National Aeronautics and Space Administration

Goddard Space Flight Center

Current Year BEPs can be found on the intranet at:
http://sites.wff.nasa.gov/code803/plans.php

BUILDING EMERGENCY PLAN (BEP)

BUILDING F-23: 2015

Facility Operations Manager (FOM):
Name: Chuck Brodell 757.824.1827

Alternate Facility Operations Manager (AFOM):
Name: Robert Marshall 757.824.1431

IMPORTANT TELEPHONE NUMBERS

Fire/Medical/Security Emergency

All emergencies ..... **9-1-1 (on-site landline phone)**
..... **(757) 824-1333 (cell phone)**

Non-Emergency

Fire Department (Non-Emergency)…….....1300
Emergency Management Office 1159
Employee Assistance Program (EAP)..... (757) 398-2374
.....(800) 327-3257 (24/7)
Environmental 1718
Facilities (Help Desk) .....4357 (Help)
Health Unit 1266
Occupational Health & Safety 1625
Protective Services 2467

Employee Emergency Information Line

Employee Emergency Information Line ..... (757) 824-1000
…….. (800) 521-3415

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SECTION 1: INTRODUCTION

Overview

Goddard Space Flight Center (GSFC) – Wallops Flight Facility developed the Building Emergency Plan (BEP) for the protection of its employees (civil servants and contractors), tenants and visitors at this site in the event of an emergency. GSFC recognizes that reasonable precautions against incidents may not prevent their occurrence. For this reason, GSFC/WFF developed the BEP to communicate policy in regards to employee actions necessary to mitigate the effect of incidents, such as fire and medical emergencies, on building occupants.

The contents and procedures contained in this BEP meet the requirements outlined in Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.38, Employee (Building) Emergency Plans Fire Prevention Plans. Additionally, this BEP follows the guidelines established by the United States Department of Homeland Security's National Incident Management System (NIMS), and the National Fire Protection Association's Standard on Disaster/Emergency Management and Business Continuity Programs (NFPA 1600, 2007 Edition).

BEPs shall be made available to all building occupants and on the Wallops Flight Facility safety/Emergency Operations Center website. Copies of the BEPs shall be made available to members of the WFF Fire Department.

Statement of Policy

The BEP is designed to provide an organized and managed response to natural and man-made incidents that are not a part of everyday work activities. This plan identifies actions taken by employees to ensure personal safety and the safety of others during emergencies.

The policy of GSFC/WFF is that the information contained within this plan be distributed to all employees for their use and employees are trained and exercised annually on its contents. All GSFC/WFF personnel are required to understand the contents of this document and to abide by the responsibilities delegated herein.

Roles and Responsibilities

Building Emergency and Evacuation Planning

GSFC/WFF Executive Management is responsible for the development of policies regarding the BEP. GSFC/WFF delegates the responsibility of planning for emergencies and evacuations to the WFF Safety office / Emergency Management Section. Effectively implementing these policies are the responsibility of the following:

Supervisors

- Notify employees to complete annual employee BEP training.
- Identify Mobility Assistants and their alternates to assist self-identified individuals with specific need(s) during evacuations.
- Coordinate a meeting between each specific needs person and their designated Mobility Assistants to review emergency evacuation procedures and develop a personal evacuation plan.

Wardens (Floor/Area)

- Know who their FOM and his/her alternate(s) are, and serve as the FOM if he/she and the alternate are unavailable during an emergency.
- Carry out the activities as described within this document within their area of responsibility.

Mobility Assistants (as appropriate)

- Review emergency evacuation procedures and the personal evacuation plan with their self-identified person with a specific need during evacuations.
- Provide assistance to their self-identified person with specific needs during drills and evacuations.

All Employees

- Know who their FOM and Warden, and their alternates are. (This information is listed in Appendix B: FOM/Warden Roster.)
- Carry out the activities as outlined in Section 5: Employee Emergency Action Plan and, if applicable, the Critical Operations Evacuation Procedures (Attachment C), before, during and after emergencies.
- Complete the initial and annual BEP training to familiarize themselves with the contents of the BEP.
- Participate in the annual evacuation drill.

SECTION 2: EMERGENCY COMMUNICATIONS

Calling 9-1-1 from a land line or (757) 824-1333 from a cell phone

- ☐ Be prepared to answer the following questions:
  - ✓ Nature of the emergency (e.g. fire, smell of smoke, medical emergency);
  - ✓ Building name or number, floor/room or Area;
  - ✓ Your name and call back number; and
  - ✓ Describe the situation.
- ☐ For medical emergencies, the dispatcher will request additional information:
  - ✓ Nature of the medical emergency (e.g. conscious/unconscious, breathing/not breathing);
  - ✓ Victim's age (approximate if uncertain) and sex; and
  - ✓ What help, if any, is being given.

