LPR 1046.1
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Langley Research Center

NASA LANGLEY RESEARCH CENTER
EMERGENCY PLAN
(revised January 29, 2007)

National Aeronautics and Space Administration

Responsible Office: Safety and Mission Assurance Office

PREFACE

P.1 PURPOSE

This NASA Langley Research Center (LaRC) Emergency Plan consists of a Basic Plan with anticipated hazards and accompanying Annexes which outline disaster preparedness, planning and operations. The Basic Plan contains information and instructions that are applicable to all Annexes. Annexes contain instructions for specific situations and will be updated as appropriate. Annexes A, F, G, M, N, O, R, S, and U delineated in NASA Procedure and Guidance (NPR) 8715.2, “NASA Emergency Preparedness Plan Procedures and Guidelines,” are not applicable to LaRC and have been omitted from this Plan. The Emergency Plan comprises one section of the LaRC Emergency Preparedness Manual.

The LaRC Emergency Plan meets the requirements of NASA Policy Directive (NPD) 8710.1, “Emergency Preparedness Program,” NPR 8715.2, and reflects agreements with Langley Air Force Base management.

The plan is intended for planning purposes upon receipt and will be executed the Deputy Director’s direction as situations may require.

Primary responsibility for the LaRC Emergency Plan rests with the Emergency Preparedness Officer.

P.2 APPLICABILITY

The requirements of the plan apply to all NASA and non-NASA personnel (contractor, general public, or other governmental agencies) utilizing LaRC facilities or visiting the premises of this Center. In the event of an emergency, non-NASA personnel will be subject to the direction and control of the proper LaRC authority to the same extent as will Center employees. All persons will receive the same signal warning of the imminent danger, be advised of the hazards and evacuation opportunities, and be offered refuge.

P.3 AUTHORITY

- Executive Order (EO) 12656, “Assignment of Emergency Preparedness Responsibilities,” November 18, 1988.
- Federal Preparedness Circular (FPC) 6, "Emergency Succession to Key Positions of Federal Departments and Agencies," May 3, 1984.
- Federal Emergency Management Agency, "Federal Response Plan,” April 1999.
- Federal Emergency Management Agency, “National Mitigation Strategy,” October 8, 1996.

P.4 REFERENCES

- NPD 8621.1, “NASA Mishap Reporting and Investigating Policy.”
- NPD 8710.1, “Emergency Preparedness Program.”
- NPD 8710.2, "NASA Safety and Health Program Policy.”
- NPR 1000.3, “The NASA Organization.”
- NPR 1620.1, “Security Procedures and Guidelines.”
- NPR 8621.1, “NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping.”
- LAPD 3630.3, “Time and Attendance.”
- LPR 1040.2, “LaRC Duty Officer’s Handbook.”
- LPR 8800.1, “Environmental Program Manual.”
- Interservice Support Agreement, NASA Langley Research Center and 1st Fighter Wing, Air Combat Command (ACC), Langley Air Force Base.

P.5 CANCELLATION

LPR 1046.1, dated October 12, 2004 should be destroyed.

original signed on file

Delma C. Freeman, Jr.
Deputy Director

DISTRIBUTION:
LaRC Emergency Preparedness Manual Holders
(Distribution controlled by Safety and Facility Assurance Branch, SMAO)
SDL 410 - Facility Coordinators
SDL 412 - Facility Safety Heads
429/Safety and Facility Assurance Branch, SMAO (10 copies)

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Note: Annexes A, F, G, M, N, O, R, and S~~, and U~~ delineated in NPR 8715.2 are not applicable to LaRC and have been omitted from this Plan.

Chapter 1

BASIC PLAN

1.1 TASK ORGANIZATION

- All LaRC staff organization elements
- Air Force Liaison Office
- Selected contractors

1.2 SITUATION

1.2.1 General

The Emergency Preparedness Officer (EPO) for LaRC is the Director, Safety and Facility Assurance Branch (SFAB), Safety and Mission Assurance Office (SMAO) or the designated alternate. This individual has the responsibility for developing and maintaining plans, procedures, and capabilities necessary to ensure Center survival and effective operations under all kinds of emergencies. Current national defense policy requires the preparation of plans which will provide direction and assign responsibilities in the event of a national emergency. In addition to this requirement, there is a need to establish and implement plans which cope with a broad spectrum of local emergency situations that can arise with little advance warning. High water, heavy snowfall, and industrial explosions are examples of these types of emergency situations. Planning which seeks to provide for graduated appropriate response must be accomplished prior to an emergency in order that responsibilities can be assigned and individuals trained to react in accordance with approved procedures.

1.3 PURPOSE

This Plan establishes the basis for the mitigation, preparedness, response and recovery from hazards or emergency situations.

- **Mitigation.** Mitigation involves taking action to reduce exposure to, probability of, or potential loss from an emergency. This plan identifies steps to address mitigation concerns during planning, response and recovery activities.

- **Preparedness.** While mitigation can make LaRC safer, it does not eliminate all potential risk or LaRC's vulnerability to hazards or emergencies. Preparedness involves establishing authorities and responsibilities for emergency actions in advance. This plan assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one organization, e.g., the fire department. The plan also sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated.

- **Response.** The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to begin stabilizing the situation. This plan facilitates response by identifying required response actions and the resources available to carry them out. It also assigns roles and responsibilities for executing response actions.

- **Recovery.** Recovery is the effort to bring the Center to a normal operational status as quickly as possible after any type of disruption. This plan facilitates short-term recovery (which sets the stage for successful long-term recovery) by identifying personnel, equipment, facilities, supplies, and other resources available within the Center or by agreement with other organizations or jurisdictions for use during the response and recovery operations.

1.4 EXECUTION

1.4.1 Concept of Operations

This plan will be implemented in response to emergencies arising from natural or manmade disasters and incidents. In either event, a temporary emergency organization will be created, will remain functional under the direction of the Center Director, and will issue instructions in his name until normal operations can be resumed.

1.4.2 Tasks

Task assignments under this plan are spelled out in the following chapters and annexes. Staff members with no assigned duties will be contacted if their services are required. The annexes of this handbook summarize program elements and resources available to support the emergency preparedness actions.

1.5 ADMINISTRATION AND LOGISTICS

The head of each staff element assigned duties as indicated in this handbook will ensure that the necessary personnel are instructed and organized and procedures established to provide the support as directed.

1.6 DRILLS

Periodic drills and exercises will be conducted (no less than once per year). Response to an emergency or planning for an emergency such as the expected arrival of a hurricane may be substituted for a scheduled drill or exercise. Revisions to the SFAB Work Instructions will be made as required based on “lessons learned” during debriefings with emergency responders, Facility Managers, and employees following such exercises or actual emergencies.

1.6.1 TRAINING & EXERCISES

SMAO will coordinate the training, scheduling, and conduct of NASA LaRC integrated emergency preparedness exercises with other NASA LaRC, Department of Defense (DOD), local, State, and Federal organizations involved in similar activities. SFAB will assure that emergency exercises minimize interference with ongoing NASA LaRC operations and maximize the benefits obtained from training. SFAB will assist in the scheduling of shared support resources, the development of exercise scenarios, planning and evaluations of exercises, disposition of action items, and dissemination of lessons learned. The EPO will lead all exercises.

A viable exercise program is an essential component of any effort to fully train emergency personnel on their duties and responsibilities when a disaster occurs. It is crucial that individuals who are charged with responding to emergencies are required to "experience" a disaster under conditions as realistic as possible before any actual event. The purpose of exercising is to improve the preparedness posture of the organizations involved. Such preparedness will result in the reduction of loss of life and property if a disaster occurs. To improve our capability to respond, and to exercise our plans, the following types of emergency exercise activities will be administered on NASA LaRC as planned by SFAB:

Drill: This type of exercise is used to practice a single activity, such as a facility evacuation, activation of Emergency Operations Center (EOC), or a timed fire response. It is normally used to develop skills, or to correct processes or procedures.

Tabletop Exercise: This is a nonstressful problem-solving exercise to work out details of generalized operations. It applies to multifunctional agencies or organizations and is an inexpensive way to exercise your plan and response elements.

Functional Exercise: Requires understanding of roles, responsibilities, and operations. Usually stressful; requires extensive preparation and a team approach for conduct and evaluation. It also involves direction and control functions, and some degree of EOC activation. Examples are: evaluating Incident Command, evaluating communications, evaluating rescue tactics and procedures, etc.

Fullscale Exercise: Requires extensive preparation and exercise team training. It is usually time sensitive and stressful. A fullscale exercise adds field response units to several previously evaluated functions. This type of exercise is the ultimate activity for preparing all elements to function in a real emergency or disaster.

Chapter 2

SNOW REMOVAL AND ICE CONTROL

2.1 SITUATION

Langley Research Center (LaRC) is subject to occasional snow, sleet, or ice storms throughout the winter season, with the highest frequency normally occurring during the months of January and February. Snow and ice removal planning must consider air and ground temperatures and the direction the temperature is expected to move within the next few hours. Longer-range weather forecasts also influence the planning and the removal activity. The amount of sunlight that is expected to strike the area is another factor to be considered since it can be a natural help in removing snow and ice. A forecast of a warming trend turning to rain may help in removing snow and ice, but may become an ice hazard if the air temperature subsequently drops below the freezing point. The effectiveness of the local municipalities' snow removal efforts on roads leading to and from LaRC will be considered in planning snow and ice removal activities within the Center. These and other variables preclude the adoption of concrete criteria for commencing snow and ice removal or for closing the Center due to hazardous driving conditions. Each episode will be weighed at the time and under the conditions existing for that particular storm.

These unique weather conditions fortunately do not occur frequently. When such situations do develop, employees should call the NASA LaRC Special Announcement System (864-2111 or 1-888-664-2111) or in the event that the Center's Special Announcement System becomes inoperable, listen to local television and radio media for the latest information.

2.2 OBJECTIVE

The primary objective of snow removal and ice control is to maintain employee/public safety and the operational status of the Center. Snow removal and ice control is performed by the Research, Operations, Maintenance, and Engineering (ROME) contractor. The contractor's Snow Removal and Ice Control plan is reviewed and approved by the EPO annually. A current copy of the contractor's Snow Removal and Ice Control plan is included in the SFAB work instruction on snow removal and ice control. The most current copy of the SFAB work instruction is kept in the EOC, Facility 1162, Room 122.

2.3 TASKS

2.3.1 SMAO Weather Officer

During normal work hours, the SMAO Weather Officer will notify the EPO or his designated alternate of all threatening snowstorms or icing conditions. The information provided will include:

- Conditions to be expected.
- Forecast time of expected conditions.
- Expected severity.
- Expected duration.
- Prevailing wind direction and velocity.
- Anticipated ground conditions.

2.3.2 LaRC Duty Officer

When heavy or unexpected night snowfall or severe ice conditions occur, notify the individuals listed in LPR 1040.2, “LaRC Duty Officer’s Handbook,” to ensure removal operations are initiated.

2.3.3 Emergency Preparedness Officer

The EPO shall conduct a snow removal and ice control tabletop exercise in December of each year.

At hours other than normal (day) shift, the EPO obtains the information listed in paragraph 2.3.1 by contacting numerous agencies. Phone numbers can be found in the SMAO Emergency Phone List.

- Langley Air Force Base (LAFB) Weather Forecaster
- LAFB Recorded Local Weather
- LAFB 1st Fighter Wing Command Post
- LAFB, HQ, Air Combat Command Center
- Hampton Police and Fire Information
- Newport News Police and Fire Information
- York County Sheriff Dispatcher
- Poquoson Police Department
- LaRC Fire Dispatcher
- SMAO Weather Officer

On receipt of weather information, the EPO will, as appropriate:

- Cause a survey to be made of Center streets.
- Direct initiation of snow removal actions as appropriate.
- Ascertain the operational status of LAFB.
- Determine the condition of key roads external to LaRC.
- If conditions warrant, review the situation with the Director, SMAO and telephone the Center Director, or as delegated, the Center Deputy Director, and:

  - Report the probable storm strength and duration.
  - Report the operational status of LAFB.
  - Recommend action in respect to early dismissal of the shift at work and

cancellation of other shifts until further notice.
- Report plans to mobilize snow removal forces.

- Recommend opening the EOC in Facility 1162 if unusually severe conditions are predicted.
- Convey any decisions and directives of the Center Director/Deputy Director to the appropriate agencies or LaRC organizations, if directed.
- If work shifts are to be curtailed or terminated, contact the Head, Office of Public Affairs (OPA) as necessary to place the appropriate announcements on the LaRC Special Announcement System (see Annex D).

2.3.4 Head, Construction of Facilities and Center Operations Services Leadership, COD

The Head, Construction of Facilities and Center Operations Services Leadership, in coordination with the EPO, has the supervisory responsibility for snow removal and ice control operations at the Center, establishing clearing priorities, and revising those priorities as the need arises. The EPO establishes priorities.

2.3.5 Contracting Officer's Technical Representative (COTR), ROME

The COTR, ROME, has the operational responsibility for snow removal and ice control at LaRC. This individual will ensure the performance of the following tasks by the ROME Contractor.

- Prior to each winter season:
  - Procure and store sand, chemicals, and other abrasives suitable for ice control.
  - Prepare and maintain traffic directional signs and barricades to be used to control traffic during snow removal operations.
  - Inspect snow removal equipment, service it as required, and maintain a stock of spare parts.
  - As needed and depending on location, provide 5-foot stakes to mark fire hydrants, headwalls to culverts, or access roads which might be covered by drifting snow or by snowplow operations.

- When notified of threatening snow, sleet, or ice storms, organize available labor to ensure prompt snow removal operations.
- Inform the EPO of the progress of snow removal operations.
- Arrange for a vehicle (truck or wrecker type) to remove stalled vehicles if they are an obstacle to traffic flow and clearing operations.
- Spread sand, chemicals, or other abrasives on ice-covered streets and sidewalks.
- Be prepared to issue sand, chemicals, or abrasives in small quantities (25-50

lbs.) to Facility Coordinators for use at facility entrances.

In the absence of other controlling factors, the priorities to be followed in clearing streets, sidewalks, taxiways, and parking areas are as follows:

A.	**Fire Station**	From Facility 1248 to cleared thoroughfare access with Langley Air Force Base (LAFB) by East Durand Street.
B.	**Dispensary**	Emergency drive and entrance.
C.	**Heating Plant**	From cleared thoroughfare to and around Facility 1215.
D.	**Main Thoroughfares**	From Gate No. 4 to Gate No. 5 (Langley Boulevard) for use of emergency vehicles and security guards.
E.	**Handicap Ramps**	See Ramp list (Disability Program Manager, (47718).
F.	**Motor Pool**	Area adjacent to Facility 1199, for access to emergency vehicles, equipment, and service.
G.	**Warehouse**	Off-loading area of Facility 1206.
H.	**Streets**	From thoroughfares to LaRC facilities and parking lots.
I.	**Sidewalks**	West area.
J.	**Facility Entrances**	Clear steps and doorways.
***K.**	**Taxiways and Ramps**	Area adjacent to Facility 1244 (large emergency parking area).
L.	**Parking Lots**	1. Facility 1219 area 2. Facility 1149 area 3. Facility 1209 area 4. Facility 1244 area 5. Facility 1230 area 6. Facility 1229 area 7. Facility 1232 area 8. Facility 1205 area 9. Facility 1212 area 10. Facility 1268 area 11. Facility 1251 area 12. Facility 1250 area 13. Facility 1202 area 14. Facility 1208 area 15. Facility 1299 area 16. Facility 1213 area

Continue clearing parking lots until all areas have been cleared. East area parking lots will be cleared after LAFB clears thoroughfares.

*Taxiways and flight operations ramps will take priority if it is ascertained that these are necessary for incoming or outgoing flights.

NOTE: A current copy of the contractor's Snow Removal and Ice Control

plan is included in the SFAB work instruction on snow removal and ice control. The most current copy of the SFAB work instruction is kept in the EOC, Facility 1162, Room 122.

2.3.6 Emergency Dispatch Officer (EDO)

The Emergency Dispatch Officer will be prepared to:

- Direct a survey of Center streets to determine the degree of hazard that exists.

2.3.7 Head, OPA

The Head, OPA, in response to authorized instructions, will notify LaRC affected employees of the status of work shifts. (See Annex D for sample announcements.)

2.4 WEATHER CLOSING POLICY

Center closure due to severe inclement weather is described in the following paragraphs. Weather, as we all know, is an unpredictable factor in our lives. While forecast accuracy has significantly improved in recent years, it is still not perfect. When weather conditions are likely to create hazardous driving conditions for employees, Center management collects information from local area law enforcement agencies regarding traffic and road conditions outside LaRC and surveys conditions inside LaRC. This information, evaluated with weather predictions, is used in determining whether the Center should continue normal operations. Then, as rapidly as possible, announcements are posted on the LaRC Special Announcement System.

The decision to cancel work shifts shall be predicated on safety considerations only. The degree of hazard resulting from snow or ice deposits will be evaluated with respect to the vehicle accident potential and danger to pedestrian traffic. The condition of off-Center streets and roads will be given proper consideration. The Center will be closed if:

- Key roads either internal or external to LaRC are: impassable due to snow or ice; passable only if necessary; or driveable only at 10 miles per hour.
- Parking lots are not driveable due to snow or ice or if people cannot walk safely in them.
- Walkways are not walkable.

The decision to dismiss work shifts during the day shift hours will be transmitted through normal supervisory channels. Dismissal of work shifts on the second or third shift will be relayed to the Duty Officer by the EPO after having received instructions from the Center Director/Deputy. The Head, OPA, will be notified by the EPO to make public

announcements if required. The principal method of employee notification, the LaRC Special Announcement System, telephone 864-2111, will be programmed accordingly.

