



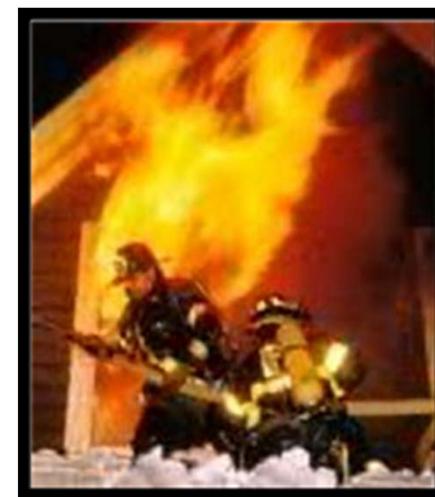
GSFC/Wallops
Flight Facility



Emergency Preparedness



***Kenneth Volante
Code 803 Safety Office***

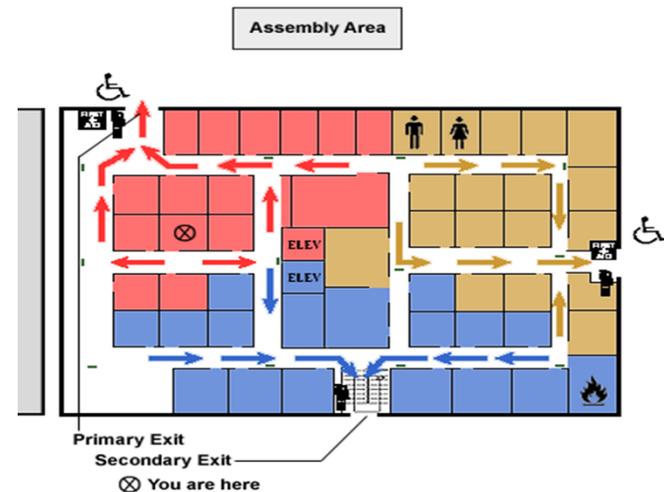


- ***Ask yourself these Questions***
 - ***Do you know what to do should there be an emergency situation in your building at Wallops?***
 - ***Do you know what an Emergency Action Plan is and where you can find out what to do in your building should there be an emergency situation?***
 - ***How about the next Hurricane, Do you know what to do?***
 - ***A Fire at home or Work what do I do?***
 - ***Are you prepared at home to face the next emergency situation?***
 - ***Do you have a plan***
 - ***Is your family trained on the plan?***

- *WFF Building Emergency Action Plans*
- *WFF Sirens and Alerts*
- *Weather Situations (Hurricane / Nor'easter)*
- *Home Preparedness*

Emergency Action Plans (EAP)

- *An emergency action plan (EAP) is a written document used to facilitate and organize employee actions during workplace emergencies*
- *Required by OSHA CFR 1910.38*
- *Tells Employees what actions to take in emergency situations*
- *Covers reasonably expected emergencies, such as fires, explosions, toxic chemical releases and weather situations*



Emergency Action Plans (EAP)

- **Emergency Action Plans for WFF are described in GPR 8715.5 Fire Protection at GSFC**
- **GPR states that Facility Operations Managers are responsible for development of WFF building plans**



Goddard Procedural Requirements (GPR)

DIRECTIVE NO.	<u>GPR 8715.5A</u>	APPROVED BY Signature:	<u>Original Signed by</u>
EFFECTIVE DATE:	<u>April 2, 2010</u>	NAME:	<u>Edward J. Weiler</u>
EXPIRATION DATE:	<u>August 24, 2011</u>	TITLE:	<u>Director</u>

Responsible Office: 350 / Occupational Safety & Health (OS&H) Division
Title: Fire Protection at GSFC/Greenbelt

PREFACE

P.1 PURPOSE

This directive establishes policies, procedures, and responsibilities for the implementation and management of the Fire Protection Program at the Goddard Space Flight Center (GSFC).