NOTE: DO NOT HANG UP UNTIL THE DISPATCHER DOES!

- ☐ Send someone to meet and escort emergency response personnel to the incident location.
- ☐ If you are the person who called 9-1-1: Identify yourself to emergency response personnel upon their arrival and be prepared to provide additional details regarding the incident. If the area, floor or building has been evacuated – notify your FOM or Warden – he/she will direct you to the Incident Command Post and be prepared to provide additional details to emergency response personnel.

The following systems or devices may be used by emergency response personnel, FOMs and Wardens to communicate emergency information and warnings to building occupants during an emergency or disaster.

Emergency Notification Systems

- **Emergency Notification System (ENS)**: Notifications may be made by the WFF Fire Department or Emergency Management to the entire facility population during facility-wide emergencies. These notifications will be made primarily via e-mail and text. The telephone system (work, cell and/or home) will be used when practical.
- **WFF Base Intercom System**: Notifications from the building's Base Intercom system may be used by the WFF Fire Department to issue emergency alerts. Internal speakers may be used to provide verbal emergency communications to building occupants during emergencies.
- **WFF Emergency Warning System (EWS)**: Outside speakers will notify personnel of weather type alerts or other emergencies through a series of 7 outside speaker systems located throughout the Main base, Main Land and Island facilities.

- **WFF ECHO Notification System**: Local weather emergencies may be issued via text messaging to people signed up in the ECHO notification systems

NOTE: There may be personnel who are unable to hear, see and/or receive these emergency notifications; we ask all employees to ensure everyone in their area is aware of the notification.

Alarm Systems

- **Evacuation/Fire Alarm System**: Manual pull stations are located throughout the buildings for use by building occupants during an emergency where building evacuation is required. Alarms are also activated when a flow is detected in the sprinkler system. 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. The building fire alarm system is continuously monitored for alarm by the WFF Fire Department.

- **Local Hazard Alarm:** Many areas at GSFC are equipped with local hazard alarms. These alarms will typically sound as a continuous loud buzzer. 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. Employees should familiarize themselves with local alarms in their work areas, if applicable, as alarm styles vary throughout the facility.

Office of Communications

Code 130 Office of Communications will provide information on the Center's operating status and will work with the Emergency Management Office to provide general emergency related information and updates. The primary methods used by this Office are:

- 757-824-1000 or toll free at 1-800-521-3415;
- NASA e-mail accounts; and
- NASA Wallops website:
  http://www.nasa.gov/centers/wallops/home/index.html
- NASA Wallops Facebook :
  http://www.facebook.com/NASAWFF

Emergency Management Office

- Coordinate with Code 228: Facilities Management Division, Code 250: Medical and Environmental Management Division, and the WFF Fire Department, to schedule, plan, evaluate, and document the required drills and plan reviews.
- Act in an advisory capacity and communicate changes in GSFC's policy regarding emergency and evacuation planning to the appropriate personnel.
- Maintain a comprehensive listing of personnel with self-identified specific needs (building listing only – see Forms and Handouts).

Backup Systems

In the event any of the above listed systems fail during an emergency, or if a redundant method of communication and warning is necessary, any one of the following methods will be used to alert and/or inform employees:

- **Portable Loudspeakers**: Emergency response personnel and FOMs may use handheld portable loudspeakers to provide direction and information to employees.
- **Vehicle Public Address (PA) Systems**: Emergency response personnel may use vehicle PA systems to provide direction and information to employees.
- **Verbal Notification:** Notification is accomplished through the FOMs, Wardens and emergency response personnel. Verbal notification is typically used when very specific actions are required in a limited area (a single floor or part of a building) or as a backup method for all other systems.

SECTION 3: ANNUAL EMPLOYEE TRAINING

Emergency and evacuation training required for all employees is provided on an annual basis. Training and drills allow employees to develop and maintain the skills necessary during an emergency

Employee BEP Training

All new permanent employees must complete the training within six months of starting employment.

Supervisors may have employees complete the GSFC BEP Training in one of two ways: (1) having employees complete the online training in SATERN; or (2) have employees review the BEP via email.

Annual Evacuation Drill

All employees should participate in an annual Evacuation Drill. The WFF Fire Department, in coordination with the FOMs, will schedule and conduct the drill. These drills are important components of emergency planning and should be taken seriously.

Immediately following the drill, Wardens are to evaluate the drill with those who participated to identify strengths, lessons learned and best practices. FOMs and Wardens are required to complete a Drill Evaluation Form. FOMs will review and submit completed forms to the Incident Commander upon completion of the drill.

WFF may also participate in the annual statewide Tornado Drill. Details of this drill will be sent ahead of time to all WFF employees via email, with the Office of Communications sending out further reminders.