The decision and announcement procedures are:

- Any decision to delay work hours or to close the Center will be made as early as possible, and except for unforeseen circumstances will be made prior to 5 a.m. on the day in question.
- A message announcing the decision will be placed on the LaRC Special Announcement System (864-2111 or 1-888-664-2111) by 5 a.m. This information will be provided to the media (television and radio) only if the NASA LaRC phone system is inoperable.
- Any delay in opening the Center will be announced by specifying the time of day that the Center is anticipated to open. Additionally, the time of the next announcement update will also be indicated. For example, "NASA Langley Research Center is closed for normal operations. It is anticipated that snow and ice removal activities will be sufficiently complete to allow the Center to re-open at 10 a.m. on Tuesday, December 2nd. The next scheduled update of the NASA LaRC Special Announcement System will be at approximately 9 a.m. on Tuesday, December 2nd."
- Decisions relative to the 2nd and 3rd shifts (if applicable) will be made on the affected day and will be posted on the LaRC Special Announcement System. These announcements will be made sufficiently in advance of the anticipated time of opening so that employees will have an ample amount of time to travel to the Center.
- If weather or road conditions change, a second decision concerning delayed work hours may be made, but no more than one change will be made on any day. For administrative leave purposes and to ensure equity for all employees, the Center utilizes a standard opening time of 8 a.m. when operations are interrupted by severe weather.
- Employees are responsible for monitoring the LaRC Special Announcement System (or local television and radio in the event that the Center's Special Announcement System becomes inoperable) for changes to the Center's operational status. Employees not complying with announced changes to the Center's operational status will be charged appropriate leave to cover their absence.

2.5 COORDINATION

If it appears likely that snow loads, ice loads, or drifting snow will damage roofs, power lines, or installed equipment, the Snow Removal Contractor will inform the EPO in order that the appropriate Organizational element may be brought to the site to take preventive or corrective action.

Snow removal operations will start when snow reaches a depth of 2 inches, unless the Snow Removal Contractor considers an earlier start advisable.

If the EPO determines that the EOC should be opened, it will be established at SMAO, Facility 1162, and will remain operational until closed by the EPO. Closing/reopening will be determined by the expected severity of the storm, the availability of labor to meet the demands, the coordination required to integrate LaRC organizational elements, and the estimated degree of hazard anticipated. Should it become necessary to maintain the EOC on an operational status beyond normal work hours, it will be manned until the situation subsides as directed by the EPO. In the event that significant information needs to be reported, and the EOC is not opened, contact the Emergency Dispatch Officer to relay the information.

2.6 ADMINISTRATION AND LOGISTICS

2.6.1 Administration

The EPO will be notified of any changes which will affect the implementation of this plan.

2.6.2 Logistics

Certain emergency equipment is available for issue by contacting the Center Operations Directorate (COD). During a snow or ice emergency, or if one is anticipated in the immediate future, SMAO emergency response personnel are authorized to drive a Government emergency vehicle home in order to assist them to execute their emergency duties and/or allow them to return to LaRC to resume their emergency duties.

2.7 SUPERVISION AND SIGNAL

2.7.1 Supervision

The Snow Removal Contractor is in charge of all snow removal forces and equipment.

2.7.2 Signal

The normal telephone communication will be used when possible. The Snow Removal Contractor may be contacted on the LaRC radio net.

Chapter 3

HURRICANES, TORNADOES, THUNDERSTORMS, AND HIGH WATER

3.1 SITUATION

LaRC is located in an area in which hurricanes, tornadoes, severe thunderstorms, heavy rainfall, high water, and flooding can occur. The most important element in emergency preparedness for violent weather conditions is timely and adequate warning. Emergency measures can be initiated with confidence and executed with maximum thoroughness only when there is sufficient time available. (See Annex C for Center Warning/Alert conditions and Annex D for Contingency Communications.)

3.1.1 Tornadoes and Thunderstorms

When conditions are favorable for severe weather to develop, the National Weather Service issues a severe thunderstorm or tornado **WATCH**. Weather Service personnel use information from weather radar, spotters, and other sources to issue severe thunderstorm and tornado **WARNINGS** for areas where severe weather is imminent. The warnings are passed on to local radio and television stations and are broadcast over local the National Oceanographic and Atmospheric Administration (NOAA) Emergency Alerting System serving the warned areas. These warnings are also relayed to local emergency management and public safety officials who can activate local warning systems to alert communities. Visible/audible warnings of oncoming tornadoes include:

- Dark, often greenish sky
- Wall cloud
- Large hail
- Loud roar-similar to a freight train

Tornadoes can occur anywhere at any time of the year. However, there are certain areas that favor tornado formation at different times of the year. Tornadoes may accompany tropical depressions and hurricanes that move over land. Tornadoes are most common to the right and ahead of the path of the storm center as it comes ashore.

Tornadoes, Severe Thunderstorms - (National Weather Service advisories.)

(1) **Watch**: An announcement that conditions are favorable for the possibility of a tornado/severe thunderstorm occurring within a specified area and time period.

(2) **Warning**: An announcement that a tornado/severe thunderstorm has been sighted and its expected path of travel is given.

Tornado Shelter

The rapidity in which a tornado develops and approaches leaves little alternative but to seek the best nearby shelter. Interior hallways and lower levels of office facilities provide reasonably safe havens. In facilities without basements, seek cover under heavy furniture, workbenches, and so forth, located in the center of the structure. If caught in the open, it is better to use ditches, or culverts for shelter rather than attempting to move away from the tornado.

3.1.2 Hurricanes

The hurricane season begins on June 1 and ends November 30, with the highest number of incidents occurring in September and October.

Past experience has proven that a combination of high winds and high tides presents a considerable threat to low-lying areas and the structures located thereon. The threat from hurricane winds at LaRC is extremely serious. Winds of 75 mph or more by definition are categorized as hurricane velocity winds. The table below represents the Saffir Simpson Hurricane Scale, which classifies hurricanes based on their intensity.

CATEGORY AND EFFECTS OF HURRICANES*

Hurricane Category	Winds (MPH)	Surge (Ft.)	Typical Damage
Tropical Storm	50-73	2-3	Trees, power lines, debris
1	74 - 95	4 - 5	Trees, power lines, non-anchored mobile homes
2	**96 - 110	6 - 8	Roofs, windows, considerable damage to vegetation and mobile homes, flooding
3	111 - 130	9 - 12	Mobile homes/beachfront homes destroyed, structural failures, flooding
4	131 - 155	13 - 18	Extensive building damage and destruction; major erosion of beaches, flooding
5	>155	>18	Complete roof and structural failures on residential and industrial buildings; major flooding, massive evacuation of all residential areas

*Hurricon Levels are independent of Hurricane Categories. The predicted severity of a storm, however, should influence the EPO's decision at each Hurricon Level.
**LaRC buildings are generally built to withstand 100-mph winds.

Hurricane Conditions (Hurricon) –LaRC uses a series of hurricane conditions. To provide consistency the hurricane levels are the same as those used by Langley Air Force Base (LAFB). The condition levels are based on the distance of 50-knot winds from the Center. The distance from the Center is predicted in hours and allows time to plan for the emergency. The Director, SMAO or the EPO may accelerate emergency response procedures (described in Annex J) if a more serious hurricane threatens the Center. To facilitate understanding and simplify communication, Hurricon levels are defined as follows:

(1) **Hurricon 4**: Seventy-two hours prior to the arrival of 50-knot winds.

(2) **Hurricon 3**: Forty-eight hours prior to the arrival of 50-knot winds.

(3) **Hurricon 2**: Twenty-four hours prior to the arrival of 50-knot winds.

(4) **Hurricon 1**: Twelve hours prior to the arrival of 50-knot winds.

(5) **Hurricon Red**: Experiencing 50-knot or greater winds.

(6) **All Clear**: Severe weather conditions have dissipated.

Hurricanes/High Water Shelter

The more leisurely rate of movement of hurricanes provides time to assess the two elements of potential danger--wind velocities and tidal surge heights. Safe shelters for high tide only conditions are those of substantial construction sited at locations above the expected height of water.

3.1.3 HIGH WATER

High water often occurs during coastal storms, nor'easters, tropical storms and hurricanes. High water conditions exist any time water depths exceed 4 feet 6 inches above mean sea level, or whenever 6 inches or more rainfall precipitates over a 6 hour period at the Center. Flooding creates a danger from energized electrical circuits and may require that certain areas have electrical service discontinued. Response to high water and flooding is addressed Annex J.

A high tide alert will be given when a high tide of 4 feet 6 inches above mean sea level is anticipated. There are two flood conditions used to alert personnel to potential flooding. **FLOOD Condition 2** will be issued when the predicted tidal flooding will be up to 5 feet 6 Inches above mean sea level. **FLOOD Condition 1** will be issued when predicted tidal flooding will be higher than 5 feet 6 inches above mean sea level.

During **FLOOD Condition 2,** personnel may remain in facilities. The parking lots and approach roads may become water covered but passable. Personnel should plan accordingly to ensure that vehicles are parked in an area that will not be flooded.

During **FLOOD Condition 1**, personnel are to vacate the East Area as approach roads will become impassable and preclude access to facilities by emergency response personnel and equipment. The EPO will determine the time to evacuate the East Area and when it is safe to return. The response team will determine what equipment will be safed prior to evacuating.

3.2 OBJECTIVES

a. To establish protective measures and emergency procedures which will minimize hazards to personnel, and protect equipment and LaRC property from violent weather conditions.

b. To restore the Center to full operational status as quickly as possible following abnormal weather.

3.3 TASKS

In the event of severe weather each Organizational Unit Manager listed below will designate a point of contact for coordination with the EPO throughout the duration of the emergency.

3.3.1 LaRC Flight Operations Branch, Flight Research Services Directorate

Giving due recognition to the limitations of the state of the art and the capriciousness of violent weather, warnings for weather phenomena shall be given during duty hours by the most expeditious means as follows:

Weather	Lead Time	Notify
Tornado	1/2 hour or as soon as sighted visually or on radarscope	Head, Aircraft Services Branch (ASB), FRSD, EPO
Thunderstorms with or without hail	1 hour	Head, ASB, FRSD, EPO
Surface wind gusts equal to or greater than 50 knots	2 hours	Head, ASB, FRSD, EPO
Rainfall (2 inches or more within a continuous 12-hour period)	2 hours	EPO
Tides (4 feet 6 inches above mean sea level)	4 hours	EPO

NOTE: LAFB Weather Station issues severe weather warnings, weather advisories, and updates to show the progression of storms. The LAFB Consolidated Command Post notifies LaRC EDO of these severe weather conditions.

3.3.2 LaRC Duty Officer

During second and third shift duty hours, be alert to changing weather conditions. Obtain the current forecast if concerned over the possibility of violent weather. If the forecast prediction falls within the criteria listed in the preceding paragraphs, contact the EPO immediately and report this information.

3.3.3 Head, Aircraft Systems Branch, FRSD

On receipt of advisory weather information from the LaRC Flight Operations Branch, take all steps necessary to protect aircraft from damage. This may include hangaring or, if required, dispersal to other sites beyond the limits of the storm.

3.3.4 SMAO Weather Officer

The Weather Officer continuously monitors weather conditions and keeps the EPO abreast of oncoming severe weather.

3.3.5 Emergency Preparedness Officer

a. Watches and Warnings

The EPO will send a message to all personnel via email when we are under a tornado watch (tornado formation is possible). See Annex D, Center Contingency Communications.

If the watch is upgraded to a warning (tornado formation has been spotted), the EPO will activate the Center siren system for a 3-5 minutes--steady siren. Personnel will need to immediately take the following action. If in a trailer, take shelter in a permanent facility. If inside a building, stay inside away from windows and, if possible, move to the lower level of the building or to the basement. If caught in the open, take shelter in ditches, culverts, or low-lying areas.

Notify Organizational Unit Managers to ensure that all of their personnel are notified.

The EPO will signal an end to the warning with three short steady siren blasts.

The EPO will provide the Center Director/Deputy with status information as quickly as it becomes available.

b. Flooding

Upon notification by the EPO, the ROME contractor will be responsible for securing equipment and materials in the event of flooding. The contractor has a flood plan that indicates what equipment is most sensitive and which buildings are most susceptible to flooding. This plan is executed for flash and

tidal flooding and high water associated with hurricanes.

NOTE: The most current copy of this plan is a part of the SFAB Work Instruction on Hurricanes, Tropical Storms, Nor'Easters, and Flooding and is kept in the EOC, Facility 1162, Room 122.

c. Hurricane--High Water

With the announcement of Hurricon 3, the path of the storm will be closely followed for probable direction, intensity, and height of water. When Hurricon 1 is announced, contact the Center Director/Deputy, and:

(1) Report the probable storm strength, direction, and the time that it was classified as Hurricon 1.

(2) Report the operational status of LAFB.

(3) Recommend action in respect to early dismissal of the shift at work and cancellation of other shifts until further notice.

(4) Recommend the opening of the EOC if unusually severe conditions are predicted.

(5) Direct the Head, OPA, to make the appropriate announcements (see Annex D).

(6) Require that construction contractors working at the Center secure construction materials, scaffolding, and equipment that could cause damage if blown about by high winds.

NOTE: For complete hurricane response, see the SFAB Work Instruction on Hurricanes, Tropical Storms, Nor'easters, and Flooding. The most current copy of the Work Instruction is kept in the EOC, Facility 1162, Room 122.

3.3.6 Facility Coordinators and Facility Safety Heads

a. Carefully inspect assigned facilities to determine the action required to provide protection from hurricanes and high water. Protective materials required to minimize damage, such as sandbags, plywood, and so forth, must be requisitioned. On receipt, these items must be stored in a secured area.

b. With the declaration of Hurricon 2, Facility Coordinators will:

(1) Inventory equipment and material required to protect the facility against storm damage. Shortages should be made up without delay. Where materials are not stocked, local purchase procedures should be followed.

(2) Inspect the facility for areas that may be vulnerable to storm damage as a result of current operations and protect accordingly.

(3) Make plans to install protective materials in the event Hurricon 1 is declared.

c. With the declaration of Hurricon 1, and as directed by the LaRC announcement, take all action necessary to provide maximum protection to the facility.

3.3.7 Head, Construction of Facilities and Center Operations Services Leadership, COD

Provide assistance to Facility Coordinators as requested. When unusually severe conditions are predicted which will result in labor demands beyond existing Center capabilities, a request for additional contract services will be made through the Center Procurement Officer. Provide the work force required to:

a. Keep the Center streets free and clear of fallen trees and other debris which may be hazardous to traffic.

b. Remove and secure objects subject to displacement by high winds.

c. Be prepared to provide damage control assistance should a facility be damaged.

d. Furnish emergency transportation within the limits of available vehicles.

e. On the declaration of Hurricon 2, cause a survey to be made of utilities for the purpose of providing protection to vulnerable areas and to ascertain that valves, switch gear, and so forth, are operable.

f. With the declaration of Hurricon 1, make arrangements to have personnel available at all times to implement the procedures on electrical distribution switching and control of pressure systems as outlined in Annex J. Implementation will begin when directed by the EPO. Notification of completion shall be forwarded to the EPO when accomplished. In addition, be prepared to provide:

(1) Emergency work crews for damage control.

(2) Potable water after the cessation of the emergency.

3.3.8 Head, Office of Public Affairs

The Head, OPA, shall:

a. In response to authorized instructions, notify personnel of the status of work shifts at LaRC. (See Annex D for sample notices.)

b. In the event of severe weather, be prepared to meet with the media to provide information.

3.3.9 Head, Logistics Management Team

Direct the issuance of equipment and supplies to Facility Coordinators to protect facilities.

3.3.10 Procurement Officer, Office of Procurement

Direct the procurement and be prepared to execute contracts for equipment, supplies, services, and protective materials on short notice.

3.3.11 Director, SMAO

Directs the execution of this plan as the situation warrants, or as directed by the Center Director.

3.3.12 Security & Program Protection Services

Be prepared to provide guard service to prevent illegal entry into damaged facilities. In the event of tornado damage, have guards posted to prevent unauthorized access. Request civil law enforcement assistance as required and be prepared to designate available LaRC employees as temporary guards.

3.4 COORDINATION

The EOC, when opened, will be established at Facility 1162, and will remain operational until closed by the EPO. The decision to open the EOC will be predicated upon the expected severity of the emergency, the availability of manpower to meet the demands, the coordination required to integrate LaRC organizational elements, and the estimated degree of hazard anticipated.

3.5 CONTINUITY OF OPERATIONS

If it is foreseen that the LaRC EOC will become untenable, operations will be shifted to an alternate facility. If time permits, this will be a phased relocation with the off-duty shift moving to the safer location, making preparations and assuming control from that site so that the personnel remaining in the primary EOC can evacuate.

3.6 ADMINISTRATION AND LOGISTICS

3.6.1 Administration

The EPO will be notified of any changes that will affect the implementation of this plan.

3.6.2 Logistics

In the event roads become impassable to standard type vehicles, the SMAO will arrange for essential personnel to have access to Government vehicles that are suitable for the road conditions.

Chapter 4

MAJOR ACCIDENTS OR EXPLOSIONS

4.1 SITUATION

4.1.1 General

The diversity of research activities at LaRC, the uniqueness of much of the equipment, and the range of voltages, pressures, types of materials and gases employed, combine to make the Center vulnerable to uncontrolled events which could result in personnel injuries and significant loss of equipment. In addition, major damages may result from hostile military or paramilitary action and from natural catastrophes. Any of these misfortunes could demolish structures or cause severe injuries or death to a large number of employees. Research activities can result in accidents at some distance from the Center. Members of the public, as well as LaRC employees, may sustain injuries or death and private property may be damaged.

4.1.2 Scope

This chapter, with the exception of radiation mishaps, provides for the direction of a graduated response commensurate with the severity of the incident. The degree of implementation will be determined by the extent of injuries, damages or hazards. Provisions of this chapter will be selectively applied in Type A or Type B accidents (defined by NPR 8715.1, "NASA Safety and Health Handbook Occupational Safety and Health Programs"). Aviation mishaps are covered in LMS-OP-0939, "Aviation Accident Reporting, Investigation, and Site Management Plan."

