ATTACHMENT 3
CONTINGENCY PLAN

(MODIFIED JUNE 2011)

(INCLUDES PERMIT APPLICATION SECTION 10 AND THE EMERGENCY PREPAREDNEES PLAN)

White Sands Test Facility Standard Procedure

WSP 25-0009.G
Issued: 04/14/11

WSTF EMERGENCY PREPAREDNESS PLAN

1. PURPOSE

   This WSP establishes procedures and responsibilities for development, maintenance, and exercise of the WSTF Emergency Preparedness Plan (Program). This plan provides direction to mitigate the effects of hazards, preserving life and minimizing damage to WSTF operations and infrastructure. This plan directs response during emergencies, and establishes a recovery system in order to return the facility to normal operations after a major incident, such as a natural disaster or a technological accident.

2. REFERENCES

   a. NPD 8710.1, "Emergency Preparedness Program"

   b. JPR 1040.2, "JSC Emergency Preparedness Program"

   c. MSM 4.2.1.8, "Emergency Management"

   d. WSP 01-0005, "Succession to Key Positions"

3. ATTACHMENTS

   a. Warning

   b. Master Emergency Communications Plan

   c. Shelter Mass Care, and Accountability

   d. Radiological Protection

   e. Evacuation

   f. Fire Prevention and Control

   g. Security

   h. Industrial Safety and Occupational Health

   i. Emergency Public Information

   j. Damage Assessment

   k. Plant Engineering and Utilities (includes Annexes K and L)

m. Financial Management

n. Command and General Staffs/Direction and Control

o. Human Resources

p. Hazard Mitigation

q. HAZMAT/ Hazardous Material/Waste Spill Response

r. Rescue

s. Transportation

t. Training

u. Legal Services

v. Bomb Threats

4. DEFINITIONS

a. *Area Communication Systems (ACS)* – Hardware and Software used within an operational area to facilitate communication and notification in the event of a local incident (non-emergency)

b. *Command Staff* – Command staff (CS) consists of the NASA Manager, the Program Manager, and the NASA Office Chief /Department Managers/Directors if requested by the NASA Manager or Program Manager.

c. *Disaster* – A situation resulting from an incident which causes widespread or severe damage, injury, loss of life, property, or resources and for which the recovery capabilities of a jurisdiction are exhausted. Disaster assistance provided by the federal or state government is intended to supplement local government resources to enhance recovery capabilities and achieve a speedy and efficient return to pre-incident conditions.

d. *Emergency* – (OSHA) An immediate threat to life, property or environment that requires resources outside the local vicinity. (i.e. 200 area requires local fire department help)

e. *Emergency Communication Systems (ECS)* – Employee Alarm System – 29 CFR 1910.38 Hardware and Software that alerts employees to actions required under the site emergency plan. WSTF hardware and software systems are required for communication (2-way) and notification (1-way) in the event of an emergency to facilitate the ICS.

f. *Emergency Communication System (ECS) Line Manager* – NASA Person responsible for “Management of Change”, Configuration Control, Security, and closure of ECS related issues (Standing Member of EPPB)

g. *Emergency Preparedness Planning Board* – A Board appointed by the NASA WSTF Manager with responsibility for maintenance and review of the WSTF Emergency Preparedness Plan, and coordination, implementation and critique of emergency drills.

h. *Emergency Release* - the unplanned release of a hazardous material/waste beyond the scope of the local area emergency procedures, controls, or resources.

i. *Emergency Response* – a response effort to a fire, explosion, or unplanned occurrence that results, or/ is likely to result in an uncontrolled release of hazardous materials/waste into the environment. Responses to releases of hazardous materials/waste in which there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

j. *Emergency Services Section* – The Emergency Services Section are firefighters, auxiliary firefighters, emergency medical technicians, hazardous material/waste response personnel, security personnel, and medical staff personnel.

k. *Executive Group* – The Executive Group (EG) consists of the NASA Manager, the Program Manager, and the NASA Office Chief/Department Managers/Directors if requested by the NASA Manager or Program Manager. Other individuals may be called upon in specific situations.

l. *General Staff* - General Staff consists of operations, planning, logistic and finance.

m. *HAZMAT* – hazardous materials.

n. *Hazard mitigation* - Any action taken to eliminate or reduce long-term risk to human life and property from natural and other hazards.

o. *Incident Command System (ICS)* – the command system based on a nationally recognized system for managing critical situations, which includes the following characteristics: (1) common organizational structure; (2) common terminology; (3) uniform and consistent procedures; and (4) coordinated communications.

p. *Incidental release* - the release of a substance that can be handled within the scope of the local area emergency procedures, controls, and resources.

q. *Mitigation* – Activities that eliminate or reduce the probability of a disaster occurring. Included are those long-term activities that lessen the undesirable effects of unavoidable hazards, such as natural disasters.

r. *Preparedness* – Activities performed to develop the response capabilities needed in the event of an emergency. Planning and training are among the activities conducted under this phase.

s. *Recovery* – Operations to restore vital services to the facility and restore the facility to normal operations. Examples of recovery actions are temporary relocation of offices disrupted by structural damage, restoration of non-vital government services, and reconstruction of damaged areas.

t. *Response* – The actual provision of emergency services during a crisis that helps to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

u. *Shelter in Place* – In the event of an emergency involving an exterior agent such as a chemical spill/release or adverse weather condition (tornado/high winds), site employees will proceed inside any permanent substantial (not sheet metal) structure (building, bunker, tunnel, etc.) immediately to avoid exposure to the harmful agent or condition.

v. *Unified Command* – Unified Command (UC) is the union of two or more Incident Commanders usually a fire official or security official and the designated area representative sharing responsibility. UC can be both fire and security officials.

5. ACRONYMS

a. AO – Administrative Office

b. ADF-SW – Aerospace Data Facility – Southwest

c. BHM – Blockhouse Monitor

d. CG – Communications Group

e. CS – Command Staff

f. COS – Chief of Security

g. DAT – Damage Assessment Team

h. EAP – Emergency Action Plans

i. EMS – Emergency Medical Services

j. ENAS – Emergency Notification & Accountability System

k. ENCS – Emergency Notification & Communication System

l. EPO – Emergency Planning Officer

m. EPC – Emergency Preparedness Coordinator

n. EPPB – Emergency Preparedness Planning Board

o. EPI – Emergency Public Information

p. ERT – Emergency Response Team

q. ES – Emergency Services

r. ESS – Emergency Services Section

s. FO – Facility Operations

t. EG – Executive Group

u. FSO – Facility Safety Officer

v. FC – Fire Chief

w. FD – Fire Department

x. GS – General Staff

y. GSA – Government Services Administration

z. HSE – Health, Safety and Environmental Facility Manager

aa. IC – Incident Commander

bb. ICS – Incident Command System

cc. IH – Industrial Hygienist

dd. IT – Information Technology

ee. JCS – Joint Command System

ff. OG – Operations Group

gg. PA – Public Address

hh. PAO – Public Affairs Officer

ii. PE – Plant Engineering

jj. POC – Point of Contact

kk. PPE – Personal Protective Equipment

ll. RSO – Radiation Safety Officer

mm. WSC – White Sands Complex

nn. UC – Unified Command

6. PROCEDURES

The details of the Emergency Preparedness Plan include an explanation of the situation and assumptions used to develop the plan; concepts of operations, organization, and designation of responsibilities. The attached annexes contain the details of response to given emergencies.

In all emergencies, the response precedence shall be:

- Protection of life;
- Prevention and treatment of injuries;
- Protection of the environment
- Minimize the loss of, or damage to NASA resources.
- Provide for the continuous operation or timely resumption of critical services and missions.
- Aid in the recovery and timely resumption of normal operations.
- Assist in mitigating hazards and minimizing the effects of a natural or technological emergency or disaster.

- Support local, State, and Federal agencies and appropriate emergency response authorities.

a. Situation and Assumptions:

(1) Situation:

WSTF is exposed to hazards that could potentially disrupt operations, cause damage, and create casualties. Possible natural hazards include flash floods, drought, tornadoes, fires, storms, and earthquakes. There is also the threat of a war or terrorist-related incident, such as nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous material/waste accident, fire, major transportation accident, or civil disorder. The Hazard/Threat Identification Analysis listing hazards present and ranking by potential is found in Attachment P, Table P-1of this WSP.

Details on how WSTF responds to emergencies at White Sands Space Harbor (WSSH) are not included in this document. Holloman Air Force Base and White Sands Missile Range (WSMR) emergency plans will be implemented at WSSH as needed.

(2) Assumptions:

(a) WSTF will continue to be exposed to the hazards previously noted, as well as others that may develop in the future.

(b) WSTF will be prepared to carry out initial disaster response and short-term actions on an independent basis, although outside assistance may be available in some emergencies.

(c) Many disasters and events can occur with little or no warning.

(d) Senior-level management recognizes its responsibility for the safety and well being of employees and the public, and will assume its responsibility in the implementation of this plan.

(e) Proper implementation of this plan will reduce or prevent disaster-related losses.

b. Concept of Operations:

(1) General

This plan includes annexes that address specific emergencies, such as hazardous material/waste response, brush fires, and severe weather. Where appropriate, each annex will include mitigation, preparedness, response, and recovery elements.

(2) Existing offices will perform emergency activities closely related to those they routinely perform, i.e., security will perform the security function for emergencies, and heavy equipment will provide equipment and operations for use in emergencies.

(3) Building 101, Room 124 (Constellation Conference Room) will serve as the assembly point for the IC's/UC's Command Staff and General Staff, unless the emergency dictates otherwise. The Incident Commander (IC) and Emergency

Preparedness Coordinator (EPC) will establish an alternate location if Building 101 is not functional for the emergency at hand.

(4) The Emergency Services (ES) Building 104 will serve as the Staging Area.

(5) Office Chiefs and Department Managers/Directors will retain control over their employees and equipment, unless directed otherwise by the IC/UC through the CS/GS.

(6) Line of Succession as related to emergency situations will follow WSP 01-0005, "Succession to Key Positions."

(7) Each office (major area of the facility) will prepare and maintain its own detailed procedures to be followed during response operations. These detailed procedures are to be consistent with this plan and attachments.

(8) Site-wide drills and exercises will be conducted at intervals of no less than once annually to ensure proper functioning of this plan. Proper execution of this plan during a legitimate emergency will verify its functionality and will be counted as a drill or exercise, provided it is documented and critiqued following the event.

(9) This plan will be updated as necessary based upon deficiencies identified by drills and exercises, changes in local management structure, and technological changes. Findings or deficiencies identified during the critique will be processed and tracked using the C/PAR system as defined in WSP 14-0001. Changes to an attachment will be coordinated through the responsible NASA office, and approved changes will be incorporated by NASA S&MA. Communication of revisions will be distributed to all organizations through document update notifications.

(10) Required reports will be submitted to the appropriate authorities in accordance with individual attachments.

(11) The Emergency Preparedness Planning Board (EPPB) will brief appropriate senior-level management concerning their role in emergency management.

(12) All mutual aid agreements will be entered into by duly authorized officials representing the external organization and will be formalized in writing whenever possible.

(13) Vital records, including legal documents and rights-and-interest documents, such as personnel and payroll records must be protected to provide normal operations following a disaster. Fire and water are the principal threats to vital records; therefore, they should be protected accordingly.

(14) This plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific. This plan accounts for activities before, during and after the emergency.

(15) Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and re-directed to the accomplishment of emergency tasks. If non-emergency related tasks are required to maintain performance of WSTF job functions, they may be continued if these tasks can be performed safely and effectively. Such tasks may be performed from

either their normal location or a suitable safe and secure location either onsite or offsite with management approval.

c. Organization

(1) Every emergency response will be conducted using the Incident Command System (ICS) with the fire or security official normally being Incident Command as dictated by the emergency. In a Unified Command (UC) situation, the fire official, security official or the designated area representative will share responsibility. While in the ICS the fire official or security officer will be the IC and the area representative will be the Operations Chief. The IC's/UC's Command Staff and General Staff will be called to the Building 101, Room 124 (Constellation Conference Room) for briefings and to provide management commitment of resources needed to properly handle the emergency as necessary.