WFF may also participate in the annual Southeastern US Regional Earthquake Drill. Details of this drill will be sent ahead of time to all WFF employees via email, with the Office of Communications sending out further reminders.

SECTION 4: EVACUATING PERSONS WITH SPECIFIC NEEDS

Identifying Occupants Requiring Assistance

Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have “specific needs”. Specific needs is further defined as anyone who, without the assistance of another person, would have difficulty evacuating or relocating to a safe location, or would slow down evacuation of other occupants within the building. This may include, but not limited to:

- Persons with a mobility impairment who use a wheelchair, cane, crutches, or other mobility device
- Persons recovering from surgery or medical procedure
- Persons with a hearing or sight impairment
- Pregnancy

Program Guidelines

Request for Evacuation Assistance

The privacy and confidentiality of persons with specific needs during an evacuation must be respected. As such, individuals **cannot** be required to disclose they have specific needs. Therefore, planning emergency evacuation of persons with specific needs must be predicated on **self-disclosure**. Occupants who have specific needs during an evacuation must request assistance from the Emergency Management Section of the NASA Safety Office, Code 803.2, in writing, using the **Self Certification of Specific Needs** Form (made available by the Emergency Management Office upon request), so that advance arrangements can be made to meet their needs. This information will only be used to assist emergency response personnel in locating and assisting persons with specific needs during an emergency.

Mobility Assistants, or “buddies”, shall be recruited from within the same building as the self-identified person with a specific need, in advance, to assist them during an evacuation.

There may be instances where no assistance is requested in advance, visitors may have specific needs, or persons may develop specific needs during an emergency/disaster. We ask <u>all</u> employees to help others who may need assistance during any emergency or notify emergency responders that assistance is needed. **In all cases Mobility Assistants, or “buddies”, must be recruited with a ratio of at least two Assistants for every individual who requires evacuation assistance.** In assisting persons with specific needs during an evacuation, always consult with the person regarding how best to be of assistance.

Building Evacuation Plans will identify the location of Rescue Assistance Area(s) in the

building, where people, because of stairs, are unable to exit, may await evacuation assistance from assigned Mobility Assistants or emergency response personnel.

Specific Needs Roster

The list of self-identified individuals requiring evacuation assistance and their specific needs is located in the files of the Emergency Management Section of the NASA Safety Office. This list is **NOT** made available to the general public. This information is for emergency use only and will only be used to prepare for safe and quick evacuation in emergency situations and will be secured according to NASA Procedural Requirements (NPR) 1382.1: NASA Privacy Procedural Requirements, and NASA Rules and Consequences Policy Relative to Safeguarding PII.

SECTION 5: EMPLOYEE EMERGENCY ACTION PLAN

This Section discusses the actions to be taken by GSFC/WFF employees in preparation for and in response to evacuations and specific types of emergencies. For emergencies not specifically addressed here, building occupants should follow the direction of their FOM, Warden and emergency response personnel.

Before the Emergency

NOTE: Additional information on family and personal preparedness may be found on the Code 803.2 Emergency Operations Center website.

Prepare for Emergency Evacuations

- ☐ Locate your primary and secondary exits (refer to the Emergency Evacuation Plan at the end of this document).
- ☐ Locate your Assembly and Rescue Assistance Areas.
- ☐ Keep halls and emergency exits clear of boxes/other items.
- ☐ Report hazardous conditions.
- ☐ Know who your FOM and Wardens are.
- ☐ Identify people who may require assistance in an evacuation.
- ☐ Know your emergency phone numbers.

Prepare for Shelter-In-Place

- ☐ Know where your Shelter-in-Place (SIP) areas are.
- ☐ Be prepared to perform SIP tasks if pre-designated to do so by your supervisor/Warden.

Prepare for Earthquakes

- ☐ Determine the safest place to take cover.
- ☐ Assess personal work areas as follows:
  - o Window glass: If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass;
  - o Heavy objects: Anchor heavy objects (e.g. tall filing cabinets/shelves) to the wall; and
  - o Loose objects: If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved to lower shelves.

NOTE: Remember, most injuries sustained in an earthquake are caused by flying, loose objects.

Bomb Threat

Employee response to a bomb threat is mainly that of data collection to provide to law enforcement agencies. Once a bomb threat is reported, law enforcement officers will take control of the situation. GSFC/WFF Executive Management, following the advice of law enforcement agencies, will determine if an evacuation is necessary.

Actions

- ☐ Remain calm and keep the caller on the line as long as possible; be courteous and do not interrupt the caller.
- ☐ If possible, signal a co-worker to indicate that you have received a bomb threat.
- ☐ Complete a Bomb Threat Form or write down as much information as possible to provide to Security.
- ☐ Contact **9-1-1** (land line) or from your cell phone (757) 824-1333 immediately once the call has been completed; follow EMERGENCY EVACUATION procedures as directed by emergency response personnel.
- ☐ Notify your supervisor and the FOM as soon as possible.