4.1.3 Notification

a. **General**—The individual first having knowledge of the emergency and having the mobility to act, will report the situation to the following:

LaRC Emergency Dispatcher	On-Center	911
	Off-Center	864-5600
	Cell Phone	864-2222

The LaRC Emergency Dispatcher will then notify emergency response personnel using appropriate 911 notification procedures.

b. **Aviation Accidents**—For aviation accidents, the LaRC Emergency Dispatcher receiving the notification will notify the Flight Research Services Directorate (FRSD) and the Emergency Preparedness Officer.

4.2 MISSION

Provide prompt, efficient rescue, care and treatment of persons injured in an emergency. Institute emergency measures required and appropriate to minimize further injury to personnel or damage to property.

4.3 TASKS

4.3.1 NASA LaRC Fire Chief

The NASA LaRC Fire Chief will immediately proceed to the site of the emergency and assume control and direction of all rescue operations. He will institute actions as necessary to minimize hazards to all personnel and limit damage to property and the environment.

4.3.2 Emergency Preparedness Officer

The EPO will take charge of the Emergency Operations Center (EOC) and provide guidance to execute in an orderly fashion those actions required to provide prompt and effective means to minimize further injury and/or damage.

4.3.3 Director, Safety and Mission Assurance Office (SMAO)

The Director, SMAO, will direct the execution of this Chapter as the situation warrants or as directed by the Center Director.

4.3.4 Facilities Utilities Manager

Develop and maintain procedures to cut power to the presently established facility power blocks in the event that an individual facility cannot be isolated from the power grid.

4.3.5 Security & Program Protection Services

Provide guard services to control access to the scene of the disaster. Request appropriate law enforcement assistance as required, and pending arrival, designate available LaRC employees as temporary guards. Conduct investigations as warranted.

4.3.6 Office of Chief Counsel

As requested by the EPO, send legal representatives to the scene of the accident to collect information to be used in the event of possible claims.

4.3.7 Head, Office of Public Affairs

Proceed to the scene to coordinate the release of information to the news media. No other individual shall be delegated the authority to issue statements to the press.

4.3.8 Director, Office of Human Resources

Notify next of kin of personnel seriously injured or killed as a result of the accident.

4.3.9 Facility Coordinators

Develop and execute procedures to secure high energy sources which may present a hazardous condition and show the location of main control switches, valves, or other control devices as applicable. These procedures will also be available to the LaRC Emergency Dispatcher and the Duty Office electronically. Coordinate the securing of utilities and control other hazards that will make a facility safe for rescue and recovery operations. The Facility Coordinator will report to the on-scene entry point and assist the incident commander with response activities.

4.4 COORDINATION

The EOC will be opened as recommended by the EPO. The decision to open the EOC will be determined on a case-by-case basis. In the event it is activated, it will be located in Facility 1162, Room 122.

4.5 ADMINISTRATION AND LOGISTICS

4.5.1 Administration

The EPO will be informed of any changes which will affect the implementation of this plan.

The Damage Assessment and Recovery Team will be appointed by the EPO and the on scene commander.

4.5.2 Logistics

Mortuary - Facility 1244 Annex, the Hangar, is designated as a temporary morgue where remains are to be held for identification. The establishment of this temporary morgue and its operation shall be under the direction of the NASA Fire Chief with the help of Occupational Health Services.

Chapter 5

WEAPONS OF MASS DESTRUCTION AND TERRORISM PLANNING

5.1 SITUATION

Immediately following the terrorist attacks launched against the United States on September 11, 2001, NASA Langley Research Center took decisive action to better safeguard our employees, contractor personnel and infrastructure from such threats, and to ensure our continued ability to fulfill our mission. A major component of this effort is the augmentation of our emergency response capability to effectively deal with terrorist threats, including those that could potentially involve weapons of mass destruction (WMD). Weapons of Mass Destruction are a means used by terrorists to disable or terrorize mass numbers of persons. It is a violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.

5.1.1 General

Areas addressed by this chapter have been summarized below to familiarize our workforce with some of the specific actions that might be taken as part of an emergency response to a terrorist attack directed at or involving NASA Langley Research Center. This section seeks to help emergency responders confront the threat of a WMD and provide for the protection of the Center's personnel and facilities. This section covers the terrorist WMD threats, to include chemical, biological, nuclear (radiological - Annex L), incendiary, and explosive (Chapter 6.3 and Chapter 4).

A terrorist WMD incident/attack will require the response or assistance of numerous functional areas on our Center and outside agencies (e.g., FBI). This Chapter captures essential information designed to assist the incident commander (IC/ LaRC Fire Chief), Emergency Preparedness Officer (EPO), Safety and Facility Assurance Branch, Security & Program Protection Services, and emergency responders in understanding each other's tasks, how they do their job, and how it all fits into the big picture of a terrorist WMD incident/attack response. Because of the innumerable factors presented for any given incident, only personnel with special knowledge and expertise must be deployed to carefully apply the presented procedures in order to achieve a desirable outcome.

This document provides only general details for responding to a WMD. Specific details are only provided to personnel on a need-to-know basis. For specifics, contact the Safety and Facility Assurance Branch.

5.1.2 Notification

Any individual having knowledge of the emergency will report the situation to the following:

LaRC Emergency Dispatcher	On-Center	911
	Off-Center	864-5600
	Cell Phone	864-2222

The LaRC Emergency Dispatcher will notify emergency response personnel.

5.2 OBJECTIVE

The purpose of this Chapter is to provide prompt, efficient rescue, care and treatment of persons injured in an emergency resulting from a WMD. It also provides procedures to institute appropriate emergency measures to minimize further injury to personnel or damage to property.

5.3 TASKS

5.3.1 Initial Response Operational Task

First responders must be vigilant during their travel to the scene and upon arrival. Responders should assume in every case that any suspected situation contains a fully functional WMD device and to treat it accordingly. Only specially trained and equipped explosive ordnance disposal personnel should approach or handle a suspected device. Extreme caution and a high degree of suspicion are required during the response to any terrorist WMD incident or attack.

The initial response phase begins with the first responders, who consist of firefighters, security forces, medical responders, and in some cases, Explosive Ordnance Disposal (EOD) personnel. These forces are typically first on the scene of the incident. First responders must approach the incident area with care to avoid becoming victims themselves. They must be cognizant of warning signs indicating the presence of lethal agents or potential hazards. In the case where hostile forces are present, the Senior Security Official will retain on-scene command until the threat is neutralized or until command is relinquished to civilian law enforcement agencies. The Senior Fire Official (SFO) or the Incident Commander (IC) determines the parameters of the incident site hot and warm zones, and provides command and control of the immediate incident site itself. Direct control of the hot zone may be delegated to another fire officer.

If WMD materials are suspected or detected, the IC will start appropriate notification and reporting requirements. If the Emergency Operations Center (EOC) is not already activated by this time, the Emergency Preparedness Officer (EPO) will active the EOC.

Initial site incident response should be limited to the emergency responders. Severity of the incident may dictate that the incident command post (ICP) and EOC remain located some distance away.

Finally, Incident locations should be treated as crime scenes insofar as reasonably possible. The Security & Program Protection Services will maintain normal chain of custody procedures for any item that is removed from the incident scene.

5.3.2 Identify the Threat Agent

First responders should have Hazmat agent detection capability that will allow them the ability to identify specific threats as rapidly as possible. Trained Industrial Hygienists (IH) personnel and response equipment should be available on short notice, including after hours and weekends. First responders should attempt to identify agents used in the incident by employing on scene clues or any available testing kits. If test results are negative or ambiguous, on site IH personnel should employ more sensitive detection methods for an accurate threat assessment. Biological and unknown chemical agent samples in some instances will be taken by emergency responders and handed over to IH personnel for processing and identification. Specific chain of custody protocols, packaging, and marking requirements apply to all items removed from the scene. If the detection capability does not exist or is not adequate for the incident at hand, the EOC must determine other means or methods to identify substance (i.e., CDC, FEMA, Military, FBI).

5.3.3 Predict the Effects

Hazard prediction should be conducted based on the type of agent identified and the weather conditions. These are critical factors to effectively predict the hazardous effects to personnel. The hazard prediction function should identify the hazardous material(s) at hand and incorporate such other functions as a hazard analysis (incorporating gas / liquid spill modeling), resource management, and emergency management.

5.3.4 Protect the Center

If it is apparent that a WMD incident will affect a portion of the Center populace or local community, the EOC should initiate procedures to warn, advise, or evacuate personnel (see Annex E). The Senior Security Official should implement appropriate Force Protection Condition measures.

Every effort must be made to avoid further contamination of first responders and the Center populace.

5.3.5 Conduct Emergency Decontamination of Responders and Other Personnel

The HAZMAT Team or Firefighters must establish a decontamination lane to process responders, contaminated casualties, and contaminated, but uninjured persons. All responders must remember that, if they are inside the cordon, they will be assumed as contaminated. All victims must be decontaminated before receiving any necessary medical treatment. The senior medical supervisor (head of triage) should set up a patient identification and tracking system. Information should be relayed to the receiving medical treatment facility(s) if a patient(s) in route is suspected of not being fully decontaminated at the incident site.

5.3.6 Recovery

The recovery phase begins when the immediate hazards are contained. The FBI, Security & Program Protection Services, and Safety and Facility Assurance Branch may delay this phase due to factors such as the extent and severity of the incident and ongoing investigation efforts. Depending upon the nature of the WMD incident/attack, extensive damage, mass casualties, and contaminated areas could result. FEMA can be called upon to support NASA in this recovery phase or Consequence Management. Significant recovery operations would no doubt be required, most likely involving considerable outside assistance.

5.3.7 Chemical Attacks

5.3.7.1 Immediate Impact

Casualties may appear immediately, or symptoms may be delayed. Medical personnel may encounter an immediate spike in casualties that will overload their capabilities. There is a possibility that follow on casualties may not appear for a while, depending on the agent. Requirements would be immediate and massive, and casualty management would require a large and readily accessible antidote supply. Emergency response personnel will use appropriate documents as guides on how to handle the incident and treat victims and first responders.

5.3.7.2 Long Term Impact

Reserved

5.3.8 Biological Attacks

5.3.8.1 Immediate Impact

If the type of pathogen is not quickly determined and medical treatment is not readily available, anticipate very large numbers of casualties. From the time of an attack to the incubation period, zero casualties would be reported to medical personnel for treatment. Depending on the agent used, a peak in casualties would take place within a few days (for anthrax), or up to two months (for brucellosis) and could quickly overload medical personnel and facilities. Emergency response personnel will use appropriate documents as guides on how to handle the incident and treat victims and first responders.

5.3.8.2 Long Term Impact

By the time it is determined that a biological attack has occurred; it might be too late for a vaccination to be effective for victims of primary exposure. This, coupled with the contagious and sometimes dormant nature of some agents, can lead to infections that would contribute to long-term consequences. The IC and EOC should be made aware of any intent by medical personnel to relocate biological casualties. Medical personnel should be aware that the IC and EOC must obtain approval for the movement of casualties with internationally quarantinable diseases through the appropriate lead agencies (FBI or CDC).

5.3.9 Radiological Attacks

Radiation exposure can have both acute and long-term effects, requiring extensive medical treatment. Additional information for response to a radiological attack can be found in Annex L.

5.3.10 Explosive Attacks

An explosive attack may occur with or without warning. Prior to the time of detonation, the incident will be treated as a bomb threat in accordance with Chapter 6.3. After detonation, the incident will be responded to in accordance with Chapter 4.

5.4 COORDINATION

On-scene coordination during the incident response phase will be handled by the SFO or IC. The EPO will provide the necessary coordination between the SFO or IC and LaRC management.

The EOC will be opened as directed by the EPO. The decision to open the EOC will be determined on a case-by-case basis. Once activated, the EOC will be the coordination point for all activities not associated with on-scene emergency response.

All activities during the recovery phase will be coordinated by the Damage Assessment and Recovery Team. This team will be appointed by the EPO, SFO/IC, and the Center Director.

5.5 ADMINISTRATION AND LOGISTICS

5.5.1 Administration

The EPO will be informed of any changes that will affect the implementation of this plan.

5.5.2 Logistics

A temporary mortuary will be setup, staffed and secured as needed based on the size, severity, and location of the incident.

The Procurement Officer, Office of Procurement will assign Procurement Officers to assist with purchasing necessary equipment and services as requested by the EPO. The Head of Office of Public Affairs will coordinate the release of information to the news media. No other individual shall be delegated the authority to issue statements to the press. Notification of next of kin of personnel seriously injured or killed as a result of the incident will be coordinated by the Director of Office of Human Resources.

5.6 DUTIES AND RESPONSIBILITIES

The IC and EPO have inherent authority to maintain order, safety, and control of the incident until the area has been deemed safe for resumption of normal business. The Federal Bureau of Investigation (FBI) has investigative jurisdiction. The Senior Security Official should immediately notify the local FBI office when an incident occurs.

5.6.1 NASA LaRC Fire Chief

The NASA LaRC Fire Chief will immediately proceed to the site of the emergency and assume control and direction of all rescue operations. The Fire Chief will institute actions as necessary to minimize hazards to all personnel and limit damage to property and the environment.

5.6.2 Emergency Preparedness Officer

The EPO will take charge of the Emergency Operations Center (EOC) and provide guidance to execute in an orderly fashion those actions required to provide prompt and effective means to minimize further injury and damage.

5.6.3 Director, Safety and Mission Assurance Office (SMAO)

The Director, SMAO, will direct the execution of this Chapter as the situation warrants or as directed by the Center Director.

5.6.4 Facilities Utilities Manager

Develop and maintain procedures to cut power to the presently established facility power blocks in the event that an individual facility cannot be isolated from the power grid.

5.6.5 Security & Program Protection Services

Provide Security forces to control access to the scene of the disaster. Coordinate appropriate law enforcement assistance as required. Conduct investigations as warranted.

5.6.6 Office of Chief Counsel

As requested by the EPO, send legal representatives to the EOC to collect information to be used in the event of possible claims.

5.6.7 Head, Office of Public Affairs

Proceed to the EOC to coordinate the release of information to the news media. No other individual shall be delegated the authority to issue statements to the press.

5.6.8 Director, Office of Human Resources

Notify next of kin of personnel seriously injured or killed as a result of the incident.

5.6.9 Facility Coordinators

The Facility Coordinator will report to the on-scene entry point and assist the incident commander with response activities.

5.6.10 Procurement Officer, Office of Procurement

The Procurement Officer will direct procurement of resources as required on an emergency basis.

Chapter 6

CIVIL DISTURBANCE OR BOMB THREATS

6.1 GENERAL

This Chapter does not provide planned reactions to specific situations. It does provide guidelines and background information to aid in making rational decisions. Nothing stated or implied is intended to abridge the constitutionally protected rights of free speech and free assembly. (Ref. NPR 1620.1, "Security Procedures and Guidelines")

6.2 CIVIL DISTURBANCES

6.2.1 Assumptions

It is assumed that:

a. Demonstrations and disorder will originate with groups external to the Center rather than by Center employees.

b. Spontaneous assemblies are unlikely to occur without some advance indication. Mobs and rioting generally are the result of the coincidence of two conditions: a cause, real or imaginary, and the presence of an organizer.

c. Demonstrating group organizers will select a cause that has some popular appeal to certain population elements. For example, the expenditure of funds for space activities presumed to be at the expense of social programs could generate an emotional climate leading to demonstration.

d. Demonstrators will assemble outside the main gate. Initially they may only interfere with Center traffic, but in the absence of control, they could decide to march on Center facilities and occupy them.

e. Demonstrations are more likely to occur when it is known that news coverage will be present. Occasions such as “Open House,” visits by prominent people, particularly if they are controversial, or the failure of a space mission, could trigger an event.

6.2.2 Responsibilities

The Security & Program Protection Services (SPPS) is responsible for the initial contact with the demonstrators and will provide the Head, SPPS with an initial situation briefing. The Head, SPPS shall be responsible for briefing the Center Director. The Center Director may elect to utilize a Protective Action Team (PACT) to manage the situation. If a PACT is activated, the Head, SPPS or his designee will assemble representatives from the LaRC

organizations listed below:

- Office of Chief Counsel
- Safety and Mission Assurance Office
- Office of Human Resources
- Office of Public Affairs
- Office of the Chief Information Officer (Photo Lab)

The Head, SPPS shall be the Center single point of contact for directing interface with the demonstrators and shall be responsible for and coordinate all activities associated with the demonstration. The Center Director will be kept fully informed at all times.

6.2.3 Execution

a. The SPPS

(1) Upon being notified that people are assembling near the perimeter or at LaRC gates, the SPPS shall make contact with the personnel and attempt to obtain the following:

(a) The purpose and objective of the assembly.

(b) The name of the organization sponsoring the assembly and the name of the apparent leader.

(c) Approximate number of people.

(d) The presence of equipment, weapons, clubs, and so forth.

(e) Evaluation of the mood of the assembly, that is, good, humored, surly, militant, and so forth.

(2) Establish an Emergency Command Post to control all related activities.

(3) Ensure adequate resources are available to confine the activities to outside LaRC and to secure the entire perimeter of LaRC.

(4) Ensure security video surveillance is in place from a discrete location.

(5) Ensure LAFB Security and other law enforcement activities have been notified and assistance requested as appropriate.

(6) Provide an immediate notification and status briefing to NASA Headquarters Security with periodic updates as appropriate. A written incident report shall be provided to NASA HQ Security within 24 hours of

the conclusion of the incident that contains at least the following minimum information:

(a) The apparent purpose of the demonstration.

(b) The approximate number of persons involved.

(c) Names and addresses of injured persons and extent of injuries, if known.