(2) The organizational structure is shown in Figure 1, and the attachment interaction of the board is shown in Figure 2

Figure 1

Emergency Preparedness Planning Board Organization

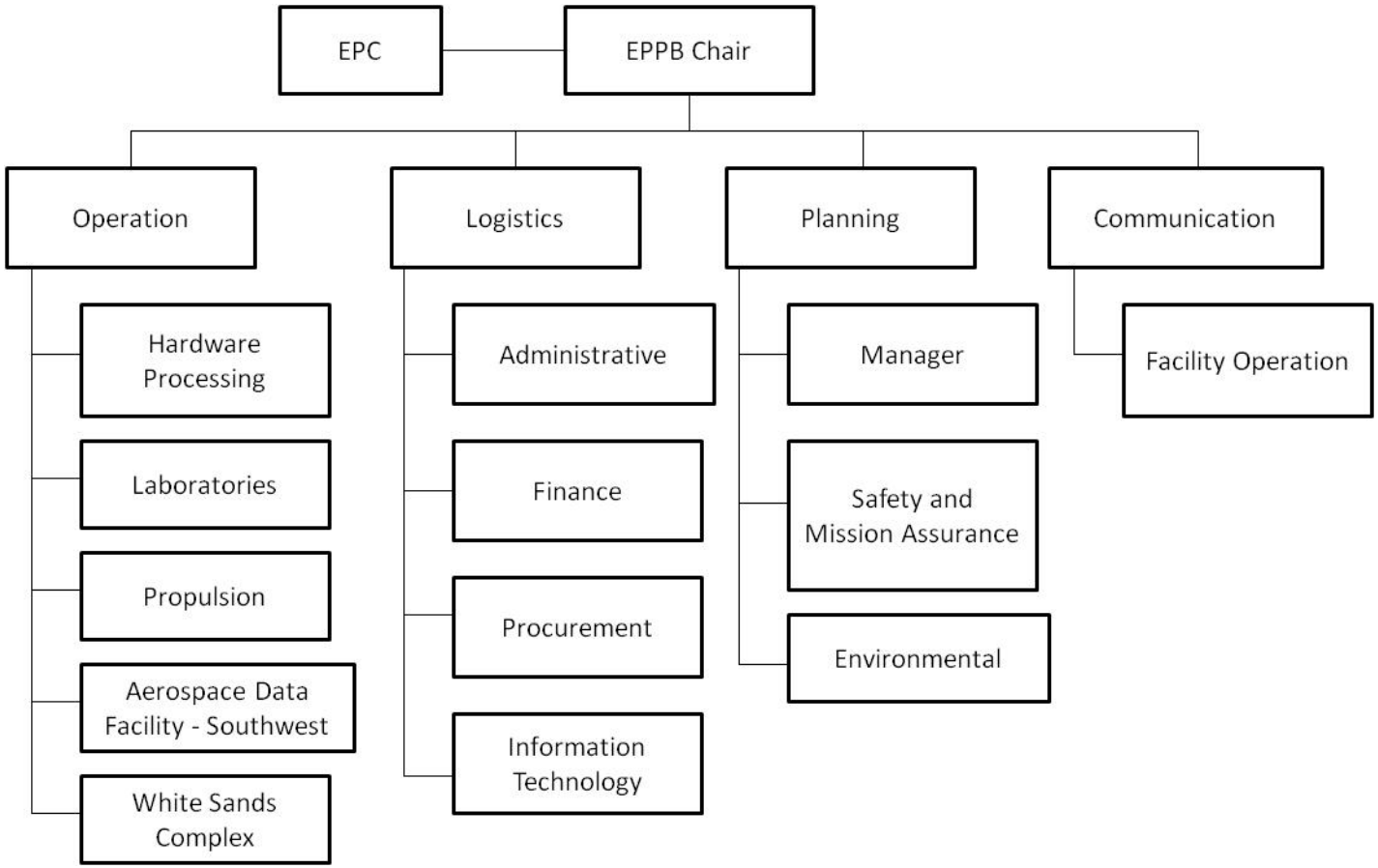

Figure 2

WSP 25-0009 Annex's																						
Organization Representation (Standing Representation)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Manager (Administration Officer, Financial Lead, Administrative Officer, Office of Procurement, Information Technology, and Public Affairs Officer)									x				x		x						x	
Facility Operation (FO) (WSTF Emergency Communication System Line Manager, and WSTF Security Officer)		x			x		x			x	x	x				x			x	x		x
Propulsion Office/Department																						
Environmental Department																						
Hardware Processing																						
S&MA Office/Department (WSTF Fire Chief, Safety Officer and Emergency Preparedness Coordinator)	x	x	x		x	x		x	x					x	x	x	x	x		x		
Laboratories Office/Department (Radiation Safety Officer)				x																		
Aerospace Data Facility – Southwest (ADF-SW)																						
White Sands Complex (WSC)																						

(3) Emergency Preparedness Planning Board Membership

(a) Standing members on the board are:

1 Emergency Preparedness Coordinator

2 Emergency Communication System Line Manager

3 Fire Chief

4 Chief of Security

(b) Standing representation on the board are:

1 Aerospace Data Facility – Southwest (ADF-SW)

2 Administration Officer

3 Finance Management

4 Office of Procurement

5 Information Technology

6 Facility Operations /Department

7 Environmental Department

8 Laboratory Office/Department

9 Propulsion Office/Department

10 Hardware Processing Office/Department

11 White Sands Complex

(c) Technical expert representation will be requested by the EPPB on an as need basis.

d. Responsibilities:

(1) The NASA WSTF Manager will:

(a) Ensure the development and implementation of a comprehensive emergency management plan, and direct the overall preparedness program

(b) Appoint an EPC

(c) Charter and approve members of the WSTF EPPB.

(d) Approve news releases during emergencies

(e) Request outside assistance from local, state, federal, or military services as necessary. Only the NASA Manager or another official duly authorized by

the NASA Manager may make the request for assistance outside established MOU's.

(f) Approve mutual aid agreements and understandings.

(g) Participate or delegate a representative in the final review of the annual site wide full-scale exercise.

(2) NASA Office Chief(s) and contractor Department Manager(s)/Director(s) will:

(a) Ensure development and exercising of area-specific chemical response plans (see Annex Q, HAZMAT/ Hazardous Material/Waste Spill Response)

(b) On an as requested basis, serve as a part of the Executive Group in making decisions and establishing support for the IC and EPC during emergency operations

(c) Ensure that each WSTF building has procedures for employee accountability during emergencies.

1 For fire evacuations the Evacuation Coordinator(s) will conduct a sweep of the building to ensure everyone has evacuated and will report their actions to the fire department responders. The fire department will conduct a sweep of the building to verify no one is in danger.

2 For chemical emergency/shelter in place events, each Office Chief and Department Manager/Director will account for their employees. It is recommended that each Office Chief/Department Manager/Director designate an area of assembly for their employees, i.e. Office Chief's/Department Manager's/Director's office. Access to the red phone system should be maintained during the emergency.

(3) The General Staff will be called to Building 101 if the emergency requires their assistance to reallocate resources or support the IC and Emergency Preparedness Coordinator.

(4) The Emergency Preparedness Planning Board (EPPB) will be responsible for the following:

(a) Develop a fiscal year budget commensurate with the objective of the EPPB to ensure that emergency preparedness is in a continual state of readiness.

(b) Ensure WSTF local area organizational emergency plans and procedures are consistent with this WSP.

(c) Coordinate disaster plans with area agencies such as but not limited to New Mexico and Las Cruces Office of Emergency Management, Dona Ana County, U.S. Army – White Sands Missile Range, U.S. Air Force – Holloman Air Force Base, etc.

(d) Document emergency communication and notification systems requirements with the WSTF Emergency Communication System Line Manager.

(e) Develop appropriate procedures for all hazards identified in Attachment P.

(f) Provide oversight for communication and notification

1 Local area emergency notification methods are public announcement, sirens, or horns.

2 Site wide emergency notification methods are pagers and sirens.

3 Site wide emergency communication methods are Red phones (ring-down phone), and 2-way radio.

(g) Develop, plan, and conduct emergency exercises to effectively challenge and improve individual and collective response to an emergency at WSTF.

1 Conduct an annual site wide exercise.

2 Conduct site wide tabletop drill.

3 Provide oversight for periodic testing of communication and notification systems to evaluate and improve the integrity of supporting hardware or software.

4 Provide oversight for local area drill or exercise.

(h) Brief the WSTF General Staff, WSC, ADF-SW, and tenants on the status of the emergency preparedness plan annually.

(i) Upon trigger of an emergency the EPPB will perform in functional areas as needed by the IC/UC.

(5) The Emergency Preparedness Coordinator (EPC) will:

(a) Advise the NASA WSTF Manager on emergency matters. The EPC has the primary responsibility for emergency management planning activities for the NASA Manager.

(b) Maintain the Constellation Conformance Room in an operating mode at all times or be able to easily convert the area into an operating condition.

(c) Direct and control the CS/GS during its activation.

(d) In coordination with IC/UC brief the Command Staff of emergency status and update as required.

(e) Analyze the emergency skills needed by the facility and identify the training necessary to provide those skills.

(f) Ensure resource inventories appearing in this WSP are prepared and maintained.

(g) Serve as day-to-day liaison between WSTF and local emergency management organizations, including organized emergency volunteer groups and private agencies

(h) Inform the NASA WSTF Manager of preparedness status and anticipated needs.

(i) Hold a briefing within 60 days after a new NASA Manager is appointed to brief them on this plan.

(j) Ensure the WSTF Manager or delegated representative participates in the final review of the annual full-scale exercise with the EPPB.

(k) Assigns the Chair of the EPPB.

(l) Coordinates EPPB membership with Office Chief/Department Manager/Director. Membership will be identified on the MSM-titles and source of current appointments and delegations.

(m) Prepare and maintain Attachment I, "Emergency Public Information", Attachment P, "Hazard Mitigation", Attachment Q, "HAZMAT/Hazardous Material/Waste Spill Response", Attachment T, "Training".

(6) The Health, Safety and Environmental Facility Managers (HSE) will:

(a) Assure emergency action plans (EAP) are developed and implemented that are consistent with this document

(b) Coordinate with supervisors to assure employees are trained in the EAP

(c) Make changes as necessary to the EAP based on lessons learned from the exercises or actual incidents

(7) The Assistant Radiation Safety Officer (RSO), WSTF will:

(a) Establish and maintain a radiation monitoring and reporting network

(b) Secure and ensure initial and refresher training for instructors/monitors

(c) Provide input to the statewide monitoring and reporting system

(d) Under fallout conditions, provide senior management with information on fallout rates, fallout projections, and allowable doses

(e) Coordinate radiation monitoring throughout the facility

(f) Provide monitoring services and advice at the scene of accidents involving radioactive materials

(g) Prepare and maintain Attachment D, "Radiological Protection," to include radiation source accidents

(8) The Emergency Services Section (ESS) will:

(a) Identify high-hazard areas and the number of potential evacuees

(b) Evacuate all non-essential personnel from incident areas

(c) Coordinate evacuation planning with IC/CS/GS to include,

1 Movement control of evacuees

2 Health, medical, physically challenged or disabled employees

3 Transportation needs

4 Emergency public information materials

5 Shelter and reception

(d) Provide fire prevention and suppression

1 Isolate damage areas and report damage to IC/CS/GS

2 Coordinate search-and-rescue activities

3 Coordinate triage, first-aid, and emergency medical services

4 Inspect shelters and damaged area for fire hazards

(e) Oversee the overall hazard mitigation program

(f) Provide 24-hour coverage regarding fire and life safety

1 Maintain equipment and staffing in a continuous state of readiness

2 Mobilize medical, building trades, engineer, heavy equipment, and rescue squad personnel as needed

(g) Prepare and maintain Attachment A, “Warning”, Attachment B, “Master Emergency Communications Plan”; Attachment C, “Shelter, Mass Care and Accountability”; Attachment E, “Evacuation”, Attachment F, “Fire Prevention and Control”; Attachment H, “Industrial Safety and Occupational Health”, Attachment P, “Hazard Mitigation”; Attachment Q, “HAZMAT/Hazardous Material/Waste Spill Response”; Attachment R, “Rescue”, and Attachment T, “Training”.

(9) The Facilities Operation Security Officer will:

(a) Serve as a standing member on the EPPB.

(b) Provide 24-hour coverage for:

1 Traffic control.

2 Crowd control.

3 Site security.

(c) Prepare and maintain Attachment E, “Evacuation” Attachment G, “Security”, Attachment P, “Hazard Mitigation”, and Attachment V, “Bomb Threats”, Attachment T, “Training”.