P.2 APPLICABILITY

This directive applies to all GSFC/Greenbelt personnel, facilities, and activities, including all permanent and temporary sites. This directive shall also apply to all GSFC tenant organizations, contractors, grantees, clubs and other persons operating under the auspices of GSFC or on GSFC property as required by law and as directed by contractual, grant, and agreement documents. For this document, the term GSFC shall encompass GSFC, Greenbelt. GSFC managers of other facilities shall develop their own procedures to comply with local requirements and NPR 8715.3, NASA Safety Manual.

P.3 AUTHORITY

- [NPR 8715.3](#), NASA Safety Manual
- 29 U.S.C. 668, Section 19 of the Occupational Safety and Health Act of 1970 as amended

P.4 REFERENCES

- 29 CFR 1910.22 – General Requirements (Walking/Working Surfaces)
- 29 CFR 1910.38 – Emergency Action Plans
- 29 CFR 1910.106 – Flammable and Combustible Liquids
- 29 CFR 1910.157 – Portable Fire Extinguishers
- National Fire Protection Association (NFPA) 1 – Fire Prevention Code
- NFPA 10 – Standard for Portable Fire Extinguishers
- NFPA 30 – Flammable and Combustible Liquids Code
- NFPA 101 – Life Safety Code
- NFPA 1141 – Standard for Fire Protection in Planned Building Groups
- NPR 8715.3, NASA Safety Manual
- [NASA-STD 8719.11 – Fire Protection](#)
- [NASA Form 1627](#), NASA Mishap Report
- [GSFC Form 23-4 – Hot Work Permit](#)
- [GSFC Form 23-4A – Hot Work Supplemental Log Sheet](#)

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

GSFC 3-17 (10/01)

Emergency Action Plans (EAP)

- **Building Emergency Plan Contains:**
 - **Emergency Notification System**
 - **Types of Emergency Situations**
 - **Occupant Response Procedures**
 - **Incident Management Responsibilities**

BUILDING H-100 EMERGENCY PLAN		
Issuing Organization: AETD	Issuing Organization Code: 548	
Effective Date: [November / 2010]	Expiration Date: [November / 2011]	
Building Emergency Plan Building H-100		
National Aeronautics and Space Administration		Goddard Space Flight Center Greenbelt, Maryland
		
Page 1 of 19		

Emergency Action Plans (EAP)

- **Emergency Notification Systems at WFF (How will I know if something is Wrong):**
 - **911 on all WFF phones will get you in touch with Emergency Services (Fire, Ambulance, Security)**
 - **Fire Alarm Pull Boxes located in WFF buildings at all exits**
 - **Fire Alarm sounds for each building (know the sound of your alarm) through activation by pull box, smoke, heat or duct detectors.**





GSFC/Wallops
Flight Facility

Emergency Action Plans (EAP)

- **Emergency Notification Systems at WFF (How will I know if something is Wrong):**
 - **WFF new Emergency Warning System:**
 - **Series of speakers located on main base, visitor center, Mainland and Island**
 - **Will give weather warning information**
 - **Two different tones to be aware of:**
 - **Tornado tone**  followed by Tornado Warning message
 - All other alerts to include lightning warning / watch, Severe Thunderstorm, wind Advisory **Alert Tone**  followed by message
 - **The following are alerts that will be broadcasted over this system:**
 - Tornado Watch
 - Tornado Warning
 - Lightning Advisory
 - Wind Advisory
 - Thunder Storm Warning
 - **All Clear alerts will be given without tone and in female voice**

Emergency Action Plans (EAP)

- **Emergency Notification Systems at WFF (How will I know if something is Wrong):**



- **NASA New Emergency Notification System (ENS)**

- **An agency wide Emergency Notification and Accountability System that provides WFF the ability to send messages, in the event of an emergency or emerging situation at WFF**
- **Notification is via multiple communication devices (e-mail, text, cellular, home/office numbers, e.g.)**
- **The system gives you the ability to respond to notifications and provide your safety status**
- **System provides NASA the ability to track and report on your safety, during an event**