(d) Estimate of any damages to LaRC facilities and, if possible, the time estimate for the restoration of normal operations.

(e) Copies of any video recordings or pictures taken of the incident, if possible.

b. The Head, SPPS

(1) Shall be responsible for briefing the Center Director or his designee. The briefing shall include recommendations for effectively confining and resolving the incident in a non-violent manner, if possible, that will assure the safety and security of LaRC personnel and property. The briefing shall address, as a minimum, the following:

(a) External resources that have been contacted and the status of any requests for assistance from these resources.

(b) A recommendation as to whether or not a Protective Action Team (PACT) should be utilized. Should a decision be made to utilize the PACT, representatives from the Safety and Mission Assurance Office, the Office of Chief Counsel, the Office of Human resources, the Office of Public Affairs and the Office of the Chief Information Officer (Photo Lab) (to obtain a video surveillance team that will provide documentation of the incident) shall be contacted and participate in the PACT implementation.

(c) Possible curtailment of Center activities during the incident.

(2) As the PACT leader, the Head, SPPS or his designee, accompanied by team members, shall proceed to the demonstration location and, if feasible, talk to the leaders of the demonstrations to determine exactly what they want or propose to do. If unauthorized entry occurs the demonstrators will be directed to voluntarily depart from the facility. Violators of the directive may be apprehended, ordered to leave, and escorted off LaRC by security personnel. Complete and proper identification of violators, including photographs, must be accomplished

prior to exiting the facility. Violators who reenter LaRC, after having been removed or having been previously ordered to leave LaRC may be prosecuted. Should prosecution be contemplated, civil law enforcement personnel will be requested to arrest and charge the individuals with criminal trespass upon Government property.

6.3 BOMB THREATS

6.3.1 Assumptions

a. The concealed explosive device or bomb has been a favorite weapon of underground and terrorist groups. This fact has been illustrated in the past in various parts of the country in which growing social and political unrest has manifested itself in the form of bombings. There is no direct relationship between the incidents of actual bombings and the number of bomb threats reported.

b. The use of the bomb threat as a vehicle for causing costly disruption of normal operations has been widespread and, from the standpoint of detection, is almost foolproof. It is improbable that a threatening message concerning a bomb placement in one of our facilities can be distinguished from that of a hoax, therefore, all bomb threats must be considered seriously.

c. Under special circumstances, the public is allowed access to certain grounds, entrances, lobbies, foyers, corridors, and auditoriums when used for public meetings. By restricting unofficial visitors to these areas, it will greatly reduce the area for deposit and/or search for a bomb. Other areas are restricted because they are work areas or because of safety or security considerations. Employees working throughout LaRC facilities shall be attentive to unidentified strangers and shall assist them by guiding or directing them to the proper person or place.

d. The primary concern of a bomb threat is human life. Whenever a specific facility is reported to be a repository of a bomb, the undebated policy shall be to evacuate the facility of its occupants immediately and relocate them in another facility. The Security Officer may elect to evacuate adjacent facilities. To reduce evacuation time, the fire alarm will be activated and occupants evacuated in the same manner as a practice fire drill. Whenever a facility is evacuated of its occupants because of a bomb threat, the facility utilities shall be shut down to the same extent as in a fire drill. Elevators will be shut down only after the evacuation of the disabled.

e. The actual search to be conducted will be dependent on the facts as known. Thus the search procedures will vary depending on the information received in the threat call; that is, the time available for search, the amount of information available regarding the location of the explosive device, and any

other available information. Based on the facts of a specific threat, it may be wise to adjust the order of this plan. It is also important to remain flexible, if possible, in implementing this plan.

6.3.2 Execution

a. Persons Receiving a Bomb Threat or Discovering a Suspected Bomb shall:

(1) Immediately contact the EDO at LaRC extension 911. The employee shall attempt to remain calm so they may accurately report all pertinent information to the EDO.

(2) If possible, the “BOMB THREAT INSTRUCTIONS” located inside the last page of the LaRC telephone directory and in Annex I, Enclosure 3 of this document, shall be utilized to assist the person receiving the bomb threat to gather all available data

b. The EDO, upon receiving notification of a bomb threat, will:

(1) Request the person reporting the bomb threat to activate the Fire Alarm pull station in the affected facility or to attempt to evacuate personnel from the threatened facility by any means possible. The caller will also be asked to ensure that personnel evacuating the facility to proceed a minimum of 500 feet from the facility. Further, the caller will be requested to remain in the area and contact security personnel upon their arrival to assist in the evacuation of the threatened area.

(2) Dispatch all available Security Officers to ensure the facility is being evacuated. If the evacuation is not in progress, instruct the Security Officers to activate the Fire Alarm system and to assist in the evacuation and establish a traffic and essential personnel security control perimeter of not less than 300 feet around the threatened area and an outer perimeter to control all other personnel and traffic at least 500 feet from the threatened area. Instruct Security Officer to refrain from operating ALL radios and cellular phones within the 500-foot perimeter and to instruct all responding personnel of this restriction.

(3) Notify the LAFB Security Police to request an explosive detection dog and/or the assistance of the Explosive Ordnance Disposal (EOD) Team, as necessary.

(4) Dispatch the Ambulance and medical response personnel.

(5) Activate the Emergency Response Team members, as applicable, via the EDO pager notification system.

(6) Notify the Office of Inspector General and the LaRC Duty Officer.

(7) Notify the Office of Public Affairs and request that all media be excluded from the incident scene.

(8) Notify all perimeter gates to deny entry to all media vehicles and personnel. Requests for entry by media will be referred to Office of Public Affairs.

(9) Ensure all essential personnel are kept fully informed of significant events.

(10) Dispatch security personnel to keep a video record of the incident for future analysis. Instruct persons operating video equipment to photograph the incident scene and to the extent possible all personnel in the immediate area.

(11) Contact LaRC OCIO photographic and video personnel to relieve security personnel in the video documentation of the incident.

(12) Request they record the incident and all personnel in the immediate area.

(13) Should detonation occur, immediately:

- Dispatch the LaRC Fire Department and other fire and medical resources as needed (LAFB, City of Hampton, etc.).

c. On-Scene Security Officer

The ranking or designated on-scene Security Officer, upon arrival at the affected area, shall:

(1) Complete the evacuation of all persons from the affected facility and direct the evacuated personnel to the LaRC cafeteria located in Facility 1213 for incidents in the LaRC West area or to a designated safe area on the LaRC east area.

(2) Contact the Facility Coordinator or alternate on the evacuation status of all personnel from the facility and the operating conditions and status of the facility systems (that is, electrical utilities, air handlers, pressurized systems, liquid or gas storage, toxic chemicals, or gases). Consider possible hazard to adjacent facilities and occupants and evacuate them in the same manner as considered appropriate.

(3) Ensure the establishment of a security perimeter for traffic and essential personnel control of not less than 300 feet around the threatened area

and an outer perimeter to control all other personnel and traffic at least 500 feet from the threatened area.

(4) Activate an on-scene Emergency Command Post.

(5) If location of the explosive device is known, ensure all personnel and search teams immediately evacuate the facility. Only LAFB EOD Team members will enter the facility to disarm and/or remove an explosive device.

(6) If a bomb or device is found, a complete search of the facility shall be conducted to assure that a second bomb or device was not planted. If no bomb is found, or if found and removed, and no additional bomb is discovered, the facility will remain evacuated until the Head, SPPS declares the area safe. The facility will be returned to the control of the person responsible for the area, and may be occupied.

(7) Assist all responding personnel, to the extent possible, with all security-related requests.

d. SPPS, upon notification of a bomb threat or explosion, shall:

(1) Notify the Head, SPPS of the incident.

(2) Ensure a representative reports to the command post.

(3) Ensure adequate resources are available or have been requested to provide an adequate response.

(4) Provide an immediate notification and status briefing to NASA Headquarters (HQ) Security with periodic updates, as appropriate. A written incident report shall be provided to NASA HQ Security within 24 hours after resolution of the incident.

(5) Proceed to scene and provide oversight and, if required, direction of all security related actions and liaison between LaRC Security and other responding security or law enforcement agencies.

e. Head, SPPS, upon notification of a bomb threat or explosion, shall:

(1) Ensure the Center Director receives an immediate briefing and required subsequent updates of significant events.

(2) Determine when the threatened area may be declared as a “safe” area.

ANNEX B

COMMUNICATIONS

B.1 PURPOSE

This Annex provides information on LaRC – unique communications network available to assist during emergency operations.

B.2 SITUATION AND ASSUMPTIONS

B.2.1 Situation

In addition to the normal telephone system servicing LaRC, the Center also has a high frequency 800 MHZ radio system, and a paging system with assigned frequencies that can also be used in an emergency.

B.2.2 Assumptions

a. In the event of a situation that would cause the LaRC Emergency Operations Center to be activated, normal telephone communications would be either unreliable or nonexistent.

b. Portable radios can be used effectively for up to 10 hours in a maximum use scenario. Following that period the batteries would have to be recharged. Recharging takes about one hour. Facility 1248 has backup power and chargers to charge all required Portable units.

c. The paging system and its transmitter at Facility 1197 have backup generators and should be operational.

B.3 CONCEPT OF OPERATIONS

B.3.1 General

Emergency communications have been designed and planned to provide: (1) information about the emergency on a timely basis to decision makers, and (2) a method to convey direction from the decision makers to those persons designated to provide emergency services.

B.3.2. Emergency Portable Communication Radios

There are two radio system types on the Center. The low band FM type of radios is used by contractors, LAFB, State Police and is monitored by the Emergency Communication Center (ECC) in Facility 1248. The second type is an 800 MHZ high

band system used by the NASA Fire Department, NASA Security & Program Protection Services, NASA Safety and Facility Assurance Office, City of Hampton, and the ECC.

The ECC has a 10 hour UPS and a backup generator. The ECC can monitor and contact all surrounding bases and municipalities. The ECC also has the central fire alarm system, central security system, central card key system, camera systems, and cable TV.

Radio users have their own battery charging systems that pulse-charge the batteries in about 1 hour. In the absence of normal AC electrical power at LaRC, the LaRC Fire Department has the capability to recharge the batteries.

ANNEX C

WARNING/ALERTING

C.1 PURPOSE

This Annex provides for a capability to warn LaRC personnel of any highly probable and immediate danger.

C.2 SITUATION AND ASSUMPTIONS

C.2.1 Situation

a. The need to warn Center personnel is common to all hazards.

b. Hazards vary markedly in predictability and speed of onset. Time available for warning may vary, therefore, from ample to none.

C.2.2 Assumption

A good warning system is one of the community's most valuable emergency management assets, having great potential for saving lives and preventing injuries.

C.3 CONCEPT OF OPERATIONS

C.3.1 General

a. The concept of warning includes activation of the emergency management organization, that is, notifying organizations and individuals with emergency management responsibilities.

b. When designated authorities determine that it is necessary to warn the people of a threat to public safety, a strategy appropriate to the situation will be selected or developed and immediately implemented. This strategy will involve the use of as many facilities and techniques as necessary to ensure complete coverage of the affected area. The strategy will also be affected by the source and credibility of the report of the threat.

C.4 ADMINISTRATION AND LOGISTICS

There are multiple sirens located throughout the LaRC complex and they are controlled from the Emergency Dispatch Office and the Emergency Operations Center (EOC). Maintenance of these systems is performed by the Research, Maintenance, Operations and Engineering Contractor. There is also an Emergency Broadcast System (EBS) that can be controlled from Facility 1221, Facility 1162, and the EOC. There are TVs in most facilities and all can get the EBS signal if sent by any of the three locations. In the event of an emergency, the sirens will sound and personnel at LaRC have been trained to tune their TVs to LaRC Cable Channel 11 (the Safety Channel).

C.5 REFERENCES

a. Federal Emergency Management Agency, “Principles of Warning and Criteria Governing Eligibility of National Warning System’s (NAWAS) Terminals,” Civil Preparedness Guide (CPG) 1-14, Washington, D.C.

b. Federal Emergency Management Agency, “National Warning System (NAWAS) Operations Manual,” Civil Preparedness Guide (CPG) 1-16, Washington, D.C.

c. Federal Emergency Management Agency, “Objectives for Local Emergency Management,” Civil Preparedness Guide (CPG) 1-5, Washington, D.C.

ANNEX D

CENTER CONTINGENCY COMMUNICATIONS

D.1 PURPOSE

a. This Annex establishes policies and procedures and assigns responsibilities to ensure the maintenance of a capability to disseminate accurate and timely information of potential and actual large-scale emergencies to LaRC personnel (both Government and contractor) and their families. Such internal and external communication will be provided by Office of Public Affairs (OPA), Office of Communications and Education (OCE) personnel.

b. This Annex states LaRC policy in the event of an LaRC contingency and establishes procedures for internal and external communications by OPA personnel. This includes, but is not limited to, notification of Headquarters newsroom, coordination and issuance of news releases, establishment of a news center, identification of media escorts and program spokesperson, scheduling of news conferences, and assignation of OPA representative to scene of contingency or Emergency Control Center and Accident Investigation Board. (NSTS, LaRC OPA)

c. This plan places great emphasis on a rapid and accurate response. Scanners, car telephones, and satellite remote “feeds” allow the media to respond very quickly to a breaking story. LaRC’s goal is to tell the story correctly before the media locates an unofficial source to tell the story with incomplete or erroneous information.

D.2 REFERENCES

a. NPD 8710.1, “Emergency Preparedness Program”

b. NPD 8621.1, “NASA Mishap Reporting and Investigating Policy”

c. NPR 8621.1, “NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping”

d. LPR 1040.2, “LaRC Duty Officer’s Handbook”

e. LPR 1710.4, “Personnel Protection - Clothing and Equipment"

f. NASA Headquarters “Newsroom Media Services Handbook”

g. NASA Headquarters “Public Affairs Guidelines”

h. NASA “Space Transportation System Public Affairs Contingency Plan”

NOTE: Unnumbered "NASA" documents are retained by the Office of Public Affairs, OCE

D.3 OBJECTIVE

a. The primary responsibility of LaRC personnel during a Center contingency event is the safeguard of human life and to protect property.

b. The objective of this contingency communication plan is to preserve the Center's right to communicate on its own behalf. By failing to respond quickly and appropriately to a contingency, the Center will forfeit the opportunity to provide accurate information to the public. (LaRC OPA)

c. It is NASA policy to make factual information available to the public through the media and to provide "for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof" even though the Agency is unable to explain the reasons behind the fact or phenomenon. (NASA Space Act of 1958)

d. All communications to the media will be through the LaRC OPA.

D.4 SITUATION AND ASSUMPTIONS

D.4.1 Situation

a. LaRC and the surrounding communities have continuing programs which use various channels of communication, including the mass media, to provide needed and desired information about local government activities and services to the general public.

b. During periods of emergency, the public needs, and generally desires, detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason it is important that, prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that can be employed.

c. In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of LaRC to cooperate fully with media, to provide complete and accurate information, and to create an atmosphere conducive to useful and constructive participation by the media in all phases of emergency management. LaRC officials are developing procedures in cooperation with local news media to disseminate emergency information to the public. They recognize, however, that a really large emergency will attract regional and national media

representatives not parties to, or knowledgeable of, local media arrangements.

D.4.2 Assumptions

a. During emergency situations, the general public will demand information and instructions on proper survival/response actions.

b. The media will demand information about emergency situations. The local media, particularly broadcast, will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also cover the story and demand information and comment from local officials.

c. Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio and television stations without emergency power may also be off the air.

d. Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained and operating from a media relations plan.

D.5 CONCEPTS OF OPERATIONS

D.5.1 Phases of Emergency Management

a. **Mitigation.**- The public information program relating to hazard mitigation is critically important and challenging. LaRC will carry on a continuing effort in this area coordinated by the governmental Public Affairs Officers and drawing on the expertise, creativity, and other resources of appropriate agencies, organizations, and individuals. Hazard mitigation public information is not regarded as "emergency public information." It can and should be approached as a topic of major importance to be covered in the regular public information programs using the best available tools and techniques of public and media relations. An example of this type of activity is the ongoing effort to inform the public of LaRC's mission. Presentations are frequently made to civic organizations, and information is provided through both the print and broadcast media to maintain awareness of inherent hazards and to stimulate interest in and support for mitigation measures.

b. **Preparedness.**- OPA preparedness includes development and maintenance of plans, procedures, and standby public information materials. Staff must be trained to fill positions in the planned OPA organization. In an increased readiness situation, preparedness activities are accelerated; and there may be a need to respond to many inquiries from the media and the public.

c. **Response.**- The OPA staff will be directly involved in the warning process. In large-scale emergencies or emergency threats, the PAO organizations

will be fully mobilized and will disseminate emergency instructions and information to the public in the following order of priority:

(1) Lifesaving/health preservation instructions;

(2) Emergency status information; and

(3) Other useful information, originated by the Government or in response to media inquiries.

In both the response and recovery phases, the OPA organization may employ a Joint Information Center (JIC) and On-Scene Public Information Teams, as appropriate and possible, depending on the nature of the hazard and the size and other characteristics of the emergency.

d. **Recovery.**- During this phase, attention will be focused on restoring channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions, and assistance programs available. When time allows, actions taken during the emergency will be assessed; and the OPA Plan and checklist will be revised as necessary.

D.5.2 Direction and Control

When the emergency organization is activated, the public information staffs are integral parts of the direction and control organizations. OPA personnel will be available to advise the policy group on communication with the media and public.