(10) Safety and Mission Assurance will provide a Safety Officer to the IC who will:

(a) Be a qualified safety, health, or industrial hygiene professional knowledgeable in emergency preparedness, trained in ICS and first responder responsibilities.

(b) Be able to act independent of the safety office in times when emergency conditions require immediate response for life safety.

(c) Be notified of an emergency situation.

(d) Coordinate safety and health requirements with the on-scene commander, fire chief or the senior member of the response team on site

(e) Coordinate planning efforts of the Clinic and other health facilities.

(f) Advise the IC on safety issues during the emergency.

(g) Coordinate air monitoring for re-occupancy clearance following a hazardous materials release.

(h) Prepare and maintain Attachment H, "Industrial Safety and Occupational Health."

(11) The Environmental Program Manager will:

(a) Notify local, state, and federal agencies, as required by law, of appropriate incidents

(b) Ensure proper hazardous spill containment and cleanup

(c) Coordinate environmental concurrence with the emergency response teams

(12) The Public Affairs Officer (PAO) will:

(a) Promote ongoing hazard awareness through employee communication programs

(b) Prepare informational releases for the media

1 Arrange for media representatives to receive regular briefings on the facility status during extended emergency situations

2 Handle inquiries from the media and public

3 Coordinate press releases with the NASA WSTF Manager

(c) Acquire printed and photographic documentation of the disaster situation

(d) Handle inquiries from immediate family and relatives whenever there are injuries or fatalities

(e) Establish contacts in the contractor community for hand-off of inquiries on their employees

(f) Prepare and maintain Attachment I, "Emergency Public Information"

(13) Facility Operation (FO) will:

(a) Provide a damage assessment team with assessment capabilities and responsibilities

1 Develop systems for reporting and damage information to facilities and private property

2 Compile damage estimates and evaluate damage effects on WSTF facilities for use in long-range recovery planning

3 Condemn unsafe structures

(b) Provide engineering and utilities services

1 Barricade hazardous areas

2 Restore roads in a priority order

3 Remove debris

4 Restore essential services and utilities

5 Identify utility recovery times

(c) Coordinate deployment of equipment, including heavy equipment (Reference Attachment S)

(d) Establish and maintain qualified operators, maintenance personnel, parts, and tools

(e) Provide transportation services

1 Identify local transportation resources and arrange for their use

2 Coordinate deployment of transportation equipment

3 Maintain records of privately owned transportation equipment used during emergency responses for purposes of reimbursement

(f) Prepare and maintain Attachment B, “Master Emergency Communication Plan”, Attachment E, “Evacuation”, Attachment J, “Damage Assessment,” and Attachment K and L, “Plant Engineering and Utilities” and Attachment S, “Transportation.”

(g) Ensure that the WSTF Emergency Communication System Line Manager is a standing member of the EPPB.

(14) The Finance Management Lead will:

(a) Provide fiscal resource management services.

1 Coordinate with site management to establish procedures for obtaining and deploying temporary personnel.

(b) Prepare and maintain Attachment M, “Financial Management”;

(15) The Office of Procurement will:

(a) Establish emergency purchasing procedures.

(b) Maintain records of emergency-related expenses.

(16) The Administrative Officer will:

(a) Coordinate human resource management needs with facility contract human resources services for contractor employee and JSC human resources services for civil servants.

(b) Attachment O, “Human Resources”.

(17) The JSC Chief Legal counsel will be consulted for direction to:

(a) Advise WSTF officials on emergency authority and record keeping requirements

(b) Advise WSTF management of responsibilities arising from disaster operations

(c) Maintain Attachment U, “Legal Services”; (This is the same as JSC Annex T)

7. RESCISSIONS

None.

Original Signed by:
Alton B. Luper
Chief, Safety & Mission Assurance

Attachment A Issued: 04/14/11

Attachment A
Annex A - Warning

I. PURPOSE

The purpose of this annex is to provide a plan for disseminating timely warnings to the WSTF community and its employees, including the ADF-SW y and WSC (TDRSS) stations, and other jurisdictions who could be affected by an impending hazardous situation.

II. CONCEPT OF OPERATIONS

A. Local Warning Methods

1. Public Address - Local areas are warned of operations and significant events as follows:

   NOTE: The site-wide WSTF Public Address System will be used in the event the Incident Commander needs immediate dissemination of emergency information during an incident. This will be initiated from the communication center located in Building 104. There will be a defining tone just before the announcement to alert all personnel there is emergency information to follow.

   (a) 100 Area Building 100, 101, 110, 111,120 – Warning by PA announcements

   (b) 250 and 270 Areas - Warning by PA announcements

   (c) 300 and 400 Areas

      (1) PA announcement of operations taking place

      (2) Horn indicating significant event, such as a steam run or engine firing

   (d) 700 Area - Warning by PA announcements

   (e) 800 Area - PA announcement of operations taking place

2. Sirens - Local area sirens are used to indicate a hazardous material/waste spill in the 100, 200, 300, 400 and 800 areas. In such cases, all employees in these areas are to report to the designated assembly areas for accountability

3. Horns - Local area warning horns are used in the 300, 400, 700, and 800 areas to indicate a significant event. In such cases the horn will be followed by a PA announcement.

B. Notification of WSTF Community – When notified of a hazardous situation, employees are expected to seek safety, but never put themselves in harms way just to access an assembly area.

1. *Ring-down Phone System* - A ring-down phone system is in operation for notification of all areas. Once the immediate area warning has occurred, the affected area is to notify other areas of any potential dangers as a result of the incident. If a hazardous material/waste release has occurred and is exceeding local area control, the ring-down phone system should be used in accordance with posted operating instructions. The initial announcement should include the name of the material released, the wind direction and speed (if known), and areas potentially threatened. The following is a sample announcement for the ring-down phone system:

"<u>OXIDIZER</u> HAS BEEN RELEASED IN THE <u>400</u> AREA AND IS MOVING TOWARDS THE <u>200</u> AREA. INITIATE THE APPROPRIATE EMERGENCY PROCEDURES IMMEDIATELY."

2. *Paging System* - This system is required to warn employees in remote areas of hazardous material/waste spill.

3. Fire Brigade Paging - The following special pager codes will require Fire Brigade members to take the action indicated by the code:

[[[0911]]] Emergency, report to the fire station
[[[0119]]] Cancel
[[[5641]]] Information – Call fire department

(a) *Remote Area Paging* - When the system is activated, the pager shows one of the following codes which corresponds to the area in which the chemical spill has occurred. Example: [[[300]]] relates to the 300 area.

[[[000]]] Test page **or** Cancellation of emergency page
[[[100]]] Spill in the 100 Area
[[[200]]] Spill in the 200 Area
[[[300]]] Spill in the 300 Area
[[[400]]] Spill in the 400 Area
[[[500]]] Spill in the 500 Area
[[[600]]] Spill in the 600 Area
[[[700]]] Spill in the 700 Area
[[[800]]] Spill in the 800 Area

If individuals are in a remote area and their pager shows one of these codes ([[[100]]] through [[[800]]]), they will take the following action:

(1) Depending on the proximity to the area designated on the pager, immediately move to an "upwind" area.

(2) Do not attempt to enter the affected area.

(3) Do not call the Emergency Services Communications Center. Personnel there will be initiating site emergency procedures.

(b) If individuals are in a non-remote area and their pager shows one of these codes ([[[100]]] through [[[800]]]), they will follow local area announcements for emergency procedure.

(c) Code [[[-000-]]] will be provided to indicate the cancellation of emergency pages when it is safe to do so.

4. *Chemical Spill Siren(s)* - The site chemical spill sirens will notify of a chemical release requiring evacuation to an indoor location (shelter in place concept). The Incident Commander will make the call when and if these sirens are to be activated. The decision will be based on wind direction, release, and dangers to exposed areas. Sirens are intended to notify employees in outside areas and are not intended as a means of notification for those inside the buildings.

5. *Public Address (PA) System* – This system may be used to notify employee's residing in occupied facilities and in specified areas according to the following matrix:

Public Address System Access Codes	
Access Code	Areas In Zone
810	B-107, B-100, B-101, B-111
811	B-104 Fire Department
812	B-200, B-201, B-203, 250 Area
813	SPARE
814	SPARE
815	B-536, 500 Cryo Area
816	SPARE
818	B-800, B-801, B-802, B-803, B-804
819	SPARE
820	B-120 Warehouse

821	SPARE
822	SPARE
823	B-113 Machine Shop
824	400 Area and All Buildings
825	SPARE
826	SPARE
827	270 Area
828	SPARE
829	SPARE
830	SPARE
831	SPARE
832	SPARE
833	300 Area and All Buildings
834	SPARE

6. NASA [HQ] Emergency Notification & Accountability System (ENAS) - This system is a Commercial Off-the-Shelf (COTS)-based Information Technology (IT) solution supported by NASA HQ Emergency Preparedness. The system provides;

   1 The ability to send messages to NASA employees and badged personnel in the event of an emergency or emerging situation at a NASA facility,
   2 NASA employees and badged personnel the ability to respond to notifications, and
   3 NASA the ability to track and report on the safety and accountability of employees and badged personnel during an event.

C. Weather Warnings

1. Management has established a basic distribution list for weather warnings. This distribution list may be modified by written request to the EPC. Notifications are categorized into one of three phases based on conditions with a valid time and date

   - Phase One - Possibly Dangerous
   - Phase Two - Very Dangerous — Use Extreme Caution
   - Phase Three - Life Threatening

2. Emergency weather warnings may be disseminated via the most appropriate emergency notification and/or communication method commensurate with the severity of the event and the time available for evacuation and/or sheltering.

Incident Command will determine when and if these notifications are to be initiated.

D. Notification of Off-site Jurisdictions

Incident Command will communicate with neighboring jurisdictions in the event a situation has the possibility of affecting those jurisdictions. Phone numbers for the surrounding jurisdictions are listed at the end of this attachment.

E. Task Assignment

The EPPB through Area Representatives are responsible for assuring the WSTF community is educated regarding the use of the warning system.

F. Maintenance of Equipment

The owner of the Emergency Notification and Communication System (ENCS) sub-systems (monthly public address, ring-down phone, paging, sirens and accountability) is responsible for maintaining and repairing their respective equipment.

G. Monthly Exercise of the Emergency Notification and Communication System (ENCS)

1. The following ENCS sub-systems will be tested monthly, public address, ring-down phone, pagers, sirens and accountability. The purpose of this exercise is to test the ENCS sub-systems. The objective is to test each sub-system systematically. The goals are to manage the testing sequence, time and behavioral response necessary for proper systems testing. This exercise will be immediately terminated in the event of an actual emergency. The test will be the first business day of each month.

   NOTE: This sequence is for the monthly exercise only. ENCS sequence activation during an actual emergency will be determined by Incident Command.

   (a) The site wide Emergency Public Address System will be tested Dispatch at 0800 the first business day of every week. . The following site wide Emergency Public Address will be announced:

   "This is a test of the site wide Emergency Public Address System. In the event of an actual emergency this system will be activated by dispatch personnel per Incident Command with information specific to the emergency. Any problems noted with this announcement should be reported to your supervisor immediately. This concludes testing of the site wide Emergency Public Address System."

2. The Ring-Down phone system will be tested by Dispatch at 0805 the first business day of every following the site wide Emergency Public Address System. It will be stated as follows and then role call taken:

"This is <name> of WSTF Emergency Services. I am conducting a test of the Emergency Ring-Down System. This test is being initiated from <Given Location>. Please acknowledge your phone is working when I call out your location. This is a reminder that you are using a push to talk phone. Please do not depress the button until you are called. When responding please state your name and location. Once you have completed talking please release the button. Remain on the line until the test is complete as I may have additional information to distribute. Notify personnel in your respective area via your public address system that the chemical sirens will be bested at 0820. Site-wide accountability testing is required and will begin upon siren activation. Activation of the emergency paging system will follow. This is only a Test." [Conduct role call]

3. The Chemical Spill Sirens will be fully cycle tested the first working Monday of each month.

   (a) The 100 Area Chemical Spill Siren will be fully cycled by Dispatch Center.

   (b) The 200 Area Chemical Spill Siren will be fully cycled by Dispatch Center

   (c) The 300 Area Chemical Spill Sirens will be fully cycled by the BHM.

   (d) The 400 Area Chemical Spill Sirens will be fully cycled by the BHM.

4. The Emergency Accountability System will be tested by Dispatch the first business day of each month directly following testing Area Chemical Spill Siren System.