PROTECTIVE SERVICES DIVISION

Bomb Threat

Communications Data Form

FBI Bomb Data Form — *Place this card under your telephone*

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

_____
_____
_____
_____
_____
_____

Sex of the caller: _____

Race: _____ Age: _____

Length of call: _____

Number at which call was received:

_____

Time: _____ Date: _____

Caller's Voice

- ☐ Calm
- ☐ Angry
- ☐ Excited
- ☐ Slow
- ☐ Rapid
- ☐ Soft
- ☐ Loud
- ☐ Laughter
- ☐ Crying
- ☐ Normal
- ☐ Slurred
- ☐ Familiar
- ☐ Nasal
- ☐ Stutter
- ☐ Lisp
- ☐ Raspy
- ☐ Deep
- ☐ Ragged
- ☐ Clearing throat
- ☐ Deep breathing
- ☐ Voice disguised
- ☐ Distinct
- ☐ Accent

If the voice is familiar, who does it sound like? _____

Background Sounds

- ☐ Street Noises
- ☐ Crockery
- ☐ Voices
- ☐ Static
- ☐ Local
- ☐ House noises
- ☐ Booth
- ☐ Factory Machinery
- ☐ Animal noises
- ☐ PA System
- ☐ Music
- ☐ Long distance
- ☐ Motor
- ☐ Office machinery
- ☐ Other: _____

_____

Threat Language

- ☐ Well spoken (educated)
- ☐ Incoherent
- ☐ Foul
- ☐ Taped
- ☐ Irrational
- ☐ Message read by threat maker

Remarks: _____

_____

Report call immediately to: <u>9-1-1</u>

Name: _____ **Position:** _____

Phone: _____ **Bldg./Room:** _____

Earthquake

Actions

- ☐ If inside, stay inside; if outside, stay outside.

  NOTE: DO NOT RUN OUTDOORS – You will be in danger from falling glass and other debris.
- ☐ If you are indoors: **Drop** to the floor; Take **Cover** under a sturdy object, such as a desk or table; if no such cover is available, get down next to an interior wall and cover your head and neck with your arms; stay away from glass, masonry walls and other potential falling objects; **Hold** onto a sturdy desk/table – be ready to move with it until the shaking stop

- ☐ If you are outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, overhead signs, buildings, vehicles, and other hazards.

- ☐ If you are driving: Pull over to the side of the road, stop, and set the parking brake. Avoid bridges, power lines, overhead signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on your vehicle, stay inside the vehicle until a trained person removes the wire.

- ☐ If you are on the Island: Follow the procedures outlined above. If you are on the beach, go immediately to higher ground once the shaking stops. Pay particular attention to your surroundings due to the potentially large number of hazards that now may be present. Do not attempt to leave the Island until safety personnel deem the bridge safe to cross.

After the Shaking Stops

- ☐ When the shaking stops, look around to make sure it is safe to move. Evacuate the building only if there is immediate danger from fire, signs of structural damage, if it is unsafe to remain indoors, and/or if instructed to do so by the FOM, Warden or emergency response personnel; follow Emergency Evacuation procedures.
- ☐ DO NOT use the elevators.
- ☐ Check for injured, missing or trapped persons.
- ☐ Call **9-1-1** (land line) or from your cell phone (757) 824-1333for life-threatening or medical emergencies.
- ☐ Check for building damage and any hazards (utility disruption, broken pipes, chemical spills, broken glass, etc.); isolate area. (If you are evacuating a building, check for damage as you exit.)
- ☐ Report to your FOM, Warden or emergency response personnel if there are any injured, missing or trapped persons; report if there is any building damage and/or hazards. (If the building is evacuated, Warden(s) will be at the Assembly Area(s).)

- ☐ Refrain from using landline and cell phones, except to report life-threatening emergencies; hang-up phones that have shaken off the hook.
- ☐ Be aware that aftershocks may occur (refer to Section: Before the Emergency - Prepare for Earthquakes).

Precautions and Guidance

- Aftershocks are a common occurrence following an earthquake - if the stability of the building is in doubt, leave the area.
- Never use an open flame for light following an earthquake.
- Shutdown systems which may be damaged from the surge of power if power has been lost or is unstable.
- Do not touch any damaged or downed electrical power lines.
- Look around the work area following an earthquake; return the work area to a normal condition by returning phones to their cradle, pushing in open drawers, etc.
- Give aid to those in need.
- If personnel in your building or Assembly area need assistance, notify your Warden.
- **Be patient** - if an earthquake has occurred, there will be a delayed response by emergency responders as they may be attending to more critical situations. Emergency response personnel will make every effort to respond to emergency situations as rapidly as possible and to keep personnel informed on the status of the emergency.