D.5.3 Coordination of Public Information

It is essential that the OPA organization and activity be recognized as a coherent system. The size and other characteristics of the emergency will determine how many levels of the system become actively involved and whether a JIC will be employed. For proper coordination in a large-scale emergency, it is essential that information be released from a single point to assure consistency and authenticity. The system will avoid having multiple releasing points. If State and Federal officials become involved, LaRC will cooperate and provide appropriate support for a JIC. The following approach is a typical one for large-scale emergencies:

a. On-the-scene OPA representatives will coordinate among themselves and will normally release information at a single location. It is desirable that the public information representatives of local private agencies, such as the American Red Cross, Salvation Army, and utility companies, join in releasing information through the single coordination point.

b. If the State Emergency Management Agency activates an Emergency Public Information (EPI) Center at the Headquarters in Richmond or the Governor’s press secretary serves in that capacity, OPA representatives of local jurisdictions will coordinate with the State Public Information Office (PIO). In an emergency with statewide impact, there may be a State EPI

Center, and the Governor's press secretary may be a releasing point to the media, in coordination with the single news point or JIC at the scene. The personnel representing the Governor may release information through the JIC instead of the State Capitol.

c. The State PIO will summarize the emergency situation for the media and report on State agency response activities. The State PIO will also coordinate with the Federal Emergency Management Agency (FEMA) regional or specific disaster PIO and provide OPA staff support to local jurisdictions on request.

d. The FEMA PIO at the FEMA regional office or at the emergency scene will provide information on Federal response efforts and Federal assistance programs and will coordinate with State and local PIO's. If practicable, Federal information coordinating functions should be integrated into the local or State news releasing facility, if it already exists in a JIC operation.

D.6 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

D.6.1 Organization

a. Most emergency situations will be handled by a single OPA representative. For large-scale emergency, however, a OPA staff will be set up with an organization as shown in Figure D-1.

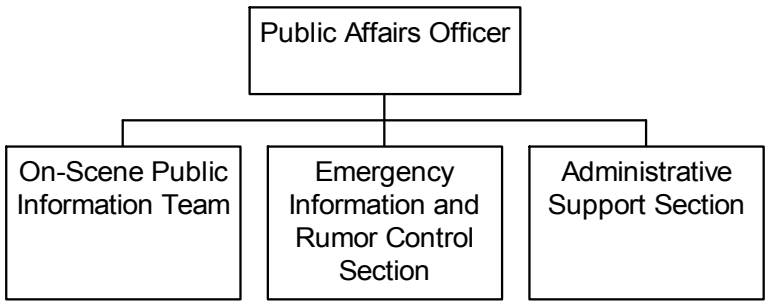

Figure D-1: Emergency Public Information Organization

b. The PIO may serve in a dual role as chief public information staff person to the Center Director and as the Center's representative at the single news point or JIC, coordinating with PIO's in other governmental jurisdictions and private organizations.

D.6.2 Assignment of Responsibilities

a. All LaRC Organizational Units

(1) When the LaRC emergency organization is activated, provide information concerning operations to the OPA organization and issue all emergency information to the news media and the public through the OPA organization to assure proper coordination.

(2) Develop and maintain hazard-specific public information literature.

b. LaRC OPA

(1) Develop a capability to rapidly release emergency instructions and information to the public through all available means.

(2) Receive all calls from the media and the public concerning an emergency situation and respond with official information or relay calls to the EOC staff members, as appropriate.

(3) Obtain reports or situation summaries from the EOC representatives of all emergency organization elements to maintain current estimates of the situation.

(4) Prepare news releases.

(5) Conduct situation briefings for visitors, media, and so forth, as appropriate.

(6) Conduct tours of area affected by the emergency, when and if appropriate with approval of the On-Scene Commander and the EPO.

(7) Deploy on-scene public information teams, as appropriate.

(8) Establish a field media center, if appropriate, at a location separate from any field command posts. Be prepared to work with State and Federal PIO's in a JIC arrangement, preferably at a single location.

(9) Arrange interviews with key personnel when requested by media, if and when possible, without interfering with response operations.

c. LaRC Employees--Media access to an emergency scene will be made on a case-by-case basis. A decision on whether or not you as an LaRC employee should meet with the news media should be made only after consultation with a full-time senior PAO Specialist, who will brief you prior to the interview on these ground rules and discuss possible questions and answers.

(1) No immediate media access to any LaRC personnel shall be granted, until they have had time to rest, collect thoughts, and be briefed on ground rules by OPA.

(2) No discussion of details of an accident/incident should be given to the media because those details will be part of an official accident investigation.

(3) You may express personal experience and impressions with respect to incident. For example: What your actions were to escape injury; what you did to fight fires or rescue people, and so forth. Each person has an individual story to tell: how he or she felt, and so forth.

(4) No LaRC personnel can be forced to talk to the news media. It is an individual decision. (You have a right to remain silent.)

(5) Comments in an interview should not include your personal "opinion or speculation" as to how an accident happened, how it could have been avoided, and so forth. No "Monday-morning quarterbacking."

(6) Avoid repeating stories you are not sure of or for which you do not have firsthand knowledge. There will always be a great many rumors circulating which get more distorted each time they are repeated.

(7) Information given to the press will be on an "on-the-record" basis only and attributable to the person(s) making the remarks. Any NASA employee providing material to the press will identify himself/herself as the source.

(8) Public information volunteered by a NASA official will not be considered exclusive to any one media source and will be made available to other sources, if requested.

(9) There will be times during contingencies when the flow of new information ceases because additional facts are not known. When this occurs, personnel must avoid speculation and limit comments to: (1) what is known to have occurred and (2) what action is being taken to obtain additional information.

(10) Any attempt by news media representatives to obtain classified information will be reported through the NASA Headquarters, Office of Communications, or the LaRC Public Affairs Officer to the NASA Security & Program Protection Services. The knowing disclosure of classified information to unauthorized individuals will be cause for disciplinary actions against the NASA employee involved.

D.7 CONTINGENCY COMMUNICATION PLAN ACTIVATION

a. This contingency plan becomes effective with the occurrence of any uncontrolled event that leads to or could lead to personnel injuries or death, significant losses of equipment, a substantial delay to a program, or is expected to attract the public interest. These events could include industrial accidents, aircraft crashes, civil disturbances, and natural catastrophes. It will also apply if research activities result in accidents some distance from the Center, or private property is damaged.

b. The contingency communication plan is activated when it is apparent to the Public Affairs Officer that a contingency situation has occurred, or when the Public Affairs Officer is notified of a contingency by the Emergency Alerting System.

D.8 SHUTTLE CONTINGENCY

The LaRC OPA is responsible for implementing the Agency's "STS Public Affairs Contingency Plan" if an incident occurs.

A catastrophic shuttle accident, or any incident which terminates a flight prematurely, will automatically initiate contingency public affairs media operations at LaRC. This will include:

a. Notifying Center senior staff.

b. Establishing a news center (Facility 1201) with two-way audio link on NASA Select television circuit to support question and answer sessions during the Agency news conference, normally 1 hour after the contingency.

NOTE: Facility 1219 should not be used as a news center.

c. Identifying and briefing a senior Center spokesperson to provide status reports to the media as information becomes available.

NOTE: The Agency is required to make an announcement within 1 hour of the contingency event.

d. Providing assistance to enable the local media to report the news accurately.

D.9 ADMINISTRATION AND LOGISTICS

D.9.1 As an integral part of the direction and control organization, the OPA organization is assigned space in the LaRC EOC; and its needs for communications, supplies, and equipment are covered in the EOC standard operating procedures.

D.9.2 If practical in a given emergency situation, OPA personnel will continue to work in the office space they normally occupy, since more space and equipment are available there.

D.9.3 The LaRC Press Room will be used initially as a media center if the nature of the emergency does not make this impractical. The size of this facility, however, makes it inadequate for almost any situation sufficiently serious to call for activation of the LaRC EOC. The decisions on establishment of a larger media center and on its location will be made by the OPA.

D.9.4 Guidelines for release of information is included as Enclosure 1 to this Annex.

D.9.5 A listing of media resources is included as Enclosure 2 to this Annex.

D.9.6 A major activity of the OPA office in nonemergency times is the development and refinement of literature; such as, camera-ready copy for newspaper supplements and scripts and visual aids for use through the electronic media. Copies of some of these materials along with administrative procedures for their dissemination are included as Enclosure 3 to this Annex.

D.10 PLAN DEVELOPMENT AND MAINTENANCE

This Annex is maintained by the LaRC OPA.

ENCLOSURES:
1. Guidelines for Release of Information
2. Area Radio and Television Stations
3. Sample Announcements

ANNEX D
Enclosure 1

GUIDELINES FOR RELEASE OF INFORMATION

DEFINITIONS	The following guideline or definitions have been established by the Office of Public Affairs, Office of Communications and Education
Fact Sheets	Narrative, in-depth accounts of a NASA program, project, or situation.
Status Reports	Daily or weekly accounts of ongoing activities of interest to the media. A good example is the daily shuttle status reports issued by the John F. Kennedy Space Center.
Advisories	Short notices of dynamic events. Good examples are changing launch dates.
Note to Editors	Straightforward notice of NASA news conferences, symposiums, or other events of interest to the media.
News Conference	An event to announce major news events and to present the opportunity for the media to ask questions.
News Release	The most often used and major device to announce NASA information. A written news story.
Response to Query	A reactive answer to an actual media query or a planned answer to an anticipated media question. More than likely, this form of information will be precipitated by something beyond NASA's control.

NEWS RELEASE VERSUS RESPONSE TO QUERY

- The response to query (RTQ) is no substitute for a bonafide news release.
- The need for an RTQ often can be alleviated if the time is taken to prepare a timely and fully-informative news release or hold a press conference, if the subject is important enough.
- The need for an RTQ is decreased if information is released in sensible, straightforward, and timely manner before the issue becomes a crisis.
- Management should be advised of the form that the release of information will take and the reasons for the decision.

WHEN TO USE THE RESPONSE TO QUERY

- The RTQ is the basis for a verbal response. It is not volunteered or used as a written handout.
- In most instances, the need for the RTQ is time sensitive and must have the highest priority in the clearance process.
- The RTQ should be distributed to the relevant OPA staffs at NASA Headquarters and the field installations, but, under certain circumstances, only designated Public Information Officers should be assigned to respond.
- After three RTQ's on the same subject, a press release should be developed and distributed.
- The RTQ should adhere to the following format:
  - Cover a single subject.
  - Be kept short.
  - Be a statement or hypothetical question followed by an answer.
  - Be dated.
  - Name the PAO contact/telephone number.
  - Name the source and indicate if the source is available for further information.

ANNEX D
Enclosure 2

AREA RADIO AND TELEVISION STATIONS

AM Station	Frequency	Location	Telephone
WMBG	740	Williamsburg	229-7400
WTAR	850	Norfolk	640-8585
WNIS	790	Norfolk	640-8500
WCMS	1050	Virginia Beach	424-1050
WGH	1310	Virginia Beach	671-1000

FM Station	Frequency	Location	Telephone
WHRO	90.3	Norfolk	889-9400
WFOG	92.9	Virginia Beach	499-9570
WTAR	95.7	Norfolk	640-8500
WGH	97.3	Virginia Beach	671-1000
WCMS	100.5	Virginia Beach	424-1050
WWDE	101.3	Hampton	420-1013
WOWI	102.9	Norfolk	466-0009
WNVZ	104.5	Norfolk	497-2000

TV Station	Channel	Location	Telephone
WTKR	3	Norfolk	623-1114
WVEC	13	Norfolk	625-1313
WAVY	10	Portsmouth	393-1010
WGNT	27	Portsmouth	393-2501
WVBT	43	Portsmouth	393-4343

ANNEX D
Enclosure 3

SAMPLE ANNOUNCEMENTS

I. PURPOSE

To provide sample announcements to be used when weather or hazardous driving conditions require the closing of LaRC.

II. NOTICES TO BE POSTED ON LaRC EMERGENCY ANNOUNCEMENT SYSTEM (864-2111) OR (888-664-2111)

Close #1

The Langley Research Center will be closed today because of weather and road conditions. In addition, employees on today's second and tonight's' third shifts are not to report for duty. Normal operations are expected to resume tomorrow morning, (Date).

Close #2

The Langley Research Center will be closed today because of weather and road conditions. Employees on morning shifts are not to report for duty. A decision will be made about noon today relative to the second and third shifts.

Delay #1

The Langley Research Center will open today at 10 a.m. Employees should continue to monitor this phone line for any change in this plan.

III. INTRA-CENTER NOTICE

A. Early Dismissal

On _____, NASA Langley Research Center will close at _____. Second and third shifts are canceled, except for those key employees whose presence is required by their work assignments. Employees should continue to monitor this phone line for any change in this plan.

B. Work Resumption

On _____, employees will be expected to report for duty at normal hours. Employees should continue to monitor this phone line for any change in this plan.

IV. LANGLEY RESEARCH CENTER ANNOUNCEMENT

A. Examples of guidance to employees follow. These announcements, when made, should be typed on the official NASA LaRC Announcement form.

1. Announcement for Beginning of Shift

"Subject: Excused Leave Because of Hazardous Weather, (Date)

Because of hazardous driving conditions, employees may be excused from duty as follows:

(Date): Excused leave not to exceed (___) hours is authorized at the beginning of each day shift.

Employees who were absent at the beginning of their shifts for longer than (___) hours are not eligible for the excused leave and are to be charged the appropriate leave for the entire absence.

Employees requiring more time at the beginning of their shift, submit to the Director, Office of Human Resources, NASA Langley Form 54, "Request for Special Leave or Excused Absence." The procedure is outlined in LAPD 3630.3, "Attendance and Leave."

The excused leave is to be shown on T&A reports as excused leave, Code XLV.

Director, Office of Human Resources."

2. Announcement for Early Dismissal

"SUBJECT: Excused Leave Because of Hazardous Weather, (Date)

Because of hazardous road conditions caused by a (snowstorm), employees who were in an actual duty status may be excused (___) hours before the end of their shifts on (Date). Shifts beginning after 3:30 p.m. on this date were excused. Employees are considered in an actual duty status if:

a) Actually on duty at the time of dismissal; or

b) Excused from duty (on annual, sick, court, or other leave), at the time of dismissal with the expectation that they would return on duty before the end of the shift, or

c) On duty when the early dismissal was announced, but requested and was granted leave between the time of notification of the early dismissal and time of actual dismissal.

Employees on leave, as set forth in paragraphs b and c above, are to be charged the appropriate leave from time of departure to time of dismissal.

The excused leave is to be shown on T&A reports as excused leave, Code XLV.

Director, Office of Human Resources"

B. Examples of guidance to the media regarding hurricanes follow. These announcements should also be typed on the official NASA LaRC announcement form.

1. General information regarding hurricane alert conditions

"SUBJECT: Hurricane Alert Conditions

The arrival of hurricane winds at this Center is presaged by a gradual increase in wind velocities as the storm approaches. It is recognized that at the present time the exact prediction of the course of a hurricane, its landfall, and destructive potential cannot accurately be foretold; nevertheless, it is helpful to designate certain anticipated conditions which serve as alerting and action milestones.

Six hurricane conditions are designated as follows:

a) **Hurricon 4**: Seventy-two hours prior to the arrival of 50-knot winds.

b) **Hurricon 3**: Forty-eight hours prior to the arrival of 50-knot winds.

c) **Hurricon 2**: Twenty-four hours prior to the arrival of 50-knot winds.

d) **Hurricon 1**: Twelve hours prior to the arrival of 50-knot winds.

e) **Hurricon Red**: Experiencing 50-knot or greater winds.

f) **All Clear**: Severe weather conditions have dissipated.

Note: A 50-knot wind is equivalent to approximately 58 miles per hour.

Published hurricane announcements at LaRC will begin with the declaration of Hurricon 2. LPR 1046.1, “Langley Research Center Emergency Plan”, Chapter 3, contains instructions to those personnel with assigned hurricane preparatory performance duties.

LaRC Emergency Preparedness Officer”

2. Hurricane Report Example #1

“SUBJECT: Hurricane Report

The latest hurricane advisory locates the center of Hurricane _____ at latitude _____ and longitude _____. This places it at ____ miles off the coasts of _____ proceeding in a _____ direction at a speed of _____ miles per hour.

Hurricane Conditions (Hurricon) 2 is announced.

Facility Coordinators and staff members with assignments should review LPR 1046.1, “Langley Research Center Emergency Plan”, Chapter 3, and make preparation to execute damage control measures.

Be alert for periodic announcements which will be issued as conditions change.

LaRC Emergency Preparedness Officer”

3. Hurricane Report Example #2

“SUBJECT: Hurricane Report

The latest hurricane advisory locates the center of Hurricane _____ at latitude _____ and longitude _____. This places it at ____ miles off the coasts of _____ proceeding in a _____ direction at a speed of _____ miles per hour.

Hurricane Condition (Hurricon) 1 is announced.”

OPTIONAL PARAGRAPHS

a) The Emergency Operations Center is open in Facility 1162, extension 49315.

b) Damage control measures and other preparatory measures as directed by LPR 1046.1 “NASA Langley Research Center Emergency Plan,

Chapter 3, will be executed beginning (immediately) (at ____a.m./p.m.). (Request for overtime will be processed through normal channels by special messenger furnished by organizations concerned.)

c) Staff members with no assigned damage control duties are dismissed effective _____ a.m./p.m. Continue to monitor the LaRC Emergency Telephone System (864-2111) OR (888-664-2111) the resumption of work.

d) The Emergency Operations Center will be/has been closed at ____a.m./p.m. All personnel are released except those with assigned essential duties.

LaRC Emergency Preparedness Officer"

4. Hurricane Report Example #3

"SUBJECT: Hurricane Report

The latest hurricane advisory indicates:

OPTIONAL PARAGRAPHS

Wind velocity has decreased and the hurricane has been downgraded to a tropical storm. Minor flooding is expected. Normal work operations can be resumed.

The direction of Hurricane _____ has changed. Hurricon 3 is announced. Normal work operations can be resumed.

The threat from Hurricane _____ has dissipated. Conditions ALL CLEAR is announced.