5. Emergency Paging System will be tested by Dispatch the first business day of each month during all sub-system testing.

6. NASA [HQ] Emergency Notification & Accountability System (ENAS) will be tested by Dispatch the first business day of each month during all sub-system testing.

III. ANNEX DEVELOPMENT AND MAINTENANCE

The ESS is responsible for the maintenance and improvement of this attachment.

Attachment A Issued: 04/14/11

NEIGHBORING JURISDICTIONS AND MUTUAL AID POINTS OF CONTACT

Las Cruces - Doña Ana County

Office of Emergency Management
1170 N. Solano Street
Director or Deputy Coordinator

Business hours phone 647-7900

After hours, phone 526-0795 (Dona Ana County Dispatch – MVRDA) (this is county-wide Emergency dispatch) and ask them to page the Director or Deputy Director of the Office of Emergency Management. Once they have been notified, they will make the other necessary notifications, including those to mutual aid agencies; including but not limited to the state police, sheriff, and county medical facilities and fire departments.

White Sands Missile Range - Air Traffic Control, 575-678-8000

Holloman Air Force Base - Air Traffic Control, RAPCON 575-572-3421

Attachment A Issued: 04/14/11

EMERGENCY RING-DOWN PHONE OPERATING INSTRUCTIONS

A. If your phone is a **RECEIVE ONLY** phone.

NOTE: If the Ring-Down phone at your position is inadvertently activated – **HANG UP** – and call the Communication Center at x5215 and inform the Telecommunicator that there is no emergency.

ALL RECEIVE ONLY RING-DOWN PHONES CONNECT DIRECTLY TO THE COMMUNICAITONS CENTER. You cannot originate a site wide Ring-Down call from this location.

WHEN YOUR RING-DOWN PHONE RINGS:

1. Wait for four (4) rings then pick up and listen.
2. Write down information given.
3. Acknowledge communications when requested by using the push to talk button.
4. Hang up ***only*** when told to do so.
5. Pass on information via PA system, radio, or conventional phone when appropriate.
6. Initiate Emergency Plans only if your area is threatened.
7. Do No Terminate Emergency Plans until advised to do so by the ***Incident Commander or Fire Department***. (Red Phone Message).

B. If your phone is an **INITIATE ONLY** phone:

NOTE: If the Initiating Ring-Down phone at your position is inadvertently activated – **DO NOT HANG UP** – stay on line and inform personnel that there is no emergency.

YOUR PHONE WILL CALL ALL RING-DOWN PHONES FORM THIS LOCAITON. To **Report** an incident or spill that threatens other areas using the Ring-Down Phone:

1. **Pick up receiver** (phone will automatically ring all ring-down phones).
2. **Wait for four** rings (approximately 5 seconds)
3. Person initiating the call **should**:
   - **State** his/her name
   - **Give** Location (Building, Area, etc.)
   - **Give** the following message:

4. (Specific Chemical) has been released in the **(Specify)** Area and is moving towards the **(Specify)** Area(s). Initiate the appropriate emergency procedures immediately.

   NOTE: If possible provide any additional information such as quantity, wind velocity, and recommendations that are appropriate.

Attachment A Issued: 04/14/11

5. **Verify** Emergency Services Dispatch is on line. They will perform roll-call following announcement.
6. **Repeat** the message (keep any discussions **brief**)
7. **Inform** all personnel on ring-down phones to ***hang up at this time.***

Attachment B Issued: 04/14/11

Attachment B:
Annex B – Master Emergency Communications Plan

I. PURPOSE

This annex provides information about the communications equipment and capabilities available during emergency operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Telephones and two-way radios will serve as communications for emergency operations at the CS/GS location.

B. Assumptions

Adequate communications are vital for effective and efficient warning, response, and recovery operations. Precautions will be made to keep two-way radio service in operation during emergencies. Radio service has an uninterruptible power supply backup, and the WSTF Control Room is equipped with an emergency generator.

III. CONCEPT OF OPERATIONS

A. Telephone

1. Emergency Telephones – Two emergency phones are located in the Emergency Center for use with telephone numbers 5911 and 5111, designated for emergency use only. The emergency numbers can be reached from regular phones located throughout the site.

2. Emergency Call List – Shall be located on the WSTF Internal Home Page at https://www1.wstf.nasa.gov/Applications/WSTFDirectory/ECL/index.cfm to be used for emergency contact information with a backup hardcopy in Dispatch.

   a) Updates shall conform to all guidelines set forth by the data entry procedures.

   b) Office Chiefs/Managers will ensure the Emergency Call list assigned to their areas/sections is updated as needed.

B. Two-way Radio

1. WSTF utilizes two emergency radio talk groups that are shared with the TDRSS and WSTF Security forces.

   a) Emergency: All WSTF portable trunking system radios will be programmed to position 16 for emergencies.

   b) Fire-1: Dispatching of Fire, EMS, and HAZMAT units, Evacuation Coordinators, and general information

2. During emergency operations, facility elements will maintain their existing equipment and procedures for communicating with field operations. They will keep the Incident Commander informed of their operations at all times during the emergency.

3. If needed, the Incident Commander will request CS and GS activation through the EPC or SO.

C. Phases of Management

1. **Mitigation** - An adequate communications system is presently installed and in use. Periodic reviews of the system will be made and plans for improvement formulated as necessary.

2. **Preparedness** – Radio equipment is kept under a schedule of testing, maintenance, and repair by the Communications Group (CG). Personnel are trained on the appropriate use of equipment as necessary.

3. **Response** - When emergency operations are initiated, the IC and CG will determine the communications required. Radios from operations may be allocated for the emergency response.

4. **Recovery** - All communications during the emergency phase will continue until they are no longer required.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Telephone

The telephone system is controlled by the IT.

B. Two-way Radio

The emergency communications system is controlled by Dispatch. Warning information received through the Centracom console will be disseminated to the EPC. The responsibility of ensuring communications is operational rests with the Emergency

Services, the ECNS Line Manager, and the CG. This shall include the development and maintenance of:

1. A communications resource inventory maintained by the CG. These radios are maintained in Building 119. For access to these radios, call Communication Section at extension 5394/5395 or Communication Section Supervisor at extension 5556 (cell phone 575-649-5394).

2. WSTF Trunking Radio Fleetmap maintained by WSTF Communication Section's CG Trunking System Manager.

3. Local Area radio Fleetmap will be located in local area emergency procedures and consistent with the WSTF Trunking Radio Fleetmap.

4. A message handling procedure and recall rosters for essential personnel are maintained in Dispatch.

5. A record of all calls during an emergency is logged by the by "911 Recorder."

C. Communication Priorities

Communications will be prioritized on the following basis:

1. **Emergency** − Any communications situation having a life threatening urgency to any person or group of persons.

2. **Priority** − Any important communications, which have a specific time limit; official messages are not covered in the emergency category.

3. **Welfare** − Communications relating to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory that indicates all is well.

4. **Routine** − Most communications in routine situations will bear this designation. In disaster situations, messages labeled "ROUTINE" should be handled last, or not at all, when circuits are busy with higher priority traffic.

V. ANNEX DEVELOPMENT AND MAINTENANCE

ESS, FO- ECNS Line Manager and Communication Section are responsible for the maintenance and improvement of this Attachment

Attachment C Issued: 04/14/11

Attachment C

Annex C – SHELTER, MASS CARE AND ACCOUNTABILITY

I. PURPOSE

This attachment defines the areas at WSTF that will be used for the shelter and care of personnel in the event of short-duration emergencies and establishes employee accountability expectations and procedures.

II. DEFINITIONS

A. Shelter in Place: An action taken upon notification (by way of siren or Public Address (PA) notice) of an emergency situation for such events as a chemical spill or adverse weather potential, where the employee will remain inside a designated solid structure and report to a designated assembly area within that structure for the purpose of accountability.

B. Assembly Area: Locations where employees can gather that will permit accountability or dissemination of emergency information.

III. SITUATION AND ASSUMPTIONS

A. Situation:

Short-duration emergencies, such as severe weather and hazardous material/waste releases, may occur at WSTF.

B. Assumptions:

1. Only emergency sheltering for short periods is addressed. Hazardous material/waste releases and emergencies such as a tornado watch and/or a tornado warning create short-term sheltering needs. For hazardous material/waste releases, WSTF will shelter in place by securing the building. The Evacuation Coordinators and HSE facility manager will secure the building to prevent anyone from leaving (exiting into the hazardous condition). Individual departments are responsible for accounting for their personnel. Office Chiefs and Department Managers/Directors will assign responsibility for accountability functions. Office Chiefs and Department Managers/Directors will designate an Assembly area for their personnel to facilitate initial accountability and dissemination of information concerning the emergency. These designated areas will have access to telephones and the ring down telephones. (A person may be assigned to stay by the red phone once they are entered into the accountability system).

2. Fire Brigade members may not serve as an Accountability Attendant or Evacuation Coordinator. Evacuation Coordinators however will be trained to support Accountability Attendants.

3. Should the threat of nuclear attack increase significantly, shelter provisions will be re-evaluated to accommodate fallout protection.

IV. CONCEPT OF OPERATIONS

A. General: Emergency shelter-in-place locations are provided for local area incidents and defined by local procedures. Management will assure that employees know the location of assembly areas.

B. Alternative: The bunkers and tunnels in the 300 and 400 Areas will support the emergency sheltering of all WSTF personnel. Additional shelter for a limited number of personnel is available in the bunker areas of Building 272.

1. If site personnel are notified of a tornado warning in the WSTF area and it is necessary to seek shelter, the following assignment of shelters is to be followed:

   (a) If time is limited, personnel should attempt to close building doors and take shelter in interior windowless areas.

   (b) If warning is sufficient, and personnel will not be exposed during transit, personnel should report to the bunkers in the 300 and 400 Areas.

   Note: The highest level of protection is provided in bunkers 300, 400, and 272, but employees should not place themselves at risk to reach these shelters.

2. The area HSE or designee will collect information on who has reported to his/her bunker. An effort will be made to identify individuals who did not report to the bunker, and this information will be communicated to ES. ES will utilize this information to locate the missing individuals once the emergency has passed.

3. The Emergency Services will be split assignments between the 300 and 400 Area bunkers to provide any emergency medical services that are required.

4. Clinic staff will split assignments between the 300 and 400 Area bunkers, with one reporting to each of the bunkers.

V. ACCOUNTABILITY

Attachment C Issued: 04/14/11

A. Employees should never enter a hazardous condition in an effort to get to an assembly area. If unable to get to an assembly area employees should stay upwind of the hazardous area or move further upwind and notify their supervisor at the earliest opportunity.

B. The Accountability System is a dynamic web application with a SQL server database. The Accountability System is used to account for personnel in the event of a shelter-in-place situation. This Accountability System will have a listing of all site personnel, including visitors and vendors. The Accountability System is linked to the WSTF Telephone Directory and Visitor Access Systems.

C. IT will be responsible for the regular maintenance and technical support of the Accountability System.

D. The Office Chiefs/Department Managers/Directors are responsible for assigning Accountability Attendants to Assembly Areas in their jurisdiction. Forward the identification of Accountability Attendants, building, room number and telephone number to Emergency Services, x5641 or Emergency Preparedness Coordinator, x5428. Alternate Accountability Attendants are encouraged. Office Chiefs/Department Managers/Directors are responsible for updating the Accountability System. Common practice is by delegation to Accountability Attendant.

E. Emergency Services (Fire Training Officer) will provide Accountability Attendant training. The training will consist of familiarization of the Accountability System and actual data entry during drills.

F. Evacuation Coordinators will be trained to support Accountability Attendants.

G. An accountability station will be in each Assembly Area. Assembly Areas will be easily identified for site personnel. Triangle placards will be placed at the entrance of the designated Assembly Area room.

H. During an incident, drill or exercise, all personnel on site will check in with an Accountability Attendant at an Assembly Area. The Accountability Attendant will mark the employee as being present only if they are physically present. If an employee calls in, not physically present, a comment will be entered identifying the location of the employee. Those employees not on site for various reasons (vacation, TDY, etc) will be marked as accounted for and the notation of TDY, sick or vacation entered, etc. Management and supervisors should make reasonable efforts to contact employees they have not accounted for.

I. Testing of this system will be done on the first Monday of every month along with the public address system (PA), paging system, ring down telephones and sirens.

