on-water response by deploying containment equipment on the water within 1 hour after discovery of the discharge.

b. Provide technical administration of Fire Protection Services, ensuring that personnel, equipment, supplies and training are available.

c. The attached checklist to this appendix, Table 15.E, shall be used for emergency response when a Hazmat incident is identified.

d. Discoverer of spill incident should:

    1. Verbally alert others in the area
    2. Activate emergency alarms, if appropriate
    3. Isolate and contain any spillage that can be accomplished

Table 14.E – Spill Response Checklist

Step		Yes	N/A
Step 1: Site Evaluation and Management			
1.	Senior Fire Official (SFO) on scene is the Incident Commander (IC)		
2.	Initial Response Elements (IRE) arrive on scene		
3.	IC establishes an on-scene command post		
4.	IC directs WICC Environmental Office response		
5.	IC activates follow-on elements, as required		
6	Emergency Dispatch (911) notifies appropriate agencies (e.g. WFF Environmental Office, Security Office)		
Step 2: HAZMAT Identification			
1.	Form Oil/HazMat Reconnaissance Team		
2.	IC identifies hazards with help from Safety Office		
Step 3: Hazards and Risks Evaluation			
1.	IC evaluates Reconnaissance Team's findings		
2.	Safety Office advises IC on all health hazards		
Step 4: Plan the Emergency Response			
1.	IC consults with Safety Office and specifies level of Personal Protective Equipment (PPE)		
2.	Proper PPE is selected for the type of hazards present		
Step 5: Plan the Emergency Response			
1.	IC and CSS identify options and hazards		
2.	IC implements most appropriate option		
3.	Additional resources available through WFF 911 Center		
4.	Plan reflects operational priorities: a. Prevention of fire/explosion and loss of life b. Protection of environmentally sensitive shoreline areas spill c. Containment/capture of spill d. Isolation of facilities/vessels from spill effects		
5.	Plan consists of two staged responses a. Stage 1: Initial reconnaissance and containment conducted by Fire Department HazMat team b. Stage 2: Containment, clean up, decontamination, and recovery conducted by Spill Clean Up Team or outside contractor		
Step 6: Containment and Control Operations			
1.	Conducted by the Fire Department and the HazMat team		
2.	Objective is to safely begin containment within 1 hour of notification		
3.	Emergency Department (911) center notifies U.S. Coast Guard requesting surveillance and perimeter security		
Step 7: Cleanup and Decontamination			
1.	Response phase ends		
2.	IC demobilizes Initial Response Elements (IRE) assets		
3.	IC transfers command and control to cleanup agency (WICC Spill Clean		

	Up Team or contractor)		
4.	Cleanup operations include: a. Operation of skimmers and vacuum truck b. Deployment/retrieval of absorbents c. Removal of oil residue d. Temporary storage of oil e. Cleanup of equipment		
Step 8: Termination – Recovery and Reporting			
1.	NASA Environmental Office prepares and distributes Pollution Incident Reports (PIR) for WFF		
2.	Media releases handled by WFF Office of Communications		

E.4 TRAINING REQUIREMENTS

WFF emergency response agencies must comply with Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, Section 29 CFR 1910.120(q), depending on an employee's function during a HazMat incident and the operation zones in which their function is performed (i.e., hot zone, warm zone, or cold zone). Training will be maintained with each contractor who would be involved in a HazMat incident. The required training is as follows:

a. First Responder Awareness Level
b. First Responder Operational Level (warm zone, personnel decontamination)
c. HazMat Technician Level (fire department HazMat team)
d. HazMat Specialists Level

IC Level (SFOs and ICs) (***Note:*** Most responders that do not enter the cordon [cold, warm, or hot zone] will require only Hazard Communication or First Responder Awareness Level training. The only exception is the HazMat IC who requires awareness, operations, and incident management training.)

APPENDIX F – DEFINTIONS & ACRONYMS

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

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

Disaster – An occurrence causing widespread destruction or distress.

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

Emergency Management Coordinator - The WFF Emergency Management Coordinator is appointed by the Director of WFF and is responsible for coordinating all emergency activities involving WFF personnel in accordance with this plan. The WFF Emergency Management Coordinator (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.

Emergency Operations Center – The area designated as the control center from which coordination of resources in support of emergency incidents is exercised and maintained.

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

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 WFF Emergency Coordinator who assumes command and control of all personnel, equipment and apparatus at the emergency/incident scene. The Incident Commander assumes the role of commander and manager operating at the strategic level.

Incident Command System – A standardized, on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of

emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Multiagency Coordination – Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of NIMS.

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.

National Incident Management System (NIMS) - A system mandated by Homeland Security Presidential Directive (HSPD-5) that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF) – A guide to how the nation conducts an all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector.

Radiological Emergency - 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.

Vital Records - All records (regardless of physical form) required by Government policy or contract to be protected.

Acronyms

CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
CSS	Contingency Support Staff
DHS	Department of Homeland Security
DOGs	Fire Department Operational Guidelines
ECHO	Emergency Contact for Hazards and Operations
EMC	Emergency Management Coordinator
EMO	Emergency Management Officer
EMT	Executive Management Team
EMTG	Emergency Management Task Group
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOPF	Electronic Official Personnel Folder
EPA	Environmental Protection Agency
EWS	Emergency Warning System
FEMA	Federal Emergency Management Agency
GPR	Goddard Procedural Requirement
GSFC	Goddard Space Flight Center
HazMat	Hazardous Material
HAZWOPER	Hazardous Waste Operations and Emergency Response
HF	High Frequency

HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
JIC	Joint Information Center
LAN	Local Area Network
MARS	Mid Atlantic Regional Spaceport
MEC	Management Education Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NRF	National Response Framework
NRP	National Response Plan
NSSC	NASA Shared Services Center
OHCM	Office of Human Capital Management
PAO	Public Affairs Office
PIO	Public Information Officer
PIR	Pollution Incident Report
POC	Point-of-Contact
PPE	Personal Protective Equipment
SCSC	Surface Combat Systems Center
SFO	Senior Fire Official
SITREPS	Situation Reports

SOPs	Standard Operating Procedures
UC	Unified Command
WFF	Wallops Flight Facility
WICC	Wallops Institutional Consolidated Contract

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	8 Dec 2009	Initial Release
A	26 July 2011	Annual Review Jan 10th 2011, Changed document title from Emergency Management Plan to Emergency Operations Plan and changed all references to reflect this change, Numerious grammatical corrections, added ROC to call tree, added to Roles of the Emergency Coordinator to correlate with changes to GPR 8715.6, changed 3.3.1 from Incident Commander to EOC Manager, added new damage assessment maps.
B		Annual Review Jan 10th 2012, changed Code Messaging to ECHO, added Webeoc to sitrep report transmission, added tracking of AAR through Webeoc, added new initial damage assessment form, changed chapter 7 to include ongoing management and maintnenace of EOP, added new detailed damage assessment form, added Institutional Mishap Preparedness and Contingency Plan and Building Emergency Action Plans to appendix B as functional annexes, changed table 7.a "WFF Certification Training Requirements" to match GPR and NPR requirements, added MARS and Orbital to table 9.c WFF Telephone Notification Tree, numerious grammatical corrections.