LaRC Emergency Preparedness Officer"

SAMPLE PRESS RELEASES

FIRE/INDUSTRIAL/GENERAL CONTINGENCY

At approximately _____ (time e.s.t./e.d.t) (day/month/year) there was a _____ (incident) at NASA Langley Research Center's _____ facility, street address _____.
The facility (was/was not) in operation at the time of the incident. There (are/are not) reports of personal injuries. (Some/no) damage has been reported at this time. Additional information will be provided as it becomes available.

AIRCRAFT CONTINGENCY

At approximately _____ (time e.s.t./e.d.t) (day/month/year) a NASA Langley Research Center _____ (type) aircraft _____ (crashed/declared an emergency in flight/missing) _____ (location). The aircraft and its crew of _____ (number) were conducting a _____ (scheduled research/pilot familiarization) flight. _____(crew status). A search is in progress. Names of the crew are being withheld pending notification of next of kin. There (are/are no) reports of injury or damage to private property. An Accident Investigation Board is being formed to determine the cause of the incident.

ANNEX E

EVACUATION

E.1 PURPOSE

This Annex provides guidance regarding evacuation of LaRC personnel and their families from the Peninsula area in case of an emergency requiring such action.

E.2 SITUATION AND ASSUMPTIONS

E.2.1 Situation

LaRC is situated near the tip of a peninsula created by the James River, the Chesapeake Bay, and the York River (See Figure E-1). The only egress from the lower Peninsula, without crossing either of two bridges or two tunnels, is Northwest toward Richmond. This route is defined primarily by Interstate 64; however, there are other less direct routes. The two bridges are over the James and York Rivers and the two tunnels pass under Hampton Roads (James River/Chesapeake Bay junctures) to the Norfolk/Virginia Beach areas to the South. One or more accidents on any of these bridges or tunnels effectively terminates traffic flow and contributes to subsequent accidents. Therefore, these routes are not dependable and should be avoided. This leaves only Interstate 64 and the other less direct routes toward the Northwest as the only viable alternative in an evacuation. The population of the Peninsula is such that an eleventh-hour, directed evacuation would probably cause as much or more loss of life and property than would the disaster which originally caused it to be initiated. It is desirable, therefore, that any evacuation should begin early in order to allow sufficient time for movement of that population.

E.2.2 Assumptions

a) At some point, a natural or manmade emergency could occur which would cause the Peninsula area to be evacuated by Government order.

b) The two tunnels and two bridges connecting the lower Peninsula with other land areas to the North, West, and South would be rendered impassable by either the disaster itself or by grid-locked vehicular traffic attempting to pass through/over them.

c) The natural or manmade disaster would be known and publicized far enough in advance so as to cause prudent individuals to initiate their own evacuation prior to one being ordered by the Government.

Figure E-1: Vicinity Map

ANNEX H

HEALTH AND MEDICAL

H.1 PURPOSE

This Annex focuses on health and medical problems under emergency conditions of varying scopes. It describes policies and procedures for mobilizing medical resources under disaster conditions and public health problems in major emergencies. Approaches for dealing with mass-casualty and mass-fatality situations are also covered.

H.2 SITUATION AND ASUMPTIONS

H.2.1 Situation

a The LaRC Occupational Medical Center (Facility 1149) is staffed to provide occupational health services and routine minor emergency care. Extensive care of a major nature (burns, major trauma, multiple injury sites, major fractures, and so forth) for single or multiple patients cannot be accomplished at the Occupational Medical Center due to limited staffing, training, equipment, and space.

b The NASA LaRC Fire Station in agreement with the City of Hampton runs a 24 hour advanced life support (ALS) medical unit. This unit is under direct control of the online medical director (OMD). No other doctor, nurse, or group may interfere with the actions of the paramedics in this ALS medical unit without permission from the OMD.

c The paramedics shall call in any additional units (ALS, Basic Life Support or Nightingale) and shall assist in setting up a triage unit if needed.

d The paramedics will transport the patient to the nearest hospital or one requested by the patient. The paramedics can not transport any patient to the NASA clinic.

e All medical units and operations are required to conform to the State of Virginia Ambulance requirements.

H.2.2 Assumptions

a Public and private medical, health, and mortuary resources in the local area will be available for use during disaster situations.

b Disasters will affect large areas of the Center, local area, and State. Consequently, it is likely that some planned-for medical resources may be damaged, destroyed, or unavailable. Further, it may be necessary to

relocate hospital facilities under austere conditions to facilities that will provide patients and medical staff adequate protection.

H.2.3 Concept of the Operation

The City of Hampton and the NASA Fire Chief will be, in the event of an emergency, in command of all rescues, emergency care, triage, and treatment of minor injuries. The Occupational Medical Center staff, if requested by NASA Fire Chief or City of Hampton command and approved by the OMD, may assist in triage, emergency care, and the treatment of minor injuries. The local paramedics in conjunction with the evacuation assets (including helicopter) throughout the area will be primarily responsible for transport to local hospitals and care required en route.

ANNEX I

SECURITY

I.1 PURPOSE

The purpose of this Annex is to provide information on the role of security in emergency situations. This Annex is intended to offer broad information relevant to that role. For more detailed security procedures in particular emergency situations, see the applicable documents listed in the reference section of this Annex, and the NASA Security & Program Protection Services (SPPS) responsibilities listed in the main chapters of this Plan.

I.2 LaRC GEOGRAPHICAL AND JURISDICTIONAL CONSIDERATIONS

I.2.I Geographical Considerations

Since LaRC property and facilities were acquired from the Federal Government and the Commonwealth of Virginia, the Center has multiple law enforcement and prosecutable jurisdictions, which will be discussed further in Paragraph 1.3.2.

The immediate proximity and mutual sharing of boundaries between LaRC and LAFB dictates a close working relationship with LAFB security. LaRC SMST and LAFB security officials work closely in all areas relating to mutual security concerns and have a formalized Interdepartmental Support Agreement that specifies types of support to be provided, conditions under which the support will be made available, etc., as well as legal considerations relating to such support. The agreement is a living document that is reviewed and updated on a recurring basis or when required to ensure the safety and security of both parties.

I.2.2 Jurisdiction and Legal Considerations

One or both of the following jurisdictions cover facilities located on LaRC: Exclusive Federal and Proprietary. The following agencies may respond to incidents occurring in Exclusive Federal jurisdictional areas:

- LaRC NASA Security & Program Protection Services
- NASA Office of the Inspector General
- Langley Air Force Base Security Police
- Federal Bureau of Investigation
- U.S. Marshall's Office

The following agencies may respond to incidents occurring in proprietary jurisdictional areas:

- LaRC NASA Security & Program Protection Services

- NASA Office of the Inspector General
- Federal Bureau of Investigation
- US Marshall's Office
- Virginia State Police
- Hampton Police Department

LaRC facilities located on LAFB are covered by Exclusive Federal jurisdiction. Both LAFB Security Police and the Air Force Office of Special Investigations (AFOSI) may respond to incidents in NASA facilities on LAFB.

Certain legal considerations regarding security may exist in situations that involve civil disorder. Enclosure 1 is a listing of the state and federal statutes that could be applicable in a situation involving civil disorder. Enclosure 2 is a partial listing of the NASA Headquarters guidelines that provide insight into the approach taken by the Attorney General with respect to the protection of government facilities and operations during civil incidents.

NOTE: Enclosure 2 refers to the highest ranking civilian official present in the facility, or a high ranking official, designated in advance as the officer-in-charge, who should promptly take charge of situations involving demonstrations. For this purpose, the Director, LaRC, or Acting Director, as defined in NPR 1000.3, "The NASA Organization," is the officer-in-charge.

I.3 INCIDENT REPORTING

The individual first having knowledge of the emergency will report the situation to the following:

LaRC Emergency Dispatcher	On-Center	911
	Off-Center	864-5600
	Cell Phone	864-2222

The Emergency Dispatch Office (EDO) will determine when to seek security or additional support. In the event of a non-emergency situation, the EDO can be reached at 864-5600.

Enclosure 3 provides a copy of the LaRC Bomb Threat Data Collection Sheet. In addition to immediately reporting a bomb threat to the security dispatch office at 911, the individual receiving the threat must obtain the information, if possible, that is included on the sheet. Copies of the Bomb Threat Data Collection Sheet are included in the NASA LaRC Telephone Directory as the inside back cover page.

I.4 THREAT CONDITIONS

The following situations involve security threats that may result in a Centerwide emergency.

- Civil Disturbance – (See Chapter 6 for details)
- Bomb Threats – (See Chapter 6 for details)
- Terrorist attack - bombing, Weapons of Mass Destruction incident
- Serious Criminal Incidents - assault, robbery, shootings, kidnappings, hostage barricade
- NASA THREATCONS- Alpha, Bravo, Charlie, Delta – These are overall threat conditions established by NASA Headquarters. As the condition moves from Alpha to Delta, Center access becomes more restrictive.

I.5 EMERGENCY ACCESS

Access to the Center may be restricted during emergencies. Information regarding situations that may impact the Center's normal working hours may be obtained by calling 864-2111 or 1-888-664-2111.

I.6 ROLE OF SECURITY IN EMERGENCY RESPONSE AND CRISIS MANAGEMENT

- Initial response
- Situation containment and protection of innocent personnel
- On scene command and communication
- Reporting situation updates
- Liaison and coordination with other law enforcement agencies
- Managing resolution

I.7 REFERENCES

NASA Procedures and Guidelines NPR 1620.1
Emergency Dispatcher SOPs and Checklists
LaRC Critical Facilities List
LaRC Annual Threat Assessment
WMD Incident Response Plan (TBP)
LAPD 1600.5 Workplace Violence and Threatening Behavior
LAPD 1600.4 Firearms and Dangerous Weapons Policy

ENCLOSURES:
1. State and Federal Statutes
2. NASA Guidelines
3. Bomb Threat Data Collection Sheet

ANNEX I
Enclosure 1

LISTING OF STATE AND FEDERAL STATUTES THAT MAY BE APPLICABLE DURING CIVIL DISORDER

I. PURPOSE

To provide a summary of state and Federal Statutes with respect to civil disorder.

II. STATUTES--STATE

A. Section	18.2-8	Felonies and misdemeanors defined
	18.2-9	Classification of criminal offenses
	18.2-10	Punishment for conviction of felony
	18.2-11	Punishment for conviction of misdemeanor
	18.2-12	Same; where no punishment or maximum punishment prescribed
	18.2-13	Same; by reference
	18.2-14	How unclassified offenses punished
B. Section	18.2-18	How principals in second degree and accessories before the fact punished.
	18.2-19	How accessories after the fact punished; certain exceptions.
C. Section	18.2-22	Conspiracy to commit felony
	18.2-23	Conspiring to trespass after having been forbidden to do so
	18.2-25	Attempts to commit capital offenses; how punished
	18.2-26	Attempts to commit noncapital felonies; how punished
	18.2-27	Attempts to commit misdemeanors; how punished
	18.2-28	Maximum punishment for attempts
	18.2-29	Criminal solicitation; penalty
D. Section	18.2-30	Murder or manslaughter declared felonies
	18.2-31	Capital murder defined; punishment
	18.2-32	First and second degree murder defines; punishment
	18.2-33	Felony homicide defined; punishment
	18.2-35	How voluntary manslaughter punished
	18.2-36	How involuntary manslaughter punished
	18.2-38	"Mob" defined
	18.2-39	"Lynching" defined
	18.2-40	Lynching deemed murder
	18.2-41	Shooting, stabbing, etc., with intent to maim, kill, etc., by mob

	18.2-42	Assault or battery by mob
	18.2-43	Apprehension and prosecution of participants in lynching
	18.2-44	Civil liability for lynching
	18.2-45	Persons suffering death from mob attempting to lynch another person
	18.2-51	Shooting, stabbing, etc., with intent to maim, kill, etc.
	18.2-52	Malicious bodily injury by means of any caustic substance or agent or use of any explosive
	18.2-53	Shooting, etc., in committing a felony
	18.2-53.1	Use or display of firearm in committing felony
	18.2-57	Assault and battery
E. Section	18.2-79	Burning or destroying meeting house, etc.
	18.2-80	Burning or destroying any other building or structure
	18.2-81	Burning or destroying personal property, standing grain, etc.
	18.2-82	Burning building or structure while in such building or structure with intent to commit felony.
	18.2-83	Threats to bomb or damage buildings or means of transportation; false information as to danger to such buildings, etc., punishment.
	18.2-84	Causing, inciting, etc., commission of act proscribed by section 18.2-83
	18.2-85	Manufacture, possession, use, etc. of fire bombs or explosives
	18.2-90	Entering dwelling house, etc., with intent to commit murder, rape, or robbery
	18.2-91	Entering dwelling house with intent to commit larceny or other felony
	18.2-107	Theft or destruction of public records by other than officers.
	18.2-119	Trespass after having been forbidden to do so
	18.2-120	Instigating, etc., such trespass by others; preventing service to persons not forbidden to trespass
	18.2-121	Entering property of another for purpose of damaging it, etc.
	18.2-137	Injuring, etc., any property, monument, etc.
	18.2-137	Injuries to public buildings, etc.
	18.2-138	Injuries to trees, fenced, or herbage on ground of Capitol, or in any public square.
	18.2-139	Destruction of trees, shrubs, etc., depositing trash
F. Section	18.2-279	Discharge firearms or missiles within or at occupied buildings
	18.2-280	Willfully discharging firearms in public places

	18.2-282	Pointing or brandishing firearms or object similar in appearance
	18.2-286	Shooting in or along road or in street
	18.2-308	Carrying concealed weapons; when lawful to carry
	18.2-312	Illegal use of tear gas, phosgene, and other gases
G. Section	18.2-388	Profane swearing and drunkenness
H. Section	18.2-404	Obstructing free passage of others
	18.2-405	What constitutes a riot; punishment
	18.2-406	What constitutes unlawful assembly; punishment
	18.2-407	Remaining at place of riot or unlawful assembly after warning to disperse
	18.2-408	Conspiracy; incitement, etc., to riot
	18.2-409	Resisting or obstructing execution of legal process
	18.2-410	Power of Governor to summon law-enforcement agencies, national guard, etc., to execute process or preserve the peace
	18.2-411	Dispersal of unlawful or riotous assemblies; duties of officers
	18.2-412	Immunity of officers and others in quelling a riot or unlawful assembly
	18.2-413	Commission of certain offenses in county, city, or town declared by Governor to be in state or riot or insurrection
	18.2-414	Injury to property or persons by persons unlawfully or riotously assembled
	18.2-415	Disorderly conduct in public places
	18.2-427	Use of profane, threatening, or indecent language over telephone
	18.2-428	Giving certain false information to another by telephone
	18.2-429	Causing telephone to ring with intent to annoy

III STATUTES--FEDERAL

A	18 U.S.C.81	Arson within special maritime and territorial jurisdiction
B	18 U.S.C. 111	Assaulting, resisting, or impeding certain officers or employees
C	18 U.S.C. 231	Civil disorders
	18 U.S.C. 232	Definitions
D	18 U.S.C. 799	Violation of regulations of National Aeronautics and Space Administration

E Firearms
- 18 U.S.C. 921 Definitions
- 18 U.S.C. 922 Unlawful Acts
- 18 U.S.C. 924 Penalties

F
- 18 U.S.C. 1111 Murder
- 18 U.S.C. 1112 Manslaughter
- 18 U.S.C. 1113 Attempt to commit murder of manslaughter
- 18 U.S.C. 1114 Protection of officers and employees of United States

G Malicious Mischief
- 18 U.S.C. 1361 Government property or contracts
- 18 U.S.C. 1362 Communication lines, stations, or systems

H
- 18 U.S.C. 2101 Riots
- 18 U.S.C. 2102 Definitions

I Robbery and Burglary
- 18 U.S.C. 2112 Personal Property of United States
- 18 U.S.C. 2114 Mail, money, or other property of United States

J Searches and Seizures
- 18 U.S.C. 2231 Assault or resistance

K
- 18 U.S.C. 2383 Rebellion or insurrection

ANNEX I
Enclosure 2

NASA GUIDELINES

I. PURPOSE

To provide NASA Headquarters guidelines toward the approach to be taken by the Attorney General in respect to the protection of governmental facilities and operations during civil disorder incidents.

II. NASA HEADQUARTERS GUIDELINES

A. The Attorney General has instructed that the highest ranking civilian official present in the facility should be informed immediately if an appreciable number of demonstrators are in the vicinity of the facility or reliably reported enroute to the facility. The highest ranking official or a high ranking official, designated in advance as the official-in-charge, should promptly take charge of the situation.

B. If demonstrators attempt to enter or after entry refuse to depart, the official-in-charge, when feasible, should talk to the leaders of the demonstration to find out exactly what they want or propose to do. If the demonstrators are disorderly or if they will not agree to a voluntary departure from the facility, the official-in-charge should take steps to require their withdrawal. The official-in-charge should determine that sufficient law enforcement personnel are on hand and then inform the demonstrators that they must leave the facility within some brief period of time (for example, 15 minutes) or face arrest. Whenever possible, the official-in-charge should consult with the Justice Department prior to ordering arrest.

C. Arrests should not be ordered arbitrarily or indiscriminately, but should be ordered only on a sound legal basis. For example, if after repeated warnings to all demonstrators, the demonstrators refuse to leave, the official-in-charge should order that they be placed under arrest and removed from the facility as soon as practical. The minimum amount of force necessary to accomplish the purpose should be employed. In lie-in situations, use of stretchers and wheelchairs can help ensure use of minimum force.

D. The official-in-charge should consider what other actions may be necessary to protect the integrity of Government operations without infringing on the rights of the demonstrators. If at any time during the demonstration, the demonstrators injure persons or property, arrests should be made in accordance with regular arrest standards.

E. Physical force is to be resorted to only if necessary. Arrest decisions involve many factors and should be weighed carefully as the Federal Government is not interested in token arrests which merely afford demonstrators another forum.