J. Point of Contact (POC) personnel are responsible for the accountability of visitors and vendors sponsored into the facility. The POC will assure that their visitor(s) and/or vendor(s) report to an assembly area and are accounted for.

K. Vendors and visitors will report to an Assembly Area for accountability.

VI. ANNEX DEVELOPMENT AND MAINTENANCE

Emergency Services is responsible for the maintenance and improvement of this annex.

Attachment C Issued: 04/14/11

Assembly Area & Accountability Attendants

Building	Room(s)	Primary Attendant, Telephone Ext.	Alternate Attendant, Telephone Ext.
100 Upstairs	210/211	Vicki Coburn, 5652	Mariem Bennett, 5610
100 Upstairs	215/216	Lupe Arellano, 5235	Roberta Padilla, 7534
100 Downstairs	112	Susan Staley, 5770	
100 Downstairs	100	Dolores Puentes, 7848	Gail Bennett, 5277
100 Downstairs	102	Gail Bennett, 5277	Dolores Puentes, 7848
100	126	Teresa Enriquez, 5530	
101 Upstairs	207	Marie Araiza, 5589	Terry Sue Torrison, 7538
101 Upstairs	226	Geri Vantine, 75400	Carlyn Tufts, 5452 Troy Wiebe, 5202
101 Upstairs	212	John Wang, 5191	Joel Howell, 5697
101 Downstairs	110	Marina Hyre, 5464	Geri Vantine, 7540
101 Downstairs	107/137	Juliana R. Barajas, 5318	Nina Cardenas , 5100
101 Downstairs	117	Don Connell, 6363	Olivia Redhorse, 5598
104	Alarm Room	Attendant, 5641	
110	Rotunda	Chris Wolf, 5152	Cheerie Patneaude, 5628
112	Break Room	Sonya Randall, 5237	Greg Powe, 5296
113	Machine Shop Offices	Bill Weed, 5156	Lucinda Havenor, 5538
116	Main Gate	Lt. On Duty, 5185	
120	Offices	Ron Esparza, 5782	Marty Murray, 5616
121		Sonya Randall, 5698	Greg Powe, 5296
150		David Archuleta, 3695	Shane Merryman, 5330
156		Sonya Randall, 5237	Greg Powe, 5296
201	103A	Kyle Sparks, 5253	Dax Rios, 7615
201	112	Denise Barrett, 5681	John Anderson, 5693
201	122	Mary Johnson, 5723	Denise Barrett, 5681
201	113	Carmonn Pennington, 5749	Kathleen Franklin, 5365
201	107	Barbara LaRue, 5248	John Caruso, 7629
250 Area		Denise Barrett, 5681	
270 & 272		Don Henderson, 5104	Josh Tamminga, 7640
300 BH	Conference Room	Michelle Graves, 5331	Stacie Wingfield, 7604

310,311,320,362,363,		Stacie Wingfield, 7604	Stacie Wingfield, 7604

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364			
400 BH	Conference Room	Kim Craig, 5192	Ivana Michalova, 5797 Vanessa Martinez, 5788
411,412,460,462,463		Kim Craig, 5192	Ivana Michalova, 5797 Vanessa Martinez, 5788
700 Area		Denise Barrett, 5681	
800	Control Room	Sam Motto, 5536	Mike Mannon, 5362
801, 802		Sam Motto, 5536	Mike Mannon, 5362
803	Break Area	Randy Rodriguez, 5744	Horacio Perez, 7634

Attachment D Issued: 04/14/11

Attachment D
Annex D – Radiological Protection

I. PURPOSE

To purpose of this attachment is to provide a plan for identification and control of radiation-producing equipment and radioactive sources during emergency conditions.

II. SITUATION AND ASSUMPTIONS

A. Situation

Localized, low-level radiation emergencies may occur at WSTF.

B. Assumptions

The threat of nuclear attack is considered low.

III. CONCEPT OF OPERATIONS

A. General

1. A user or operator will immediately report any accident or incident involving radioactive sources or radiation-producing equipment, including equipment malfunctions, to the Assistant RSO, WSTF.

2. The Assistant RSO, WSTF, will promptly investigate any such report and advise the NASA Manager of those findings.

3. The Assistant RSO, WSTF, will notify the JSC RSO immediately following an accident or incident.

4. The Assistant RSO, WSTF, will provide the JSC RSO with information required for JSC to contact the Nuclear Regulatory Commission.

B. Fire

1. In the event of a fire in areas where radioactive materials are present, the Fire Department and Assistant RSO, WSTF, shall be notified immediately.

2. Normal fire fighting procedures call for wearing bunker gear and the self-contained breathing apparatus. The primary objective is to save lives, and then the structure.

3. The Industrial Hygienist (IH) will monitor the building for radioactive contamination following a fire.

C. Off-Site Accidents

WSTF does not have the equipment or technical expertise to assist in off-site accidents involving radioactive material. The Holloman Air Force Base Emergency Management contact, 24/7, should be contacted for assistance, (575) 572-7575.

IV. ANNEX DEVELOPMENT AND MAINTENANCE

The Assistant RSO, WSTF, is responsible for the maintenance and improvement of this annex.

Attachment E Issued: 04/14/11

Attachment E
ANNEX E – Evacuation

I. PURPOSE

The purpose of this attachment is to provide for the orderly and coordinated evacuation of all or any part of, WSTF if it is determined that such action is the most effective means available for protecting employees from the effects of a disaster or hazardous material/waste release.

II. SITUATION AND ASSUMPTIONS

A. Situation

There are a limited number of situations that might require an evacuation of part or all of WSTF. Small-scale, localized evacuations might be needed as a result of a hazardous-material incident (release) or major fire.

B. Assumptions

1. Most employees will act in their own interest and evacuate dangerous areas when advised to do so by Health, Safety, and Environmental (HSE) Facilities Managers, WSTF management, or ES personnel.

2. While some disaster events are slow-moving, providing ample reaction time, the worst-case assumption is that there will be little or no warning of the need to evacuate.

3. There would not normally be time to obtain support from outside resources.

4. Most evacuees will use private transportation means; however, transportation may need to be provided for some evacuees (car poolers, etc.).

III. CONCEPT OF OPERATION

A. General

The site access road will be the primary route of evacuation. An alternate route is through the JP4 and JP5 area to Holman Road. Personnel will be provided to direct the flow of traffic. Each incident will be evaluated by the Project Manager, Project Leader, Facility Manager, or response team, and a decision will be made on the need for evacuation. This decision will be based on the magnitude, intensity, spread of onset, and duration of the event.

Ensuing evacuation will be conducted from the IC's CS/GS as outlined in Attachment N, "Command and General Staffs/Direction and Control."

B. Phases of Emergency Management

1. Mitigation

a. Identify areas potentially in need of evacuation (i.e., areas near hazardous material/waste, etc.).

2. Preparedness

a. Identify population groups that may require special assistance during evacuation (disabled employees, etc.).

b. Plan evacuation routes.

c. Educate employees about evacuation procedures.

3. Response

a. Advise employees to evacuate the site when necessary.

b. Arrange to evacuate employees who need assistance.

c. Provide traffic and perimeter control, as needed.

d. Activate shelter operations or contact Facility Managers in assembly areas, as appropriate.

e. Keep employees informed about emergency conditions and other vital information.

4. Recovery

a. Initiate return, where possible.

b. Conduct employee information activities.

C. Hazard-Specific Evacuation

Evacuation information has been developed for certain known hazards and is included in area spill procedures. It describes preplanned traffic and access control points, evacuation routes, evacuation assembly points, and pre-designated mass care facility locations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Attachment E Issued: 04/14/11

A. Organization

The evacuation function is organized around the IC/UC with CS/GS and FO.

B. Task Assignment

1. The IC/UC will:

   a. Decide which areas of the center should be evacuated

   b. Coordinate evacuation effort with CS/GS and FO

   c. Advise employees to evacuate the site, when appropriate

   d. Direct the relocation of essential resources (personnel, equipment, supplies) to reception areas

2. The GS will:

   a. Identify high-hazard areas and number of potential evacuees

   b. Coordinate evacuation planning to include:

      (1) Movement control

      (2) Health/medical requirements

      (3) Transportation needs

      (4) Shelter/reception

3. Emergency Services (ES) and Security will:

   a. Designate evacuation routes

   b. Assist in evacuation by providing perimeter and/or traffic control and road blocks as needed

   c. Coordinate security activities with other emergency services

4. Fire Protection and Control (ES) will:

   a. For hazardous material/waste and fire incidents, be responsible for on-scene control and for advising the CS/GS for evacuation decision

   b. Assist in warning employees

   c. Assist in evacuating disabled and other special population groups

5. Facility Operations will:

   a. Provide traffic control devices

   b. Assist in keeping evacuation routes open

   c. Assist in recovery operations

6. Medical (ES) and Clinic will:

   a. Provide first aid, counseling, and other assistance

   b. Coordinate and monitor evacuation of injured

V. DIRECTION AND CONTROL

A. General

The NASA Manager has the overall authority for evacuation decisions. All activities will be coordinated through the IC, which will serve as the source of all direction and control.

B. Evacuation Notice

The HSE Department Facility Manager will normally advise employees to evacuate a hazardous area. In situations where rapid evacuation is critical to the continued health and safety of the population, such as hazardous material spills or fire, the HSE Facility Manager may advise employees in the immediate vicinity to evacuate as defined by the HSE Department Facility Manager.

C. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending the evacuation based on the advice of appropriate advisors. In all situations, the hazardous situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of the actual potential affected area. The command authority will ensure that the evacuation area is defined in terms clearly understandable by employees.

D. Public Notification

Persons to be evacuated should be given as much warning time as possible.

Pre-Evacuation Watch:
On slow-moving events, pre-evacuation notice should be given to affected employees if it appears that hazardous conditions may warrant such

action. Employees should be advised that they may have to evacuate upon 30 minutes notice or less.

Evacuation Warning:
All warning modes will be utilized to direct affected employees to evacuate the site. Wherever possible, the warning should be given on a direct basis.

E. Movement

1. The primary evacuation mode will be in private vehicles.

2. Evacuation routes will be selected by ES and Security personnel at the time of the evacuation decision.

3. If at all possible, two-way traffic will be maintained on evacuation routes to allow continued access for emergency vehicles.

4. Traffic control devices such as signs and barricades will be provided by Facilities and the FO.

F. Access Control

ES and Security personnel will establish a perimeter control to provide security and protection of facilities and property left behind.

G. Re-entry

The re-entry decision and order will be made by the on-scene IC/UC after the threat has passed and the evacuated area has been inspected by FD, Occupational Health, Safety, Security, and FO personnel for safety. Some specific re-entry considerations are

1. Ensure that the threat that caused evacuation is over.

2. Ensure that buildings and offices have been inspected to determine whether they are safe to reoccupy.

3. If offices or buildings have been damaged, determine what alternate office space exists.

4. Inform employees of proper re-entry actions, particularly cautions they should take with regard to utilities (suspicious fumes, odors, etc.). In addition, issue proper cleanup instructions, if necessary.

VI. ATTACHMENT DEVELOPMENT AND MAINTENANCE

Attachment E Issued: 04/14/11

The ESS, Security and FO are responsible for the maintenance and improvement of this attachment.

Attachment F Issued: 04/14/11

Attachment F
Annex F – Fire Prevention and Control

I. PURPOSE

The purpose of this attachment is to provide WSTF with a fire fighting plan to meet the demands of a disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire is a threat to personnel, property, and the mission success of WSTF.

B. Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations. When additional support is required, assistance can be obtained through the use of existing mutual aid agreements or from state and federal agencies. Contacts beyond MOU's will be made at the request of the IC or CS/GS with Managers approval.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of the FD in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. The FD is also regularly involved with rescue operations and hazardous material/waste incidents.

B. Phases of Management

1. Mitigation

a) Plan for fire prevention.

b) Enforce fire code.

c) Provide employee fire safety information programs.

2. Preparedness

a) Maintain mutual aid agreements at the FD with the phone numbers available at the alarm console.

b) Develop communication procedures.

c) Create, revise, and update pre-fire response plans at regular intervals.

d) Perform exercises and drills to ensure preparedness.

3. Response

a) Initiate rescue activities as necessary.

b) Contain, control, and extinguish fires.

c) Control hazardous material/waste incidents within capability and request assistance as needed.

4. Recovery

a) Perform or assist in decontamination and cleanup.

b) Perform inspection of restored or reconstructed buildings.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

1. Fire Chief/Chief Officers – responsible and qualified for coordinating all emergency fire service operations within WSTF.