Emergency Evacuations

Actions

- ☐ If a condition is identified which requires evacuation, immediately alert others in the area, sound an alarm (if not already present), and begin to exit; begin evacuation any time you:
  - ✓ Hear an alarm;
  - ✓ See smoke;
  - ✓ See flames;
  - ✓ Witness an explosion; or
  - ✓ Witness sprinkler activation.
- ☐ Follow instructions to evacuate.
- ☐ Proceed to the nearest safe exit.

  NOTE: **Never use the elevator!**

- ☐ Provide help to those who need assistance; non-ambulatory people may require special attention.
- ☐ The Warden will check areas to ensure that all personnel have been notified and have evacuated.
- ☐ Exit the building and go to the identified Assembly Area listed on the posted building Emergency Evacuation Plan and STAY with your group – DO NOT leave the area unless instructed to do so by your Warden or emergency response personnel.
- ☐ Check-in with your Warden.
- ☐ Wait for instructions at the Assembly Area from your Warden – DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR WARDEN OR EMERGENCY RESPONSE PERSONNEL.

Precautions and Guidance

- Evacuation should always be performed in as calm a manner as possible; running, pushing, shouting, and other aggressive behavior should be avoided.
- Personnel are responsible for the safe evacuation of visitors under their charge; common sense should dictate the level of effort required to accommodate orderly evacuation of visitors.
- Evacuation should be accomplished without stopping to retrieve briefcases, coats, lunches, etc.; take only the necessary steps to:
  - Secure critical operations, hazardous materials or classified information; and/or
  - De-energize or move equipment left in an unsafe position - this also applies to any conditions within the building such as cooking, stacking of materials, etc.
- On stairs, ascend/descend in a single file line on the right hand side of the stairwell, grasping the hand rail.
- If injuries occur in the stairwell during evacuation and must be treated immediately, treat any injured on the nearest stairwell landing, not on the stairs, if possible; otherwise, assist the injured to the Assembly Area for treatment.
- If smoke is present, stay low.

Fire, Visible Smoke, Sprinkler Activation, Explosion

Actions

- ☐ If an alarm or other notification is heard, alert others in your area to evacuate using the nearest safe stairwell or exit – sound an alarm if not already present (use the manual pull station, or if not functioning, shout).

  NOTE: Do not use the elevator!
- ☐ Confine the fire if possible (i.e., close as many doors as possible as you leave the area; do not prop doors open).

- ☐ Instruct others to stay low if smoke is present.
- ☐ Check doors for heat before opening (use back of your hand, start at bottom of door); if the door is hot, do not open.
- ☐ Call **9-1-1** (land line) or (757) 824-1333 from your cell phone immediately.
- ☐ If people refuse to evacuate, move on and report them to your Warden.
- ☐ Exit the building and go to the identified Assembly Area listed on the posted building Emergency Evacuation Plan and STAY with your group – DO NOT leave the area unless instructed to do so by your Warden or emergency response personnel.
- ☐ Check-in with your Warden.
- ☐ Wait for instructions at the Assembly Area from your Warden – DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR FLOOR/AREA WARDEN OR EMERGENCY RESPONSE PERSONNEL.

Precautions and Guidance

- Actions taken on an employee's part to use a portable fire extinguisher should be done so only after local notification has been given, evacuation has begun, and the 9-1-1 has been notified – EXTINGUISHERS SHOULD BE USED ONLY BY THOSE WHO HAVE BEEN TRAINED WITHIN THE LAST 12 MONTHS IN FIRE EXTINGUISHER USE AND IT IS SAFE AND THEY FEEL COMFORTABLE TO DO SO.
- If a fire extinguisher is used (per your training), remember to always leave a 'safe exit' - never exit through a fire.
- Be prepared to provide information to emergency response personnel as to the location of the fire and possible location of occupants.
- Heat and toxic products of combustion (smoke) are the primary dangers of a fire:
  - Smoke and hot gases will accumulate near the ceiling. If an evacuation must take place through a smoke-filled area, stay low. Check door for heat before opening (use back of your hand/start at top of door): if hot, do not open. Close all doors, but DO NOT LOCK.
- If you are trapped inside a room or area:
  - Confine the fire or smoke by closing as many doors as possible between you and the fire – stay or move to a safe location.
  - Wedge a wet towel or cloth material along the bottom of the door to keep out smoke from entering the area.
  - If windows are operable and you must have air, open the window; break the window as a last resort, as it will become impossible to close it if necessary.
  - Leave a signal, such as a towel out the window, to get the fire department's attention - if there is a phone and it is still working, dial **9-1-1** (land line) or (757) 824-1333 from your cell phone immediately.

- If smoke is present, stay low.