ANNEX I
Enclosure 3

BOMB THREAT DATA COLLECTION SHEET

I-3.1 PURPOSE

To establish a sample format to record telephone bomb threats.

I-3.2 FORMAT

See attached. (This sheet is also included in the NASA LaRC Telephone Directory as the inside back cover page.)

BOMB THREAT INSTRUCTIONS

DON'T PANIC!!!

REPORT ALL BOMB THREATS IMMEDIATELY TO:

LaRC Security Dispatch Office dial 911.

OBTAIN THE FOLLOWING INFORMATION, IF POSSIBLE:

Exact words of caller:_____

_____

_____

_____

_____

_____

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

Number at which call is received

_____

Time:_____ Date:_____

This guide is based on information furnished by the FBI Bomb Data Center.

CALLER'S DESCRIPTION:

Sex of Caller:_____ Race:_____

Age:_____ Length of Call:_____

CALLER'S VOICE:

_____Calm	_____Nasal
_____Angry	_____Stutter
_____Excited	_____Lisp
_____Slow	_____Raspy
_____Rapid	_____Deep
_____Soft	_____Ragged
_____Loud	_____Clearing Throat
_____Laughter	_____Deep Breathing
_____Crying	_____Cracking Voice
_____Normal	_____Disguised
_____Distinct	_____Accent
_____Slurred	_____Familiar
_____Whispered	

If the voice is familiar, who did it sound like?

_____

_____

THREAT LANGUAGE:

_____Well Spoken	_____Incoherent
_____Foul	_____Taped
_____Irrational	_____Message read by threat maker

BACKGROUND SOUNDS:

_____Street Noises	_____Factory Machinery
_____Crockery	_____Animal Noises
_____Voices	_____Clear
_____PA System	_____Static
_____Music	_____Local
_____House noises	_____Long Distance
_____Motor	_____Booth
_____Office	_____Other
Machinery	_____

IF EVACUATION IS ORDERED, quickly observe your area or space for any suspicious or strange articles. Describe the article and its location to Security, Fire, or Safety Personnel.

ANNEX J

PROTECTION FOR LaRC FACILITIES AND EQUIPMENT FROM HAZARDS FROM HURRICANES, TROPICAL STORMS, NOR'EASTERS, AND HIGH TIDES

J.1 REFERENCES

- Federal Emergency Management Agency, "National Mitigation Strategy," October 8, 1996.
- NPD 8710.1, "Emergency Preparedness Program."

J.2 PURPOSE

This Annex contains data and information for taking protective measures at LaRC in the event of an impending Hurricanes, Tropical Storms, Nor'easters, or flooding.

Additional information to protect high-energy systems, utility systems, and Environmental Protection Agency concerns may be found in the SFAB Work Instruction on Hurricanes, Tropical Storms, Nor'easters, and Flooding.

NOTE: The most current copy of the SFAB Hurricane, Tropical Storm, Nor'Easter, and High Tide Work Instruction is kept in the EOC, Facility 1162, Room 122.

J.3 GENERAL INFORMATION

J.3.1 Hurricanes, Tropical Storms, and Nor'easters

The hurricane season begins on June 1 and ends on November 30, with the most hurricanes occurring between mid-August and mid-October. Storms with sustained winds of 75 or more miles per hour are categorized as hurricanes. Tropical Storms are storms in hurricane season which have winds of 39 to 74 miles per hour. Winds from these storms pose a serious threat to LaRC. Past experience has proven that high winds, accompanied by high tides, presents a considerable flooding threat to LaRC structures located in low-lying areas.

Wind velocities increase as a hurricane or tropical storm approaches. While the course of a hurricane or tropical storm, its landfall and its destructive potential cannot be exactly predicted, it is nevertheless helpful to designate conditions which serve as alerting and action milestones.

A Nor'easter is a wintertime storm that may bring heavy rain or frozen precipitation, high winds, and/or severe flooding. The winds associated with these storms may approach or exceed hurricane force.

The six conditions (Hurricons) LaRC uses in its emergency planning are:

- **Hurricon 4:** Seventy-two hours prior to the arrival of 50-knot winds.
- **Hurricon 3:** Forty-eight hours prior to the arrival of 50-knot winds.
- **Hurricon 2:** Twenty-four hours prior to the arrival of 50-knot winds.
- **Hurricon 1:** Twelve hours prior to the arrival of 50-knot winds.
- **Hurricon Red:** Experiencing 50-knot or greater winds.
- **All Clear:** Severe weather conditions have dissipated.

NOTE: These conditions are used in the preparation of hurricanes, tropical storms, and Nor'easters.

The LaRC SMAO Weather Officer continuously monitors weather and provides updates to the EPO as necessary on the approach of Hurricanes, Tropical Storms, Nor'easters, and Flooding.

J.3.2 High Tide Alert

A high tide alert will be given when a high tide of 4 feet 6 inches above mean sea level is anticipated. There are two flood conditions used to alert personnel to potential flooding. **FLOOD Condition 2** will be issued when the predicted tidal flooding will be up to 5 feet 6 Inches above mean sea level. **FLOOD Condition 1** will be issued when predicted tidal flooding will be higher than 5 feet 6 inches above mean sea level.

During **FLOOD Condition 2,** personnel may remain in facilities. The parking lots and approach roads may become water covered but passable. Personnel should plan accordingly to ensure that vehicles are parked in an area that will not be flooded.

During **FLOOD Condition 1**, personnel are to vacate the East Area as approach roads will become impassable and preclude access to facilities by emergency response personnel and equipment. The EPO will determine the time to evacuate the East Area and when it is safe to return. The response team will determine what equipment will be safed prior to evacuating.

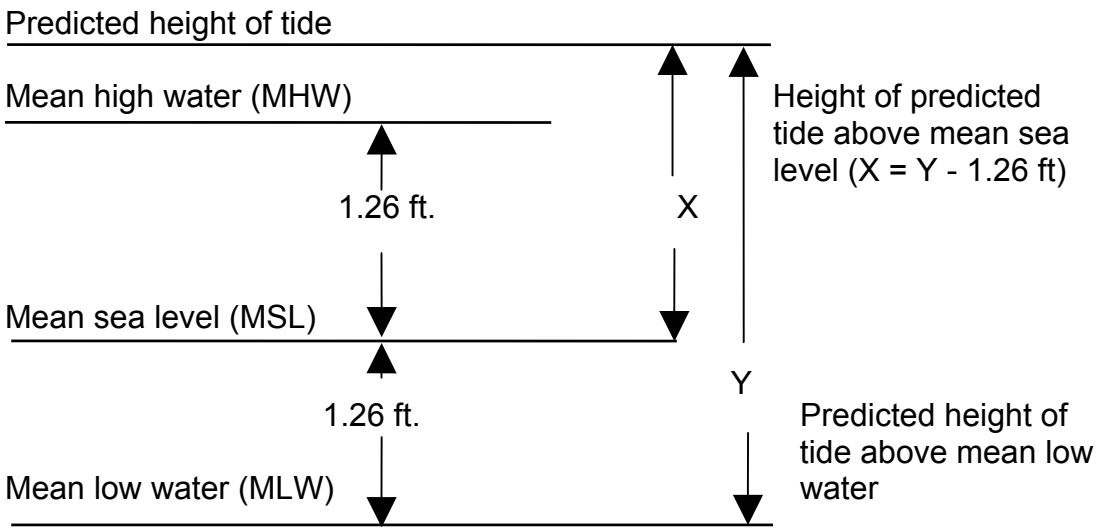

Figure J-1 Relationship between MHW, MSL, and MLW at LaRC

J.4 MISSION

The LaRC severe weather mission is twofold: to establish protective measures and emergency procedures which will minimize hazards to personnel and protect LaRC equipment and property endangered by violent weather conditions; and, to restore the Center to full operational status as quickly as possible following abnormal weather.

J.5 RESPONSIBILITIES

J.5.1 Emergency Preparedness Officer (EPO)

Pre-Hurricane and Flood Preparations

Prior to June 1 of each year, the EPO is responsible for ensuring that the following is accomplished.

- Review, revise and update the SFAB Work Instruction on hurricanes, tropical storms, nor'easters, and flooding.
- Conduct a hurricane tabletop exercises each year in May.
- Review and revise, as needed, the membership and duties of the SMAO Hurricane Team.
- Inventory and replenish as necessary the emergency response supplies.

When warranted, the EPO will activate the SMAO Hurricane Team. Team positions include EPO, SMAO Information Officer, SMAO Weather Officer, HQ Coordinator, Emergency Supply Officer, Center Support Officer, Fire Chief, Storm Patrol Officer, Security Chief, Administrative Support, and others if deemed necessary by the EPO. Primary and alternate members, and member's duties are delineated in the SFAB Work Instruction, Hurricane, Tropical Storm, Nor'easter, and Flooding Work Instruction. The most current copy of the work instruction is kept in the EOC. The most current phone numbers are listed in the SMAO Emergency Telephone List which is distributed periodically and at the beginning of each emergency.

Figure J-2 is a Hurricane Decision Timeline outlining actions taken at each different Hurricon. The detailed actions that each Hurricane Response Team member takes, at each Hurricon, are contained in the SFAB Work Instruction on Hurricanes, Tropical Storms, Nor'easters, and Flooding.

For each Hurricon level there are corresponding tasks and duties to be executed to prepare the Center. The EPO may deviate from the recommended times to execute tasks depending on conditions that will be specific for each Hurricane, Tropical Storm, Nor'easters, or Flooding. Factors that the EPO will consider when declaring a Hurricon level are:

- The severity of the hurricane, tropical storm, Nor'easters, or flooding.
- The physical size of the hurricane, tropical storm, Nor'easters, or severity of flooding.
- The speed at which the hurricane, tropical storm, or Nor'easters, is moving over the water or land.
- The hurricane preparedness level declared by the surrounding local governments and LAFB.

J.5.2 Facility Safety Heads and Facility Coordinators

On the receipt of an alert, Facility Safety Heads and Facility Coordinators will carefully inspect their assigned facilities to determine the action required to provide protection from the hurricane, tropical storm, or Nor'easter and the predicted high water. In performing this task, they will be guided by the vulnerability information established in this handbook and the SFAB work instruction on hurricanes, tropical storms, Nor'easters, or flooding. Protective materials required to minimize damage, such as plywood and plastic, should be requisitioned and stored in a secure area.

Detailed emergency procedures for depressurizing all storage vessels in both the power-on and power-off condition are to be developed and kept by the Facility Coordinator of each facility. The Facility Safety Head and Facility Coordinator are responsible for verifying the safe condition of pressure systems within their area of responsibility.

J.5.3 Director, Center Operations Directorate (COD)

The Director, COD, or his designated alternate will provide to Facility Coordinators assistance as requested to include damage control assistance should a facility be damaged.

J.5.4 Research, Maintenance, Operations, and Engineering (ROME) CoTR, COD

The CoTR (or alternate) of the FESS Contract will serve as coordinator of the various crafts required in preparing for severe weather conditions. During off-duty hours, a Central Control Station will be located at the Duty Officer's station at the Steam Plant (Facility 1215, 14 West Taylor Street). All requests for services and assistance should be directed to the coordinator at this location.

J.5.5 Facilities Utilities Manager, COD

The Facilities Utilities Manager, COD, or a designated alternate, will direct the securing of the power distribution system and mechanical equipment as required.

J.5.6 West Area Air Dispatcher, COD

The Air Dispatcher, when directed by the EPO, will depressurize the West area high-pressure air distribution and storage vessel system except for the 8-Foot High Temperature Tunnel bottlefield (Facility 1265, 10 West Reid Street) and other remote and independent vessels not part of the system.

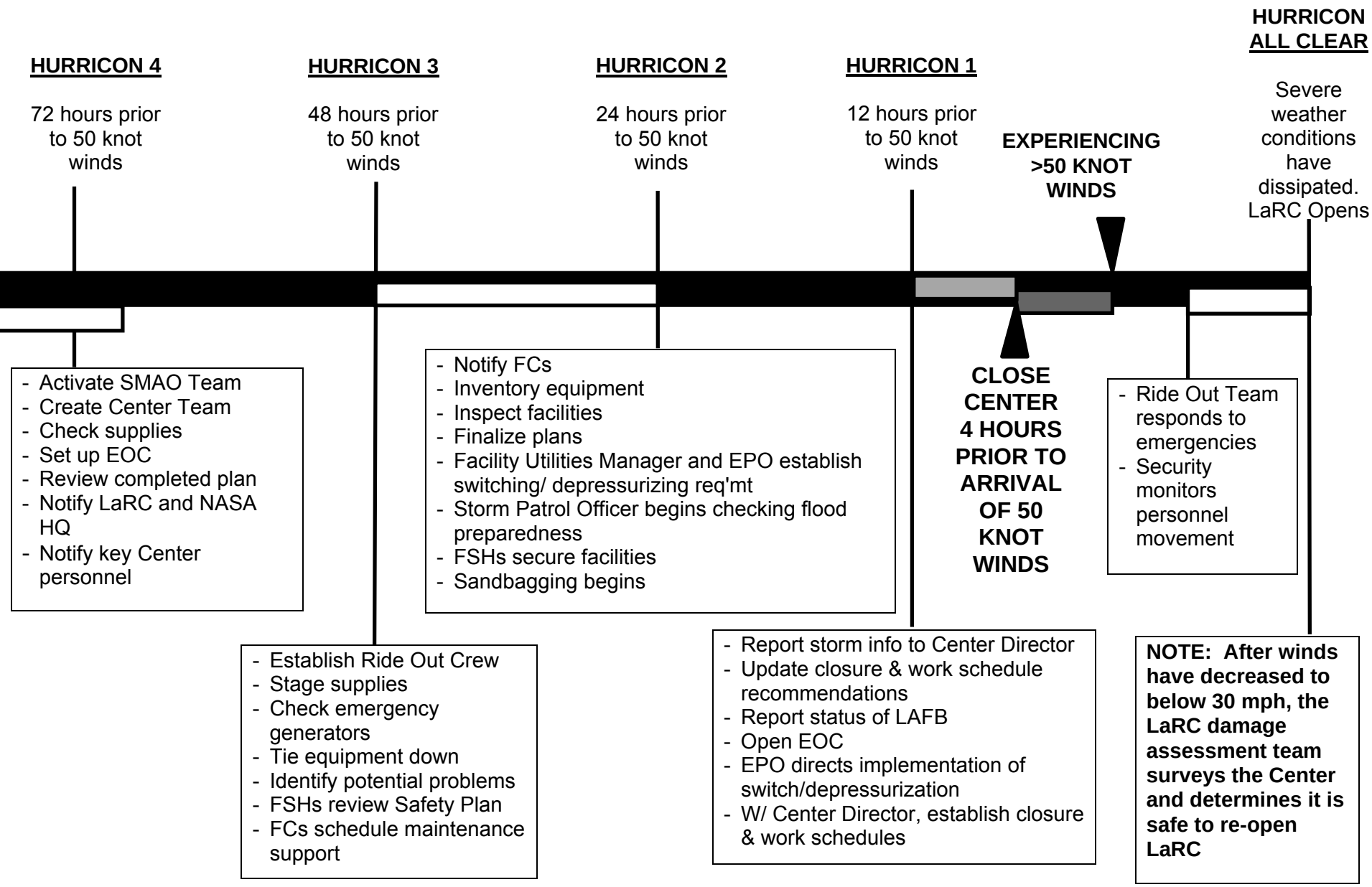

Figure J-2. HURRICANE DECISION TIMELINE — Recommended Action Times

ANNEX K

FIRE AND RESCUE

K.1 PURPOSE

This Annex provides information concerning the NASA LaRC Fire Protection Program and its capabilities.

K.2 CONCEPT OF OPERATIONS

K.2.1 Fire Protection Program Administration

LaRC's success in reducing the risk or incidence of fire is attributed to the implementation of and commitment to a comprehensive fire protection program. The LaRC Fire Protection Program is comprised of the following five elements:

- Fire Protection Program Administration
- Fire Protection and Life Safety Engineering
- Fire Systems Inspection, Testing and Maintenance
- Fire, Rescue, and Emergency Medical Services
- Emergency Communications

Fire Protection Program Administration is the responsibility of the LaRC Fire Chief who is also designated as the Center's "authority having jurisdiction" (AHJ). The Fire Chief provides senior level management to ensure that all elements of the LaRC Fire Protection Program are in place and maintained in accordance with prescribed fire protection and prevention criteria.

Duties of the Fire Chief include:

- Establishment of LaRC fire protection policy
- Operational command of emergency preparedness incidents
- Administration and oversight of Fire Protection Engineering Program
- Supervision of fire suppression, hazardous materials, and emergency medical services activities
- Establishment of mutual aid agreements
- Direction of fire systems inspection, testing, and maintenance program
- Investigation of fires and protection of evidence
- Inspection of construction and/or demolition sites for compliance with applicable fire codes and standards
- Establishment and issuance of permits, certificates, notices, approvals, and orders pertaining to fire protection and prevention matters
- Review of all response calls (after the fact) to ensure timeliness and adequacy of procedures used in the spirit of continuous improvement.

The LaRC Fire Chief ensures that all fire department activities are performed in the safest manner possible so as to not subject firefighters to undue risk. The Chief provides continuous oversight to all fire department programs including making sure that the necessary equipment, apparatus, personnel, and training are available for the efficient and effective operation of the LaRC Fire Department. The LaRC Fire Chief responds to Center emergencies during normal working hours and as necessary during evening hours, weekends, and holidays, as well as coordinating the efforts of the fire department with facility management and other site experts.