2. Firefighters – responsible and qualified for medical, fire and hazmat response to emergencies.

V. DIRECTION AND CONTROL

Routine operations will be handled by standard procedures. During major emergency or disaster situations that require IC activation, the FD will be responsible for coordinating all emergency fire service operations within WSTF. IC may be established at the site(s) of a disaster situation in conjunction with other responding agencies.

VI. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The ESS is responsible for the maintenance and improvement of this attachment.

Attachment G Issued: 04/14/11

Attachment G
Annex G - Security

I. PURPOSE

This attachment provides for proper coordination of security activities to ensure the safety of life and property during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

During times of emergency, Security and ES personnel will be called upon to expand their operations. The table under Resources (see Section VI.C) contains contacts for county, state and federal agencies that can be called upon to provide law enforcement support as needed.

B. Assumptions

Security personnel will generally be able to provide adequate control. When additional law enforcement support is required, the Center Chief of Security (COS) or their designee will be notified and then they will notify the Doña Ana County Sheriff's Department. For emergency events involving espionage, terrorist activities, hostage taking, or damage/larceny of over $5000, the FBI will also be notified by the COS.

III. CONCEPT OF OPERATIONS

A. General

Emergency Security operations will be an expansion of normal daily responsibilities. These responsibilities include maintenance of order and discipline, traffic control, and crowd control. Security will have the primary responsibility for routine site security, and support groups will assist in traffic and crowd control.

B. Phases of Management

1. Mitigation

a. Provide periodic plan review and updating.

2. Preparedness

a. Provide training of primary and auxiliary personnel.

3. Response

a. Maintain order and discipline.

b. Provide security for key facilities.

c. Patrol evacuated areas.

d. Support other employee safety operations.

e. Provide traffic and crowd control.

4. Recovery

a. Continue response operations.

b. Assist in damage assessment.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

B. Task Assignments

1. COS, Contractor Facility Security Officer (FSO) and Security will:

a. Advise the Site Manager and senior staff on all aspects of security and coordinate all security activities on the site

b. Maintain order and discipline

c. Provide security for key facilities/resources and the disaster area

d. Provide protection of property in damaged areas

e. Provide traffic control

f. Provide crowd control

g. Assist evacuation

h. Support medical and rescue operations

i. Assist in hazardous material/waste incidents

j. Assist in preparation of appropriate mutual aid agreements

k. Support other employee safety activities

2. Maintenance and Operations Section will position traffic control devices (i.e., barricades, covers, etc.) as per security instructions, and/or IC/UC.

V. DIRECTION AND CONTROL

During major emergency or disaster situations that require CS/GS activation, the COS or designee will be responsible for coordinating all emergency security operations within the site from the CS location unless the COS is the IC.

An on-scene Command Post (CP) may be established along with other responding agencies, such as the FD. The senior security officer established at the disaster site(s), with the help of Security personnel on-scene, will be in charge of security activities and will report to the COS. The COS or designee will establish and maintain communications with the on-scene command post and direct and support emergency operations from the CS/GS location in coordination with other responding site representatives.

If local security capabilities are exceeded, the COS or designee will advise the IC/CS/GS and then request outside assistance from appropriate augmenting forces. MOU's may be acted upon at the will of the COS.

VI. ADMINISTRATION AND SUPPORT

A. Communications

1. The ES Telecommunicators operate a multi-channel base station in the Communications Center at all times, including response operations. An internal recall roster of personnel for emergencies will be maintained.

2. The POC for security operations during a power operation will be the Contractor Security Manager, or the WSTF NASA Security Manager as backup.

3. The Facility Operations Chief will communicate to the Security POC the status of the Site and what message should be given to anyone attempting to enter the site. The Security POC will relay this to the guard force.

4. The Facility Operations Chief will communicate to the Security POC who is or is not allowed on site during the outage. The Security POC will relay this to the guard force.

B. Equipment and Backup Power

1. The Security POC will ensure that Facility Operations has provided the necessary backup power generators to the Main Gate, and that all necessary security facilities/equipment is operating nominally.

2. The Security POC will ensure backup batteries are available for radios.

3. The Security POC will ensure backup batteries are available for flashlights.

C. Resources

Available supplemental Security resources are listed below.

Doña Ana County Sheriff's Department (First to be notified for law enforcement support)	525-1911 Dispatch # 526-0795
New Mexico State Police	524-6111
Federal Bureau of Investigation (Notified for any event involving espionage, terrorist, hostage taking, or damage/larceny of over $5000)	526-2351
U.S. Border Patrol (Illegal aliens)	524-4292
Fort Bliss K-9 Patrol (Bomb threat)	(915) 568-8561
WSMR EOD (Actual/suspected bomb discovered)	678-0235
Contractor Facility Security Officer, Dean Ehlert Cellular Phone (Any time any of the above are notified)	525-7501 993-0128 202-0806
WSTF NASA Center Chief of Security, Ray Denison (To be notified when FBI assistance is required)	524-5078 635-9448
Las Cruces Police Department (To be notified only in an extreme need and emergency, such as terrorist attack, riot, or hostage situations)	526-0795
WSMR Military Police (To be notified only in an extreme need and emergency, such as terrorist attack, riot, or hostage situations)	678-2722

VII. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The COS is responsible for the maintenance and improvement of this attachment.

Attachment H Issued: 04/14/11

Attachment H
Annex H – Industrial Safety and Occupational Health

I. PURPOSE

The purpose of this attachment coordinates health and medical services during emergency situations to reduce death and injury. This attachment also outlines damage assessment and restoration of essential health and medical services within WSTF during and immediately following a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. WSTF employees are vulnerable to disaster occurrences that could result in a need for emergency health or medical support.

2. The Clinic and Emergency Medical Services are responsible for the day-to-day provision of medical services at WSTF.

3. A mass casualty incident that produces a large number of patients, all needing stabilization at the same time and place, can occur in the absence of similar or related occurrences in surrounding areas.

B. Assumptions

1. Although many health-related problems are associated with disasters, there is an adequate local capability to meet most disaster situations.

2. Employees may require guidance concerning how best to avoid health hazards created by the disaster or arising from conditions existing in the affected area during the recovery and rehabilitation phase.

III. CONCEPT OF OPERATIONS

A. General

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and re-directed to the accomplishment of emergency tasks.

B. Phases of Management

1. Mitigation

a) Immunize employees.

b) Conduct regular physical examinations.

c) Provide specialized training.

d) Maintain employee health-awareness programs.

2. Preparedness

a) Maintain medical supplies.

b) Prepare mutual aid agreements.

3. Response

a) Establish temporary treatment center if number of emergency cases exceeds the Clinic capability. (Facilities such as the Rotunda, cafeteria, or the Fire Department vehicle bay may be utilized if needed.)

b) Disease control operations.

c) Collect vital statistics.

d) Execute mutual aid agreements as required.

4. Recovery

a) Continue response activities, as needed.

b) Compile health reports for WSTF, NASA, state, and federal officials.

c) Identify potential or actual continuing hazards affecting employee or public health, and offer appropriate guidance for mitigation of harmful effects.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The site doctor and nurses shall serve as medical advisors to the IC/UC and CS/GS. Response activities will be coordinated from the CS/GS location (Building 101, Room 124).

B. Emergency Functions

The site doctor, nurses, and emergency medical technicians are responsible for providing the following services in response to emergency situations.

- Essential medical treatment for injured or ill personnel
- Triage stations and EMS teams
- Identifying WSTF facilities that could be expanded into emergency treatment centers for disaster victims
- Hazardous material/waste exposure assessment and environmental health assistance to the IC
- Employee health protection for the affected population
- Vital records services

Crisis augmentation of health/medical personnel; e.g., nurses aides, paramedics, Red Cross personnel and other trained volunteers will be planned and incorporated into mutual aid agreements

C. Environmental Health

The Industrial Hygiene (IH) Specialist will assist the IC by providing recommendation on:

1. Environmental health activities in response to hazardous material/waste releases including: exposure, assessment, recommendations on personal protective clothing and equipment, and decontamination for emergency responders, and will provide any other environmental health assistance to the IC

2. Environmental health activities regarding waste disposal, refuse, food, water control, and vector control

D. Mortuary Services

The Office of Medical Investigator Phone 526-0795 has responsibility for the collection, identification, storage, and dispatch of deceased victims.

E. Public Affairs Officer (PAO)

The PAO has the primary responsibility for dissemination of employee information. Any release of information concerning the emergency or casualties must go through the PAO and be approved by the site manager.

V. DIRECTION AND CONTROL

A. Damage Assessment

Since accurate information concerning injuries and fatalities is essential in identifying required levels of medical support, information of this type must be forwarded to the IC as soon as it is available.

B. Disaster Area Medical Support

In disaster situations involving significant damage to WSTF medical capabilities or exceeding the site capabilities, assistance will be requested from WSMR at 678-1234 or the Las Cruces Local Emergency Planning Committee at 526-0795.

VI. ADMINISTRATION AND SUPPORT

Medical and health services will participate as required in drills and exercises conducted by the Emergency Preparedness Coordinator (EPC). Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective response to various emergencies.

VII. ATTACHMENT MAINTENANCE

The ES, SO (IH and Clinic) are responsible for the maintenance and improvement of this attachment.

Attachment I Issued: 04/14/11

Attachment I
Annex I – Emergency Public Information

I. PURPOSE

This attachment provides to effectively collect, control, and dissemination of emergency public information and for the minimization of confusion, misinformation, and rumors during times of emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

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 before the occurrence of an emergency the public be made aware of potential hazards and the protective measures that should be employed.

B. Assumptions

An effective program combining both education and emergency information will significantly reduce disaster-related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until they are affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

III. CONCEPT OF OPERATIONS

A. General

Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature, focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. A special effort should be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Education efforts will be directed toward increasing public awareness about potential hazards and how people should deal with them.

B. Phases of Management

1. Mitigation

   a) Conduct hazard awareness programs.

2. Preparedness

   a) Prepare emergency information for release during emergencies.

3. Response

   a) Release public information.

   b) Participate in news conferences.

4. Recovery

   a) Provide public information.

   b) Compile record of events.

   c) Assess effectiveness of information programs.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The overall responsibility for public information rests with the NASA Manager's Office, which will manage and coordinate all public emergency information-related activities.

B. Tasks

1. The Emergency Preparedness Coordinator (EPC) will:

   Ensure that a public information and awareness program is developed, maintained, and implemented

2. NASA Manager's Office will:

   a) Serve as the sole source for dissemination of Emergency Public Information (EPI)

   b) Notify the JSC Director of any major emergency or related news releases

c) Secure printed and photographic documentation of the emergency situation

d) Compile and prepare emergency information for the public in case of emergency

e) Handle unscheduled inquiries from the media and the public

V. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The NASA Manager's Office, PAO and EPC are responsible for the development and maintenance of this attachment and any related education and information programs.

Attachment J Issued: 04/14/11

Attachment J
Annex J – Damage Assessment

I. PURPOSE

This attachment addresses assessing and reporting of damage resulting from a natural disaster, enemy attack, or other major incident.

II. SITUATION AND ASSUMPTIONS

In the event that extensive property damage occurs because of a hazardous event, a planned damage assessment and reporting procedure is essential for reactive response-and-recovery operations. The timely and accurate assessment of property damage will be of vital concern to management following a disaster and will have great bearing upon the manner in which recovery is affected.

III. MANAGEMENT PHASES

A. Mitigation

Compliance with building codes and other regulations can reduce much of the structural damage that would otherwise result from a disaster. Nevertheless, damage will usually occur, and a fast and accurate assessment of conditions is very useful in response operations. In addition, an extensive damage assessment is a necessary part of most recovery programs.

B. Preparedness

The first table within this annex identifies those individuals that would comprise a Damage Assessment Team (DAT). The FO will ensure maps, photos, videos, and other documents, such as a list of critical facilities requiring priority repairs, for damage assessment purposes are maintained.

C. Response

The EPC will notify the FO Chief in the case of an emergency requiring damage assessment assistance. The DAT will be activated by and will coordinate all activities with the FO Chief. DATs will consist of local government and site-support contract employees (See Table 1 for names and phone numbers). When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related areas may be used to supplement existing team members. Once surveys of the affected areas have been completed, the results will be compiled by the FO Chief and reported to the EPC.