Hazardous Material Spill/Release

Personnel using hazardous materials in the workplace must know storage, handling, and emergency procedures of all materials they use (refer to MSDS, HMMS or MSDS Pro for this information). If a spill/release should occur, all personnel aware of the situation must take the necessary steps to prevent injuries and damage to property or the environment.

Hazardous material spills/releases may require the evacuation of an area and/or building(s). Dial **9-1-1** (land line) or (757) 824-1333 from your cell phone to notify the Fire Department immediately for all spills/releases that may threaten personnel, property or the environment.

Actions

- ☐ Alert others in the area and begin to evacuate the area where the release has occurred.
- ☐ Activate the building alarm and follow EMERGENCY EVACUATION procedures if the spill/release:
  - Contaminates more than one room;
  - Has very toxic or flammable vapors; and/or
  - May cause immediate threat to human life.
- ☐ Take appropriate steps to ensure no one evacuates through the contaminated area – secure the area by closing doors and posting danger signs.
- ☐ Dial **9-1-1** (land line) or (757) 824-1333 from your cell phone immediately.
- ☐ Assist injured or contaminated individuals - Avoid contact as much as possible.
  - Start any required first aid immediately – Follow MSDS protocols.
  - Avoid contact as much as possible.
  - If you perceive a life-threatening or medical emergency, dial **9-1-1** (land line) or (757) 824-1333 from your cell phone **immediately.**
  - If possible, obtain the hazardous material safety data sheet from MSDS-HMMS, MSDS Pro, or other hazardous material information for emergency response personnel (product name, manufacturer, phone number, etc.).

NOTE: For non-emergency hazardous material safety concerns contact Environmental at (757) 824-1718.

Precautions and Guidance

- DO NOT attempt to contain or clean up the spill/release - ONLY personnel trained to respond to hazardous material spills/releases are allowed to do so.
- Turn off heat or ignition sources if appropriate.

- Be prepared to provide information to responding agencies as to the location of the spill/release and the material(s) involved.

Medical Emergencies

Injuries may be defined as minor and serious. Minor injuries are those such as routine bumps, bruises, cuts, and scrapes that are reportable to a supervisor and the Health Unit. These require only basic first aid to prevent further injuries or infections. Serious injuries are defined as illness or other medical emergencies that may be life-threatening and/or require immediate transport of a person to an emergency medical facility.

Actions

☐ Survey the scene to determine if it is safe for you to help.

☐ Confirm if airway is open and victim is breathing.

NOTE: If the condition is life-threatening, provide immediate care if trained to do so - always use appropriate barriers (gloves, pocket mask/shield, etc.).

o For serious injuries, call **9-1-1** (land line) or (757) 824-1333 from your cell phone or direct someone to dial immediately.

☐ Stay with victim until emergency response personnel arrive.

☐ Be prepared to provide information regarding the situation upon arrival of the emergency responders.

☐ Direct someone to meet the responding emergency personnel and assist them by leading them to the victim - hold an elevator in the Lobby for use by emergency response personnel, if appropriate.

☐ Notify the employee's supervisor as soon as possible.

Precautions and Guidance

- Never give anything to eat or drink to personnel who are injured or ill.
- Make the injured as comfortable as possible - NEVER move anyone who is suspected of having a head, neck or back injury.
- Take the necessary steps to protect yourself and the patient against the transmission of communicable diseases.
- If a situation occurs that necessitates an evacuation to save a life, immediately remove the injured victim regardless of their injury.
- Provide assistance to responding emergency personnel; do not get in their way
- If you call for medical assistance, stay on the phone line to respond to any and all questions - DO NOT HANG UP - Allow the operator on the other end to hang up first.

Power Outage

Actions

- ☐ Do not panic - use emergency lighting.
- ☐ Turn off all light switches, except one (so you know when power is restored).
- ☐ Unplug computers and other equipment sensitive to power spikes and surges.
- ☐ Turn off coffee pots and other sources which produce heat.
- ☐ Stay near your area and await further instructions from your Warden or FOM; do not leave the facility unless instructed to do so by your supervisor.

Precautions and Guidance

- Follow the instructions of a Warden or FOM (i.e. Evacuate, Shelter in Place…)
- If the power outage is expected to be of a long duration, cancellation of the day's activities may be necessary.
- Never use an open flame to produce light.
- If in an unlit area or as darkness approaches, evacuate to an Assembly Area before it gets too dark to safely find the way.

Shelter-In-Place (SIP)

If the facility is affected by severe weather conditions or a hazardous material spill/release, sheltering in place actions can provide short-term protection to personnel. Sheltering-in-place actions are most effective when planned in advance. In emergency situations, you may be directed to: 1) Evacuate; 2) SIP in your office/current location; or 3) SIP in a pre-designated SIP location. (Pre-designated SIP locations are identified in your Building Evacuation Plan.)