K.2.2 Fire Protection And Life Safety Engineering

Fire Protection Engineer (contractor) provides fire protection and life safety engineering services for all types, sizes, and hazard levels of facilities at LaRC. This service is provided under contract with the Safety and Facility Assurance Branch with Fire Chief direct oversight. The FPE provides the following range of services to the NASA LaRC:

- Facility Surveys
- Drawing and Specification Reviews
- Fire and Building Code Compliance Evaluations
- Computer Fire Modeling
- Fire Safety System Evaluations
- Time Exit Analysis
- Accessibility Planning
- Fire Hazards Analysis
- Baseline Needs Assessments
- Code Equivalency and Exemption Statements
- Fire Sprinkler System Design

The FPE provides an important service by ensuring that the Center is in compliance with all applicable regulatory requirements and industry standards.

K.2.3 Fire, Rescue, And Emergency Medical Services

The LaRC Fire Department (Hampton Fire Department Station No. 8) provides coverage for the entire 808 acres that comprise LaRC as well as areas of the City of Hampton adjacent to the Center. With the exception of Engine No. 8, all fire apparatus and the Fire Station are owned by NASA. All emergency response personnel are employees of the City of Hampton Fire Department.

The LaRC Fire Department is responsible for fire suppression, hazardous materials response, emergency medical response, and special rescue support activities. They are on duty 24-hours a day, 7-days a week and use a 3-platoon work schedule whereby one platoon is on duty for 24-hours at a time. One fire officer (captain or lieutenant),

two advanced life support-qualified (ALS) firefighters (Medics), plus three additional firefighters staff each platoon.

The LaRC Fire Department maintains a total of seven emergency response vehicles (apparatus), providing diverse capabilities. Some emergency apparatus are specially equipped to control situations unique to LaRC. The vehicles are described below.

Engine No. 8
City of Hampton-owned 1984 Ford with body by Emergency One. This engine is a 1000 GPM Class A pumper and carries 500 gallons of water. This apparatus provides first-due response to all fires and is equipped to conduct offensive fire suppression operations.

Truck No. 8
NASA-owned 1980 Seagrave ladder truck with 100-ft. rear-mount aerial. This apparatus provides first-due response to all fire and rescue calls and is capable of performing master stream operations, high-angle rescue, structural ventilation, and defensive HAZMAT operations.

Medic No. 8
NASA-owned Ford truck with Type III ambulance body by Wheel Coach. This unit is a State-certified ALS ambulance and provides first-due response on all emergency medical incidents. Medic No. 8 is fully equipped, including drugs and specialized equipment for cardiac emergencies.

Engine No. 801
NASA-owned 1979 Ford truck with body by Pierce. This engine is a 1000 GPM Class A pumper and carries 500 gallons of water and 100 gallons of foam concentrate. This apparatus is setup with a front-mounted, remote-controlled turret foam nozzle in order to provide for rapid foam application on incidents involving flammable liquids. Engine No. 802 is also utilized as a supply pumper that can lay large diameter hose lines and shuttle water from street hydrants to Engine No. 8 or Truck No. 8 as necessary.

Engine No. 802(retired)
NASA-owned 1987 Ford truck with body by Precision Industries. This engine is a 1000 GPM pumper and carries 500 gallons of water. This apparatus is utilized as a reserve fire pumper should Engine No. 8 or Engine No. 801 develop mechanical problems requiring them to be taken out of service for repair.

The following table depicts the current distribution of personnel assigned to apparatus.

Personnel Distribution on Apparatus	
Apparatus	**Number of People**
Engine No. 8	2
Truck No. 8	2
Medic No. 8	2
Engine No. 802	*
Rescue No. 8	**
Ambulance No. 801	**
Engine No. 801	**
Tech No. 8	**

* Response as required by pre-fire plans
** Response by request only

Mutual Aid Response
LaRC participates in mutual aid agreements with surrounding fire departments and agencies. These include departments in the cities of Hampton, Poquoson, and Newport News, and with York County and Langley Air Force Base. Through these agreements, LaRC responds to requests for assistance in all types of emergencies such as structural fires, wildland/urban interface fires, emergency medical calls, and similar incidents that tax the resources of our neighbors.

Requests for mutual aid range from Medic runs to commercial structural fires. Mutual aid agreements are a tremendous benefit to the Center, as responses to these incidents help our firefighters improve their skills during actual emergencies. Mutual aid also provides LaRC with considerable resources should the need arise, strengthening the emergency response capability of the Department.

Training Activities
A continuous training program is utilized that encompasses such activities as basic firefighting, fire pre-planning, and orientation of special risks unique to LaRC. Specialized training such as high angle rescue, trench rescue, confined space rescue, building collapse rescue, and HAZMAT operations are also conducted throughout the year. All emergency response personnel are cross-trained to provide the greatest operational flexibility and quality of service. A daily inspection of apparatus and equipment is a part of the work routine to ensure a ready response condition.

Emergency Medical Response
In order to provide the best emergency medical care possible, a minimum of two State-certified Medics are on duty at all times at the LaRC Fire Department. These Medics man Medic No. 8, which is a State-certified ALS ambulance capable of handling a wide range of medical problems including those involving cardiac or trauma situations. With cardiac cases, the first five to six minutes are critical and having on-site emergency

medical services allows for early intervention and treatment not otherwise possible. An engine company is available to lend support when extra manpower is warranted.

Site ambulances participate in the same mutual aid agreements with surrounding jurisdictions, as do the fire suppression forces. Through these agreements, crews may respond to incidents off-site after normal hours of LaRC operation. In return, surrounding departments will supply ambulances and crews should we experience a large-scale emergency.

HAZMAT Response

Fire Department personnel are state-certified in hazardous materials (HAZMAT) response and stand ready to initiate defensive tactics on any such emergencies at LaRC. They are trained and qualified to the Operations Level as defined by OSHA 29CFR1910.120 Subsection (q) and NFPA 471 and 472. Additional training has been attained by many firefighters to the Technician or Specialist levels of qualification. As a part of their HAZMAT training, firefighters are qualified in detection and monitoring of hazardous atmospheres, decontamination of personnel and equipment, and in the medical treatment of exposed and contaminated personnel.

A hazardous materials response vehicle, Rescue No. 8, is housed at the LaRC Fire Department. This vehicle carries a wide range of equipment needed to mitigate HAZMAT events, including diking and absorbent materials, non-sparking tools, monitoring equipment, and many other items. Rescue No. 8 is set up primarily to operate in a defensive mode where the emphasis is placed on limiting the extent of damage or contamination resulting from an incident.

The Newport News Fire Department operates a fully-equipped hazardous materials response team that can be summoned should the circumstances dictate. This team has the capability to initiate offensive or defensive actions to mitigate hazardous material emergencies. It has over-pack equipment, drum-popping tools, various HAZMAT suits, chlorine kits, and the capability to plug leaks from a variety of containers. Its availability to LaRC for mutual aid response is an important component of the Center's Fire Protection Program.

Technical Rescue Response

Truck No. 8 has an assortment of tools, ropes, "Jaws of Life", and other equipment for use in diverse rescue situations. To supplement this equipment, each pumper carries rope rescue equipment and harnesses. All rescue training is conducted to meet NFPA codes and standards and the Virginia Office of Fire Programs criteria.

Incident Command System

LaRC Fire Department uses the nationally recognized Incident Command System (ICS), which was developed by fire departments to ensure proper handling of all types and sizes of emergencies. The ICS was implemented by the fire service in an effort to coordinate multiple agencies during response to emergency situations, and starts with the first responding crews and can be expanded as needed based on the nature of the

emergency. ICS ensures the proper organization will be set up and staffed during an emergency, that specific roles and responsibilities are understood, and that everyone understands the safety concerns and goals associated with the operation.

ICS has been integrated into the management of emergencies at LaRC, with the NASA Fire Chief taking the lead as incident commander, in coordination with the EPO and facility management personnel. The Hampton Fire Department's on-duty battalion chief is available offsite as a backup incident commander during emergencies any time of the day or night.

Response to Fire Alarm Supervisory Signals
Trouble and supervisory signals are generated when the self-monitoring features of fire alarm systems detect a fault and sends a signal to the Emergency Dispatch Office. These alarms should not be confused with nuisance (false) alarms. Nuisance alarms register as fire alarms and receive a full emergency response since they are suspected to be fire alarms until confirmed otherwise. Although trouble and supervisory signals are differentiated from fire signals, they have the potential to conceal or block actual fire alarm signals and can even be initiated by a fire. An immediate investigation is warranted to determine if a fire exists, to reset systems, silence alarms, secure the scene, and initiate corrective action. The LaRC Fire Department is dispatched upon receipt of such trouble signals in order to locate the source of the problem and to take the appropriate actions as the situation dictates.

Response to Mitigate Damage from Fire Systems Discharge
Emergency isolation and stabilization of fire systems are crucial activities and encompass such unplanned events as fire main breaks, frozen sprinkler pipes, and inadvertent activation of automatic fire detection and suppression systems. A quick response is necessary to minimize water damage that could result in the impairment or loss of vital and costly equipment and systems. The LaRC Fire Department responds to such events and is trained and equipped to handle the majority of circumstances encountered.

K.2.4 Emergency Communications

The Emergency Dispatch Office is manned 24 hours per day, 7 days a week and is located within the LaRC Fire Station. From this office, fire crews and security personnel can be dispatched through a computer-aided dispatch system. Dispatchers keep track of all road closures, fire system problems, and confined space entries. This information allows them to update responding fire personnel during emergencies. The office is equipped with the Emergency Alarm Response System (EARS) which monitors the status of all intelligent fire alarm systems and relays important information quickly during an emergency.

All personnel manning the Emergency Dispatch Office have been certified as Emergency Medical Dispatchers. Newly hired dispatchers are required to undergo extensive training, having to work along side certified dispatchers on all three shifts for a

period of three weeks. Only when competency has been demonstrated to the satisfaction of the LaRC Fire Chief, will the new dispatcher be allowed to man the Emergency Dispatch Office alone.

Essential reference materials are provided at the Emergency Dispatch Office including special guidebooks and Procedures DY3.4.02 through DY3.4.11. The guidebooks cover the following subject areas:

- Emergency Response Guidebook which details specific response assignments for fire department apparatus and personnel
- Hazardous Materials Notification Guidebook which establishes protocols for the prompt notification of essential personnel in the event of a hazardous materials incident
- Emergency Medical Guidebook which outlines procedures for gathering important medical information when a call is received, and the relaying of potentially life-saving advice during a variety of situations

The status of fire protection systems is constantly monitored by the Emergency Dispatch Office for such parameters as water pressure, A/C power, air pressure, circuit integrity, valve position, water flow, and fire alarms. Numerous projects and work packages executed daily by various LaRC contractors and facility maintenance personnel require deactivations of fire alarm systems from time to time in order to prevent nuisance alarms. It is the duty of the dispatcher to maintain a log of such activities so that information on systems readiness and status is kept current.

K.2.5 Additional Services

Fire fighting personnel are responsible for conducting an annual fire/life safety inspection of each Government facility at NASA LaRC. The inspections are performed during the Government's normal work hours at NASA LaRC. Results and findings are documented and posted within 3 days of the inspection.

Fire fighting personnel conduct a minimum of one fire drill annually for each of the manned NASA LaRC facilities. The fire fighting personnel use these drills to maintain proficiency in their response capability.

Fire fighting personnel maintain prefire planning documentation for each NASA LaRC facility. Such documentation includes general physical layout of all facilities, identification of high hazards, high value equipment, mission critical areas, specialized or unusual instructions, and other pertinent information essential for prefire planning.

Fire fighting personnel verify the acceptability of all facility fire extinguishers, and replace all defective and non-operational units with Government-furnished units.

Fire fighting personnel assist in the annual flow checks of all NASA LaRC fire hydrants.

Fire fighting personnel maintain, repair, and service the station and NASA LaRC self-contained breathing apparatus.

K.2.6 Assumptions

a. Outside assistance with the fire fighting tasks will complement NASA LaRC's own operating system.

b. NASA LaRC's fire fighting systems can, on occasion, be committed to fires or emergency medical situations outside of Center boundaries.

ANNEX L

RADIOLOGICAL DEFENSE

L.1 PURPOSE

This Annex provides for the organized effort necessary to minimize the effects of radiation on the people and resources of LaRC through detection and implementation of preventative and remedial measures.

L.2 SITUATION AND ASSUMPTIONS

L.2.1 Situation

a. Limited radioactive materials are used at LaRC and are transported into, out of, and through the Center. There is a possibility of occurrence of incidents or accidents in the transportation and use of these materials; and while it is unlikely that such events would pose a serious threat to the health and safety of the population, it is necessary to be able to detect radiation, to assess its seriousness, and to take appropriate protective and remedial actions.

b. There are radiation hazards in the local geographic area (e.g. Surry Nuclear Power Plant, the Yorktown Naval Weapons Station, the Newport News Shipyard) that could potentially expose LaRC personnel to dangerous levels of radiation.

L.2.2 Assumptions

a. In the event of a very serious peacetime nuclear accident, LaRC could receive assistance from State and Federal governments and from the nuclear industry, all of whom have highly sophisticated systems to detect radiation, monitor it, and predict its spread.

b. Outside assistance would complement, not supplant, LaRC's own operating systems.

L.3 CONCEPT OF OPERATIONS

L.3.1 General

a. The management of radiological emergencies involves three critical activities: (1) environmental surveillance, (2) personnel exposure control, and (3) protective measures.

b. In a large-scale emergency involving radioactive materials, many elements of local government will be integrated into a coherent Radiological Defense (RADEF) system.

L.3.2 Execution

a. RADEF operations for any large-scale radiological emergency will be directed and controlled from the LaRC EOC.

b. RADEF personnel will collect, analyze, and report radiological information. They will develop projections of hazard levels and areas affected and make recommendations for personnel exposure control, continuing environmental monitoring, and protective measures.

c. The EPO will coordinate, when appropriate, with all municipal departments and agencies to ensure maximum safety for operations personnel.

d. A listing of facilities which routinely use radioactive materials is maintained by the LaRC Radiation Safety Officer.

L.4 ORGANIZATION

The EPO, with support from the Radiation Safety Officer, will direct all RADEF activities.

L.5 ADMINISTRATION AND LOGISTICS

L.5.1 Administration

The RADEF program is administered by the SFAB, SMAO.

ANNEX P

SEARCH AND RESCUE

The NASA LaRC Fire Department has limited search and rescue capabilities which are deployed during emergencies. The Incident Commander will request any additional resources required at the scene. In most cases these resources will come from the regional rescue team.

ANNEX Q

HAZARDOUS MATERIALS RESPONSE

Details for this subject are contained in the Center's Integrated Spill Contingency Plan and supported by LPR 8800.1, "Environmental Program Manual," Chapter 14. NASA LaRC's capability for Hazardous Materials Response containment and isolation of the accident/incident site. Major accidents/incidents should be reported immediately to the NASA LaRC fire department at 911.

ANNEX T

MEMORANDA OF UNDERSTANDING (MOU'S)/ MEMORANDA OF AGREEMENT (MOA'S)/ JOINT OPERATIONAL PROCEDURES (JOP'S)

See Interservice Support Agreement Number FB4800-87059-017 between NASA LaRC and 1st Fighter Wing, Air Combat Command (ACC), Langley Air Force Base, Virginia.

ANNEX ADDED JANUARY 29, 2007, TO ADDRESS SAFETY CONCERNS. Directive has been submitted for Center review.

ANNEX U

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a multi-layered command and control system used by the Incident Commander to manage emergency response. The NIMS is implemented at LaRC in the following way:

A. Implementation procedures set forth in the NASA LaRC Emergency Plan will be considered when the emergency is likely to be beyond the response and recovery capability of responding forces or has the potential to become a large-scale disaster involving numerous Federal, State, and local agencies and forces.

B. NIMS will be employed as the structure for command, control, coordination, and recovery for all hazardous incidents on LaRC. It will also support the Emergency Support Functions listed under the National Response Plan and the LaRC Emergency Preparedness Plan. The Department of Homeland Security is Office of Primary Responsibility (OPR) for NIMS and they have designated the document as FEMA 501.

C. NIMS will be the standard on-scene, all-hazards incident management system for firefighters, hazardous materials teams, rescuers, security, and emergency medical teams. This includes initial reporting and dispatch from an Emergency Dispatcher followed by activation of an Emergency Operations Center (EOC). NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable to all jurisdictional levels and across functional discipline in an all-hazards context. Six components make up the systems approach as follows:

1. Command and Management: The Incident Command System (ICS) is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government, Federal, State, local, and tribal.

2. Multi-agency coordination systems will be established when incidents cross-disciplinary or jurisdictional boundaries or the incident involves complex incident management scenarios. Systems currently include the EOC, Disaster Management System (DMS), and Contingency Support Staff (CSS).

3. The EOC, upon activation will establish communications with the Incident Commander (IC) or Unified Command (UC) and will be the main location for coordination of information and resources. Public Affairs (PA) is a vital part of the EOC, providing media support, coordination, and dissemination of official news and information.

4. Preparedness is implemented through a continuous cycle of planning, training, equipping, exercising, evaluating, and taking action to correct and mitigate.

5. Mutual Aid Agreements (MAA) allow one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Mutual Aid Agreements supporting LaRC are documented appropriately. The EOC must be familiar with all MAA in order to respond to the requests from the IC/UC structure.

NIMS compliance activities require jurisdictions to participate in and promote intrastate and interagency MAA with private sector and non-governmental organizations. Additional compliance activities will also include:

a) Expanding MAA beyond support services and equipment to include information sharing.
b) Support and adopt ongoing efforts of the NIMS Integration Center (NIC) to develop a national credentialing system.
c) Certifying emergency responders in conformance with national standards.

6. Training: Homeland Security Presidential Directive, HSPD-5 requires all Federal departments and agencies to adopt the NIMS and to use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as in support of those actions taken to assist Federal, State, local, or tribal entities. Compliance with certain aspects of the NIMS will be possible in the short-term, such as adopting the basic tenets of the Incident Command System identified in the NIMS document. At LaRC the tenets of Incident Command have been adopted and incorporated in all emergency plans.