Emergency Action Plans (EAP)

- **Emergency Notification Systems at WFF (How will I know if something is Wrong):**



- **NASA New Emergency Notification System (ENS)**

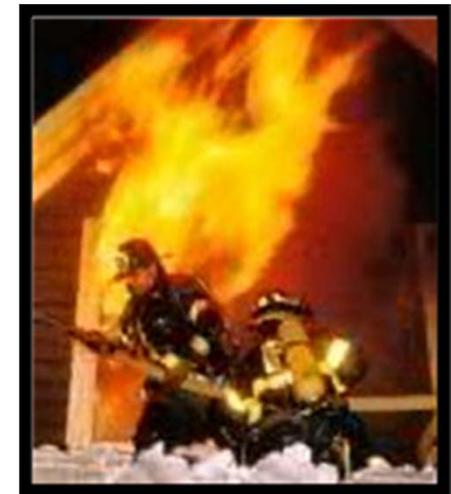
- **Please ensure your contact information is up-to-date**
 - **Civil Service employees update through Employee Express**
 - **Contractors update through Identity Management and Account Exchange (IdMAX)**
- **<http://www.hq.nasa.gov/office/ops/nasaonly/ENSinformation.html>**



Emergency Action Plans (EAP)

- ***Types of Emergency Situations (What type of emergencies might occur at WFF):***

- Earthquakes
- Hurricanes
- Tornadoes
- Energy/utility outages
- Fire hazards
- Hazardous materials releases
- Terrorism





Emergency Action Plans (EAP)

- ***Other Emergencies covered in the Emergency Action Plan***
 - ***Medical Emergencies***
 - ***Indoor Chemical Spills***
 - ***Suspicious Package***
 - ***Threat of an Explosive Device***
 - ***Outdoor Atmospheric Hazards***



Emergency Action Plans (EAP)

- ***Occupant Response Procedures (What Do I do if Something is wrong):***
 - ***Responses covered in the EAP***
 - ***Evacuation Routes and Assembly Areas***
 - ***Actions to take for fire alarm activation***
 - ***Critical Operations***
 - ***Special Operations***
 - ***Medical Emergencies***
 - ***Chemical spills***
 - ***Suspicious packages***
 - ***Possible contamination***

Emergency Action Plans (EAP)

- **Occupant Response Procedures (What Do I do if Something is wrong):**
 - **Bomb Threat Procedures as well as Bomb Threat Instruction checklist**
 - **Outdoor Atmospheric Hazard**
 - **Shelter-in-place procedures**
 - **Special Evacuation Routes identified**
 - **Weather-Related Emergencies**
 - **Procedures for Persons with Disabilities**



Emergency Action Plans (EAP)

- ***Incident Management Responsibilities (Who will help me):***
 - ***EAP covers the responsibilities of those who have been designated to have a role in building evacuations***
 - ***Building Wardens: Usually the FOM with designated back-ups; responsible for executing the Building Emergency Action Plan***
 - ***Appoints the Building Floor and Area Wardens***
 - ***Reports to the Incident Commander (Fire or Security Personnel) during building evacuations***



Emergency Action Plans (EAP)

- ***Incident Management Responsibilities (Who will help me):***
 - ***Floor and Area Wardens: Assigned to designated parts of the building and are responsible for that area in the event of an emergency***
 - ***Responsible for ensuring all personnel in area under their control during an evacuation***
 - ***Perform sweep of the building***
 - ***Recovery of personnel at refuge areas***
 - ***Fire Department and Security Personnel (Incident Command)***

Emergency Action Plans (EAP)

- **Where are These Plans Located:**
 - **Facility Operations Manager should have copy**
 - **Emergency Evacuation Routes Posted in Buildings**
 - **803.2 Emergency Operations Center Webpage Will have all drawing posted**
 - **Ask your Supervisor**