The checklist in Table 2 will facilitate the execution of damage assessment.

During nuclear attack operations, Radiological Protection personnel will be part of the DAT. When handling an operation such as a hazardous material accident requires specialized assistance, appropriate personnel will be added to the teams.

D. Recovery

Actions for recovery will be determined as necessary to restore services.

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The FO Chief is responsible for the development and maintenance of this attachment.

Attachment J Issued: 04/14/11

Table 1

DAMAGE ASSESSMENT TEAMS

	Home Phone	Work Phone	Cellular Phone
Team Leaders			
Jason Noble		524-5069	640-7625
Ed Bagwell		524-5434	649-5434
Team Members			
	NASA		
Jason Noble		524-5069	640-7625
John Villegas	382-0551	524-5189	
Chris Wolf	382-2121	524-5152	
	Contractor		
Ed Bagwell		524-5303	649-5434
Albino Hernandez	541-0511	524-5190	
Frank Mathis	522-7056	524-5238	
Jim McCullough	526-4757	524-5287	

Attachment J Issued: 04/14/11

Table 2

DAMAGE ASSESSMENT CHECKLIST

	Completed		
	Yes	No	N/A
Date: Time of incident: Time of notification:			
I. In a timely manner, determine general concept of emergency and inform all personnel in the office of the emergency.			
II. Define team assessment capabilities and action responsibilities.			
III. Compile information on damage to facilities and to private property.			
A. Number of deaths resulting from disaster or event.			
B. Number and classification of injuries resulting form disaster or event.			
C. Establish extent and magnitude of damage. See attached reports.			
1. Determine extent of damage to buildings and structures (non-test type).			
2. Determine extent of damage to roads and other traffic areas.			
3. Determine extent of damage to utilities systems (water, gas, electricity, etc.)			
4. Determine extent of damage to testing facilities and structures.			
IV. Condemn unsafe structures.			
V. Evaluate effect of damage on WSTF facilities for use in long range recovery planning.			

Attachment K and L Issued: 04/14/11

Attachments K and L
Annexes K and L – Plant Engineering and Utilities

I. PURPOSE

This attachment prompts immediate actions necessary to restore essential services and establish short- and long-term recovery plans.

II. SITUATION AND ASSUMPTIONS

WSTF is subject to disaster circumstances that could occur locally and would create a need for emergency facilities services. All engineering equipment, services, and labor will be utilized in dealing with an emergency. Any assistance from outside organizations will be requested. Facilities include buildings, roads, and all utility systems.

III. MANAGEMENT PHASES

A. Mitigation/Preparedness

Overall responsibility for providing engineering services and utilities during emergencies rests with the FO Chief. Additionally, the FO ensures that facilities' baseline documentation and maintenance program exists, and that a private contractor source list exists for services that may be required following an emergency.

B. Response

1. Assist in search-and-rescue operations, as directed.

2. Repair essential roads, services, utilities and equipment, as necessary.

3. Perform more detailed damage assessment of identified facilities or equipment.

4. Barricade damaged areas and clear debris, as necessary.

5. If shortages or overload conditions appear imminent, coordinate with the IC/UC (CS/GS) and initiate curtailment of service(s).

6. Make recommendations to alleviate problems.

7. Secure assistance of private contractors and request aid from other government agencies and the private sector, as needed.

8. Install or restore utility services to outlying locations.

9. Maintain before and after photos and/or video of damaged facilities.

C. Recovery

1. Repair/replace facilities and equipment, as necessary, for returning the site back to normal operations. Evaluate actions taken and produce a "lessons learned" report.

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The FO Chief is responsible for the development and maintenance of this attachment.

Attachment M Issued: 04/14/11

Attachment M
Annex M – Financial Management

I. PURPOSE

This attachment provides financial policy and guidance for the accomplishment of WSTF responsibilities in the event of an emergency situation or disaster.

II. PROCEDURE

A. WSTF does not allocate funds in its normal budget to provide for the type of emergencies covered by this plan. The objective of this plan is to provide WSTF with sufficient latitude and resources to permit timely accomplishment of the site's mission and to ensure effective use of resources in the event of an emergency.

B. Available funds will be used initially to support emergencies.

C. Cost records will be established and maintained to support expenditures for each emergency situation or disaster.

D. Issuance of Warehouse stock will continue in accordance with current regulations. Latitude will be provided in assigning cost responsibility according to funding constraints versus need for stock. A liberal return policy will be enacted for those stock items issued to support an emergency, with funding reinstated to the requisitioning office.

E. Responsibility for enforcing resource allocation and/or for deviating from current regulations is delegated to the following individuals:

	Home Phone No.	Work Phone No.
Heather Moncrief	373–9440	524–5136
Sheryl Reynolds	312–5853 (C)	524–5138

F. Their responsibilities include the preparation and transmittal of supplemental reports, requests for additional funding, dissemination of cost guidance for charging purposes, and assistance to the manager in fund management.

III. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The Financial Management Lead is responsible for the development and maintenance of this attachment.

Attachment N Issued: 04/14/11

Attachment N
Annex N – Command and General Staffs/Direction and Control

I. PURPOSE

II. This attachment provides a description of the process used by the IC's/UC's Command Staff (CG) and General Staff (GS) during emergency operations.

III. SITUATION AND ASSUMPTIONS

A. Situation

To provide the most effective response to an emergency, all efforts should be coordinated through a central location. The CS/GS is designated as the central location for all emergency management support activities to the IC/UC.

B. Assumptions

The response activities presented are applicable to all emergency situations and will provide adequate support for proper emergency management.

IV. CONCEPT OF OPERATIONS

A. General

The IC and the CS/GS are keys to successful response operations. With decision makers together at one location, staffing and resources can be utilized more effectively. Coordination of activities will ensure that all tasks are accomplished with minimum duplication of effort.

B. Phases of Management

1. Mitigation

a) Develop the CS and GS.

b) Provide adequate communications capabilities.

2. Preparedness

a) Instruct officials on CS and GS operations.

b) Stock adequate administrative supplies.

3. Response

a) Activate the CS and or GS as necessary.

b) Initiate response activity.

4. Recovery

a) Continue response operations as needed.

b) Begin recovery activities.

c) Release unnecessary personnel and begin to deactivate the GS and or CS.

C. Execution

1. The IC/UC with CS/GS will assume responsibility for all emergency operations and actions, and will provide overall direction and control.

2. The CS/GS will be activated upon direction of the IC/UC.

3. The IC/UC with CS will determine the level of staffing required, based upon the situation, and will alert the appropriate personnel.

4. Emergency operations will be conducted by WSTF forces augmented as required by trained forces supplied through mutual aid agreements.

5. It is typical for the IC to establish a Command Post (CP) in the vicinity of the emergency. The CS and GS assemble in Building 101, Room 124 (Constellation Conference Room) unless otherwise directed by the IC. The IC/UC will maintain close contact and coordination with the CS/GS.

6. The ICP and CS/GS may operate on a 24-hour basis during the emergency, with the staff required to work 12-hour shifts.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Broad responsibilities are assigned in paragraph 6.d, “Responsibilities,” of this plan.

VI. DIRECTION AND CONTROL

During emergency operations, the IC’s/UC’s staff is organized into two groups as listed below. The EPC serves as an advisor and liaison between the IC/UC and the CS/GS.

A. Command Staff (CS)

The CS consists of the NASA Manager, the Program Manager, and the NASA Office Chief /Department Managers/Directors if requested by the NASA Manager or Program Manager. Other individuals may be called upon in specific situations. This group is responsible for all major decisions to supply resources in support of the emergency response.

B. General Staff (GS)

The General Staff consists of operations, planning, logistic and finance. Other individuals may be called upon in specific situations. This group is responsible for all resources in support of the emergency response.

C. CS/GS Assembly Location.

1. Primary

Building 101, Room 124 (Constellation Conference Room).

2. Alternate(s)

The alternate assembly location is located in Building 101, IT Classroom (Room 115), then Building 110 (Rotunda), the Fire Department apparatus bay (Building 124) or where the IC instructs the CS/GS to assemble.

D. Reports and Records

Reports and records will be prepared in accordance with mishap/accident investigation guidelines. The use of reports will vary according to the type of emergency being handled.

All requests for assistance and all general messages will be recorded by Dispatch.

VII. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The EPC and ES are responsible for the maintenance and improvement of this attachment.

Attachment O Issued: 04/14/11

Attachment O
Annex O – Human Resources

I. PURPOSE

This attachment provides a plan to effectively use of human resources in an emergency situation or disaster at the White Sands Test Facility.

II. PROCEDURE

Refer to Annex M, "Resource Management," in the event of an emergency that dictates the use of human resources beyond those identified in WSP 25-0009, "WSTF Emergency Preparedness Plan," and attached annexes. In such case, the following individuals are to be contacted:

	Home Phone No.	Work No
Patsy Segura	521-1975	524-5131
Jim Edwin (NTEC)	532–5651	525–7847
Kristina Garcia (FOSC)	382–2196	525–7773
Juan Tiscareno*	(520)271–8354	524–5153

*Primary contact for Cafeteria Operations

III. ANNEX DEVELOPMENT AND MAINTENANCE

The Administrative Officer has the responsibility for maintaining and improving this attachment.

Attachment P Issued: 04/14/11

Attachment P
Annex P – Hazard Mitigation

I. PURPOSE

This attachment describes hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impact of natural and other hazards at WSTF.

II. SITUATION AND ASSUMPTIONS

A. Situation

Several hazardous conditions exist within WSTF that have the potential for causing loss of life, injury, or extensive property damage.

B. Assumptions

The adverse impact of hazards can be reduced by hazard mitigation actions accomplished before an incident occurs. Effective post-incident mitigation actions can also reduce the risk of a repeat disaster.

Hazard mitigation planning and implementation activities are an ongoing process at WSTF. These activities include System Safety Analysis Teams, Operational Readiness Inspections, Test Readiness Reviews, and Safety Reviews as defined in MSM Infrastructure Process - Safety and Readiness Review, WSI 04-SW-0002, "Hazard Analysis," and WSI 04-SW-0003, "System Safety Analysis."

III. CONCEPT OF OPERATIONS

A. Definitions

Hazard mitigation - Any action taken to eliminate or reduce long-term risk to human life and property from natural and other hazards.

Disaster - A situation resulting from an incident which causes widespread or severe damage, injury, and loss of life, property, or resources, and for which the recovery capabilities of a jurisdiction are exhausted. Disaster assistance provided by the federal or state government is intended to supplement local government resources to enhance recovery capabilities and achieve a speedy and efficient return to pre-incident conditions.

B. General

This attachment is not intended to describe in detail all aspects of the mitigation program. Details of required reviews are contained in the previously referenced

WSI's and address facility designs and test readiness. Natural disasters are also addressed in this plan and attached annexes. The following items are considered in assessing hazard potentials:

1. Any previous incidents involving this hazard

2. Number of people killed or injured during previous incidents and number of people potentially at risk from future incidents involving this hazard

3. Probability of future incidents occurring that involve this hazard

4. Damage to homes, businesses, public facilities, crops, and livestock that have been caused by previous incidents or are potentially at risk from future incidents involving this hazard

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The EPC, ES and Security are responsible for the maintenance and improvement of this attachment.

Attachment P Issued: 04/14/11

Table P-1, Hazard/Threat Identification Analysis

Possible Hazard	Likelihood*	Comments
Hazardous materials release	High	Toxic Chemical release with winds
Fire (structural, range fire)	High	--
Industrial accident	High	--
Pipeline accident	Medium	Site distribution (MMH and N2O4) and off-site supply (natural gas), toxic chemical release with winds
Aircraft crash at WSTF	Low	--
Civil disorder	Low	--
Disease	Low	Epidemic
Earthquake	Low	--
Flood/flash flood	Medium	Seasonal site damage and access road danger
Highway transportation accident	Low	Toxic chemical release with winds
Hurricane/severe weather (wind>85mph)	Low	Severe storms, flash floods, and high winds are possible
Radiological incident	Low	--
Sabotage	Low	--
Structural failure	Low	--
Terrorism (i.e., bomb threat, assault)	Low	--
Tornado	Low	Rare in the area, but possible
Utility shortage/failure (power, water, gas, etc.)	Low	--
Warfare (nuclear, biological, chemical, conventional)	Low	--
Water supply contamination	Low	--
Winter storm	Low	Consecutive subzero days rare, but possible
* The likelihood of any event occurring must be considered on a case-by-case basis.		