For certain situations, such as a hazardous chemical spill, occupants may be notified to SIP in their pre-designated SIP location and "Seal the Room". Wardens will direct pre-designated trained personnel to lock window/doors, seal windows/vents/doors, and turn off air conditioning/fans.

Actions

- ☐ Close and lock your office windows.
- ☐ Close your office door.
- ☐ Go to your pre-designated 'shelter-in-place area' as directed.
- ☐ Wait for further instructions at the 'shelter-in-place area'
- ☐ When an "all clear" announcement is made, follow FOM OR Wardens instructions.

Suspicious Package/Suspicious Mail

Actions

- ☐ Do not touch, move or cover the object.
- ☐ Alert others in the area and evacuate the immediate area.
- ☐ Report the incident to **9-1-1** (land line) or (757) 824-1333 from your cell phone immediately.
- ☐ Get a good description (size, color, markings, noises made, e.g. ticking); provide exact location (floor, room number, location in room).
- ☐ Do not use a radio, cell phone, or battery operated bullhorn in the area (this may detonate the device).
- ☐ Evacuate the floor or entire building only if instructed to do so by emergency response personnel and follow EMERGENCY EVACUATION procedures.
- ☐ If directions are not given to evacuate the building, control entry to the area until relieved of responsibility or given further instructions from emergency response personnel.

Tornado

Actions

- ✓ In the event of a Tornado Warning, seek shelter immediately Basements provide the best protection;
- ✓ If underground shelter is not available, go into a windowless interior room or hallway on the lowest floor possible; and
- ✓ Stay away from windows, doors and outside walls. Go to the center of the room.
- ✓ If you are in a mobile work trailer, abandon this trailer and go to the nearest permanent, sturdy building immediately.
- ✓ If you are caught outdoors, seek shelter in the nearest permanent, sturdy building.

- ✓ If you cannot quickly walk to a building:
  - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest permanent, sturdy building.
  - If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:

    Stay in your vehicle with the seat belt on. Put your head down below the windows, covering with your hands along with a blanket or coat if possible. If you can safely get noticeably lower than the level of the roadway, exit your car, and lie in that area, covering your head with your hands.

- ☐ Your choice should be driven by your specific circumstances. Stay in the SIP location until the danger has passed and wait for further instructions from emergency response personnel – if your building has been damaged during the tornado, you will be directed by emergency response personnel to follow EMERGENCY EVACUATION procedures – evacuate with extreme caution and be aware of safety hazards caused by the tornado.

Workplace Violence

Actions

- ☐ If you witness a workplace violence incident or if you encounter a person behaving in a manner that causes you to fear your own or another's safety, you should immediately contact **9-1-1** (land line) or (757) 824-1333 from your cell phone or have someone call for you. This includes:
  - ✓ Crimes in progress, violent incidents or specific threats of imminent violence;
  - ✓ If an individual:
    - o Makes threats of physical harm toward you, others, or him/herself;
    - o Has a weapon; and/or
    - o Behaves in a manner that causes you to fear for your own or another's safety.
- ☐ Use a phone out of sight/hearing of the individual; Security will respond and take appropriate action.
- ☐ Do not attempt to intervene physically or deal with the situation yourself; it is critical that Security take charge of any incident that can or does involve physical harm.
- ☐ If it is an ongoing situation (hostage: person with a weapon), employees should immediately evacuate the area of the incident; Supervisors are responsible for accounting for their employees.
- ☐ The area of the incident should be secured and left undisturbed; employees who witnessed the incident should be available to be interviewed by Security.

Workplace Violence: Active Shooter

- ☐ The Department of Homeland Security recommends the following guidelines: **GET OUT. HIDE OUT. TAKE OUT.**
  - o Whenever possible **GET OUT**. Get away from the gunshots first then contact **9-1-1** (land line) or (757) 824-1333 from your cell phone immediately if no one else has called to report what is happening. DO NOT LINGER IN THE AREA; DO NOT GO TO THE ASSEMBLY AREA.
  - o If unable to GET OUT then **HIDE OUT**. Lock or barricade yourselves to shelter-in-place in your office/current location if possible to prevent entry from the shooter.

- If you cannot barricade yourself inside and the suspect comes in, then, using your best judgment, work as a team with others, make a plan to **TAKE OUT** the shooter(s). Use whatever you can to prevent the shooter from achieving the goal of shooting people.