Wallops Flight Facility
Goddard Space Flight Center

[+ NASA Home Page](#)

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+ Home

Code 803

- + Wallops EOC Main Page
- + Emergency Status Page
- + Emergency Plans
- + Links
- + Training
- + Exercises

Wallops Emergency Preparedness Plans

The Wallops Flight Facility Emergency Management Plan (EMP) establishes procedures to respond to major emergencies and to minimize the loss of life, equipment, facilities, and operational capability caused by natural or technological disasters occurring on Wallops Flight Facility (WFF). The WFF-EMP establishes uniform policy guidelines for response to major emergencies in which numerous emergency response forces and supporting agencies are involved.

This NASA-WFF Plan implements the National response Framework (NRF) and complies with the requirements in the National Incident Management System (NIMS).

Wallops Flight Facility Emergency Management Plan 803-Plan-0003

The Wallops Flight Facility Emergency Management Plan has Functional Annexes of plans which are incorporated into the overall Wallops Emergency Management Plan. These Annexes can be found by using the following links.

Plan Title	Plan Number	Plan Title	Plan Number
Aircraft Mishap Response Plan	803-Plan-0001C	Severe Weather Notification Instruction	804-WI-87151.1.1D
Hurricane/Nor'easter Plan	803-Plan-0002	Pandemic response Plan	Draft Plan
WFF Snow Plan	WFF Snow Plan	WFF Integrated Contingency Plan	ICP
WFF Continuity of Operations Implementation Plan	803-Plan-0005	Launch Incident Plan	803-Plan-0006
Fire and Explosion Plan	803-Plan-0007	Space Act Agreement/ Mutual Aid Agreements	WFF - Accomack WFF Fire - Accomack
Security Emergencies Plan	803-Plan-0008		

Building Plans

- [Building Emergency Action Plans](#)
- [Emergency Action Plan Template](#)
- [GFSC Building Emergency Plans](#)
- [WFF Building E109 Emergency Plan](#)
- [WFF Building E107 Emergency Plan](#)

[+ Wallops Flight Facility](#)

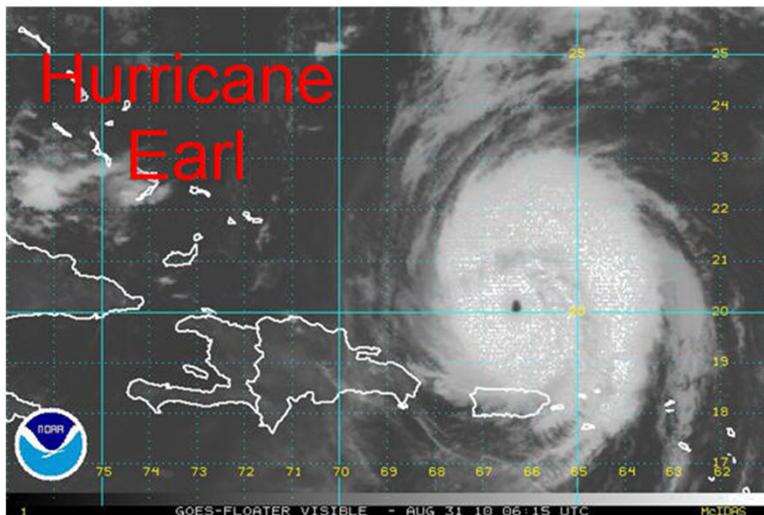
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NASA Official: Florence Smith
Curator: Brandon Wright
Last Updated: January 20, 2010

- **Do you Know the WFF Plan for Hurricane and Nor'easters**



803-PLAN-0002

SUBORBITAL AND SPECIAL ORBITAL PROJECTS DIRECTORAT
803/Safety Office

Hurricane / Nor'easter Preparedness Plan

for

Wallops Flight Facility (WFF)