ATTACHMENT A: EMERGENCY EVACUATION PLAN

F-23 EMERGENCY EVACUATION PLAN

FOM CHUCK BRODELL x1827
FOM ROBERT MARSHALL x1431

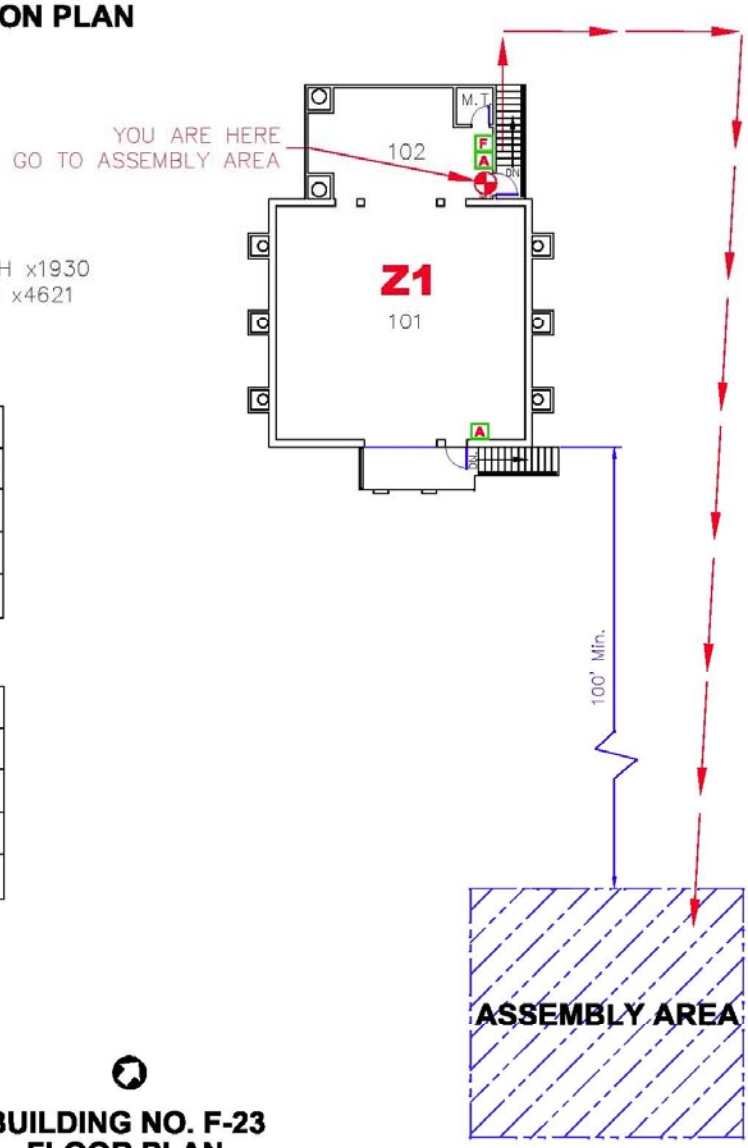
FLOOR ZONE WARDEN
Z1 ROBERT MARSHALL x1431

NSROC SAFETY
HERBERT HAUGH x1402
SIDNEY GRAHAM x2395 JACK SMITH x1930
DAVID STILES x2389 LOGAN WRIGHT x4621

SEE CM45875 FOR FIRE PLAN

REVIEWED BY	DATE
LOGAN WRIGHT	01/13/2015

LEGEND		QTY.
F	FIRE EXTINGUISHER	1
A	ALARM PULL BOX	2



BUILDING NO. F-23
FLOOR PLAN

0 20 40
GRAPHIC SCALE IN FEET

CM44405 REV F
01/13/15

ATTACHMENT B: FOM/WARDEN ROSTER

[NOTE: Use this template or replace with current roster]

Building:				
Position	**Name**	**Room**	**Ext.**	**E-Mail**
Building Manager				
Facility Operations Manager (FOM)	Chuck Brodell	N161:225	X1827	Charles.l.brodell@nasa.gov
Alternate FOM	Robert Marshall	F10:127	X1431	Robert.l.marshall@nasa.gov

Floor/Area	Name	Ext.	Room	Color (Vest/Helmet)	Radio?	Cell Phone #	Email

ATTACHMENT C: CRITICAL OPERATION EVACUATION PROCEDURES

In the event of evacuation requirement while item is suspended on hoist:

- Crane operator shall identify personnel that shall remain on site to complete placing suspended item in safe condition.
- Once item is off the hoist and safe, evacuation of lift crew shall be confirmed by crane operator.
- Crane operator shall report to Warden that the facility evacuation is complete.

ATTACHMENT D: FOM / FW EVACUATION CHECKLIST

Date of Evacuation: _____ Building:_____ FOM: _____

Start Time: _____End Time: _____ Evacuation Complete: _____minutes

Type of Evacuation:

- ☐ Evacuation Drill
- ☐ Flooding
- ☐ Fire Evacuation
- ☐ Bomb Alert
- ☐ Smoke/Fumes
- ☐ Chemical
- ☐ Other:

Incident Details:

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

Remarks/Notes: _____

_____

_____

_____

_____

_____

Please turn completed form in following any evacuation to the Incident Commander