Effective: November 1, 2010

Florence Smith
Florence Smith
Chief, Safety Office



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

National Aeronautics and
Space Administration

CHECK THE CODE 803 WEB SITE AT
<http://sites.wff.nasa.gov/code803/docs/HurricanePlan.pdf>
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

- **WFF hurricane conditions (HURCONS) 4-1. These are conditions and response phases letting individuals know when hurricanes could possibly hit WFF.**

Hurricane Conditions (HURCONS)/Response Phases

HURCON 4
ALERT PHASE / Start preparations

Destructive winds of 50 knots or greater are possible within 72 hours of WFF.

HURCON 3
PREPARATION PHASE

Destructive winds of 50 knots or greater are possible within 48 hours of WFF.

HURCON 2
FINAL PREPARATION
PHASE

Destructive winds of 50 knots or greater are possible within 24 hours of WFF.

HURCON 1
Final Actions/Ride Out

Destructive winds of 50 knots or greater are possible within 12 hours of WFF.

RECOVERY PHASE

Actions taken to reestablish primary mission capability and return WFF to normal operations.



Hurricane / Nor'easter

- ***Hurricane Season***
 - ***Hurricane season runs each year from June 1st thru November 30th.***
 - ***A Tropical Storm become a hurricane when winds reach 74 mph.***
 - ***The four main hazards produced by a hurricane are storm surge, high winds, heavy rainfall and tornadoes***
 - ***Employees will be notified of changing conditions as they happen through e-mail, site wide intercom system and the NASA Emergency Notification System (ENS)***



Hurricane / Nor'easter

- If Wallops is closed due to weather conditions, employees should listen to local radio and TV stations for information*
- Employees may call 757-824-2050 or the operations schedule at 757-824-1176 or 1-800-521-3415 for up-to-date information on Wallops Status (updated by 6:30 a.m. each morning)*

Hurricane / Nor'easter

- **To prepare for a hurricane, you should take the following measures for your home:**
 - **Make plans to secure your property. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking.**
 - **Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage**
 - **Be sure trees and shrubs around your home are well trimmed**
 - **Clear loose and clogged rain gutters and downspouts**
 - **Determine how and where to secure your boat**



Remember family members with special needs, such as infants and elderly or disabled persons.

For Baby

- Formula
- Diapers
- Bottles
- Medications

For Adults

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses



- Don't Forget The Pets:
 - Pet food and treats
 - Water bowls, cat litter and litter box
 - Drinkable water in plastic bottles
 - Manual can opener
 - Pet medications and medical records in a waterproof container
 - Sturdy leashes, harnesses and/or carriers
 - Current photos of your pet
 - The name of your veterinarian



- **Family Disaster Kit**
 - **Water – One gallon of water per person per day for at least three days, for drinking and sanitation**
 - **Food – At least a three-day supply of non-perishable food. Select foods that do not require refrigeration, preparation or cooking and little or no water**
 - **Battery powered or hand crank radio with extra batteries**
 - **Flashlight and extra batteries**
 - **Can opener for food**
 - **First Aid Kit**
 - **Local Maps**



- **Sources for Family Preparedness Plans**
 - [Accomack County Emergency Management](#)
 - [National Hurricane Center](#)
 - [Hurricane Tracking Map](#)
 - [Ready.Gov – Prepare, Plan, Stay Informed](#)
 - [NASA Emergency Operations](#)
 - [WFF Emergency Management](#)
 - [FEMA Emergency Preparedness](#)
 - [Virginia Department of Emergency Management](#)



- ***Know your Emergency Action Plan for the building you work in***
- ***Know the sirens and tones and what they mean at WFF***
- ***Know what to do at work when WFF prepares for the next hurricane or Nor'easter storm***
- ***Prepare your family. Have a plan!!***
- ***Family Preparedness Plan***