Attachment Q Issued: 04/14/11

Attachment Q:
Annex Q - HAZMAT/ Hazardous Material/Waste Spill Response

I. PURPOSE

This attachment provides the policies and procedures for responding to emergency releases of hazardous material/waste and potential accidents that can have impact(s) on the environment.

II. SITUATION AND DEFINITIONS

A. Situation

This annex applies only to procedures for hazardous material/waste releases that go beyond local area resources. Procedures dealing with spills that occur in local areas are covered by WSI 25-SW-0034, "WSTF 100 Area Emergency Response Plan for Hazardous Chemical Releases"; WSI PROP-0055, "Propulsion Test Emergency Procedures Implementation"; WSI LSAFETY-0001, "WSTF 200 and 800 Area Emergency Response Plan for Hazardous Chemical Releases"; WJI LSAFETY-0229, "Hazardous Chemical Spill Procedures"; WJI SVC-FABL-0002, "HWDL Use and Maintenance, and Spill Response for the Chemical Etch Laboratory"; WJI SVC CSS-0037, "Proper Handling and Disposal of Chemicals and Wastes Generated in the Component Services Laboratory"; WJI 800-0053, "Hazardous Materials Release Procedure for the Materials Preparation Laboratory in 803 and the Materials Facility in 804"; and WJI 800HFF-0055, "Area Spill Procedure".

Requests from off-site HAZMAT response are pre-approved through MOU's with White Sands Missile Range (WSMR) and Las Cruces Fire Department (LCFD).

Requests from off-site Emergency Response [Fire and Medical] are pre-approved through MOU's with White Sands Missile Range (WSMR), Las Cruces Fire Department (LCFD) and Dona Ana County Fire.

B. Definitions

Terms used in this annex are defined below.

Emergency release - the release of a hazardous material/waste that occurs outside of WSTF-controlled work areas or, within those areas, goes beyond the scope of the local area emergency procedures, controls, or resources.

Emergency response - a response effort to a fire, explosion, or unplanned occurrence that results, or/ is likely to result in an uncontrolled release of hazardous materials/waste into the environment. Responses to releases of hazardous materials/waste in which there is no potential safety or health hazard

(i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

HAZMAT - hazardous materials.

Incident Command System (ICS) - the command system based on a nationally recognized system for managing critical situations, which includes the following characteristics: (1) common organizational structure; (2) common terminology; (3) uniform and consistent procedures; and (4) coordinated communications.

Incidental release - the release of a substance that can be handled within the scope of the local area emergency procedures, controls, and resources.

III. CONCEPT OF OPERATIONS

A. General

Response to the release of a hazardous material/waste at WSTF will be as follows:

1. The local area or worksite will exercise emergency procedures that identify the responsible person (Incident Commander) in charge.

2. The IC will assess the situation and, if it is an incidental release, will perform control and cleanup with appropriately trained personnel equipped with appropriate personnel protective equipment (PPE) in accordance with local work authorizing document or initiate local area emergency plan.

3. If the incident is beyond the control of the local area IC, then Emergency Services will be called to respond.

4. The local area IC and Emergency Services IC will establish Unified Command.

B. Emergency Release or Spill

The following will be implemented in the event of an emergency release or spill of any hazardous material/waste requiring HAZMAT response in the following phases:

1. <u>Phase I</u>, Initial Response: This phase identifies and contains hazardous material/waste releases, and includes the following actions to save lives, reduce injuries, and protect the environment: evacuation of nonessential personnel; cordoning off the danger area; performing fire and rescue

operations; stopping the release if possible; and preventing the spread of the released material into the environment.

2. Phase II, Recovery of Released Hazardous Material/Waste: In this phase, cleanup operations and recovery of the spilled material/waste contaminated by the release are performed.

3. Phase III, Short- and Long-Term Site Restoration (Post-Emergency): In this phase, contaminated soil is removed, the site is restored to permit personnel to resume normal activities, and further contamination of the environment is prevented.

C. HAZMAT Response Team

The HAZMAT Response Team consists of all WSTF FD personnel and selected personnel from the operational areas who are trained to the HAZMAT Technician level. The FD is responsible for HAZMAT Response Team training and equipment, and performs Phase I and Phase II activities.

Within the WSTF hazardous test areas, supervisors are responsible for writing plans for Phase I emergency response actions to secure the test systems, alert personnel, and evacuate personnel to assembly areas as directed by the cognizant Office Chief or Department Manager/Director. The HAZMAT Response Team will be called when it is determined by the local area person in charge that the condition constitutes an emergency. Incidental spills will be handled and controlled by appropriately trained personnel within the area.

The NASA Environmental Program Manager and the contractor Environmental Section are responsible for approval and oversight of Phase III remediation activities. Operational area personnel will assist in the cleanup operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The WSTF Site Manager provides necessary resources to maintain a competent emergency response capability in accordance with 29 CFR Part 1910.120.

B. NASA Office Chiefs are responsible for: providing appropriate personnel to the HAZMAT Response Team, assuring that personnel under their jurisdiction are appropriately trained in the hazards associated with their operations, and assuring that emergency procedures are established for local area employees to perform emergency shutdown, evacuation, and other initial control functions.

C. NASA Environmental Program Manager assures proper reporting of hazardous material/waste releases, assists the EPC in critique of emergency responses, approves of post-emergency cleanup and decontamination activities, provides oversight of the contractor Environmental Section, and reports releases of

hazardous material/waste in compliance with EPA, OSHA, and New Mexico Environment Department reporting requirements.

D. Contractor Environmental Department provides an advisor to the IC during emergency response incidents, and supervises Phase III operations. In addition, the Environmental Department will help maintain the Emergency Preparedness Plan (WSP 25-0009) with the information required by 40 CFR Subpart D-Contingency Plan and Emergency Preparedness and 40 CFR 265.52 (90-Day Storage Standards) for its use as a Contingency Plan.

E. The Safety Office reviews the results of all HAZMAT responses and serves as advisor to the IC during emergency incidents.

F. The Industrial Hygienist (IH) serves as a consultant to the Safety Officer for all OSHA-related issues. The IH also serves as an advisor to the Safety Officer during emergency response activities, assisting the Safety Officer in determination of appropriate PPE and emergency response equipment. The IH may also serve as an advisor to the Environmental Section during Phase III operations.

G. The WSTF Fire Chief serves as Emergency Preparedness Coordinator in the absence of the EPC.

I. The WSTF Ordnance Officer serves as an advisor to the IC for any incident involving explosives, propellant and pyrotechnics.

J. Area Supervisors are responsible for training personnel in local area hazards, emergency procedures, incidental spill cleanup, and completion of spill reports, reviewing area procedures for adequacy in the event of an emergency release, and assisting the IC, where possible, during HAZMAT responses in their areas.

K. Security Guards will assist in traffic control and deny entry of vehicles into evacuation zones, and may also assist in evacuation when requested.

L. The Public Affairs Officer will be the point-of-contact for any off-site news bulletins concerning hazardous releases. The news releases must have the approval of the NASA Manager before release.

M. Evacuation Coordinators are assigned to all occupied buildings at WSTF. During fires and other emergencies, Evacuation Coordinators assist in safely evacuating employees by directing them to assembly areas as directed by alarmed condition or IC.

N. Fire Brigade has been trained to support the fire department during major emergencies.

O. Incident Commanders have ultimate authority and command during emergency responses. They are responsible for coordination of activities during emergency responses. This coordination includes ensuring prompt notification is provided to Environmental representatives when potentially reportable quantities of hazardous material/waste are released into the environment. The Incident Commander has the authority to commit the necessary site resources, including equipment and manpower, to mitigate the emergency situation.

P. The HAZMAT Response Team is responsible for responding to releases or potential releases of hazardous material/waste in order to favorably change the outcome of the release.

V. INCIDENT COMMAND STRUCTURE

The overall structure of the WSTF ICS is shown in Table 1. The ICS structure is designed so that the IC communicates with as few personnel as practical so as not to become overloaded with information. The EG and the IC work together to respond to and recover from any emergencies affecting the facility.

VI. EMERGENCY RESPONSE EQUIPMENT

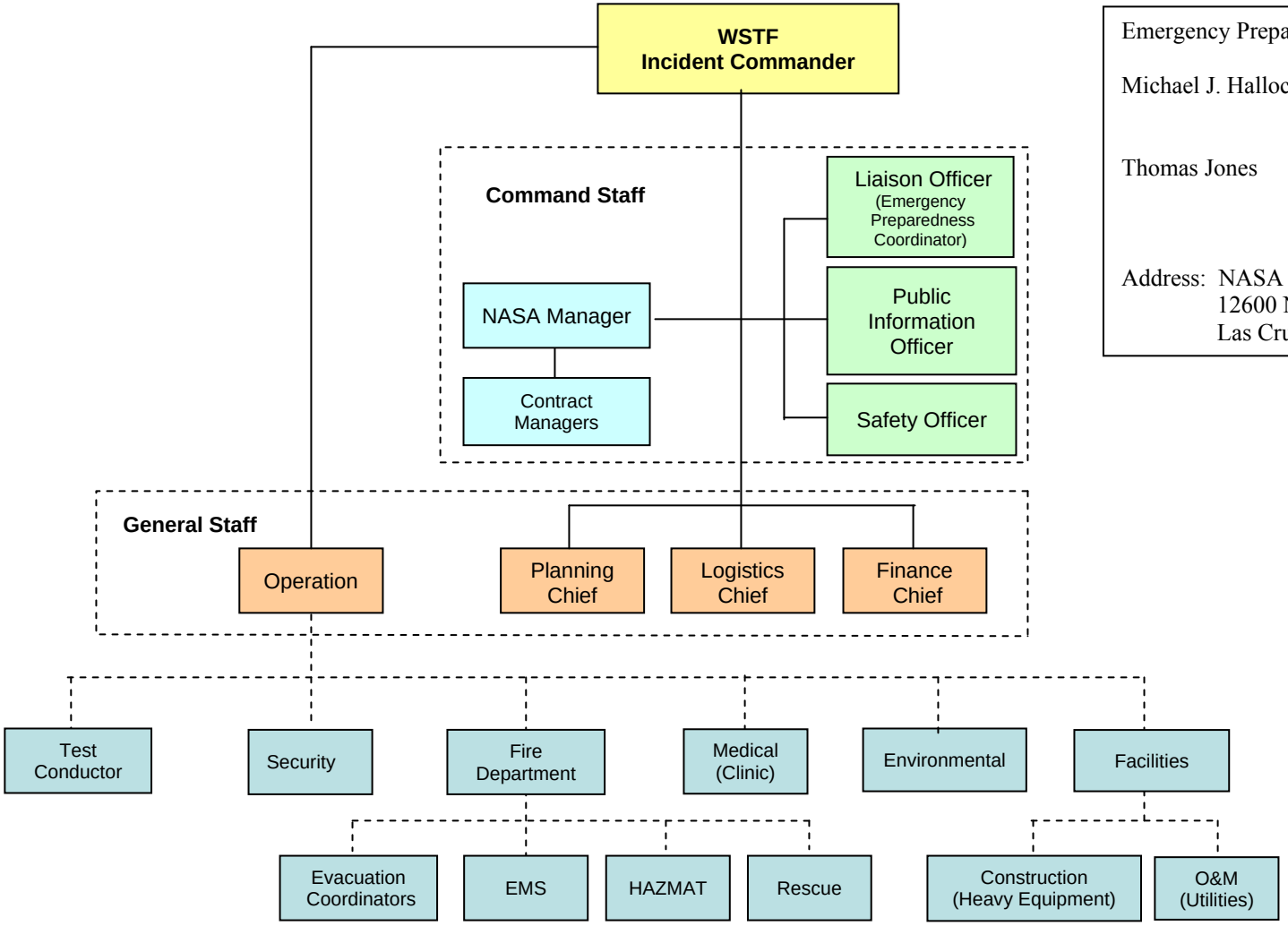
Emergency response equipment list is shown in Table 2.

VII. ATTACHMENT DEVELOPMENT AND MAINTENANCE

ES and EPC are responsible for the maintenance and improvement of this attachment.

Attachment Q Issued: 04/14/11

Table 1: WSTF Incident Command System



Emergency Preparedness Coordinator

Michael J. Hallock, II	Mobile: 575-649-5428 Office: 575-524-5428 Home: 575-527-1938
Thomas Jones	Mobile: 575-649-3687 Office: 575-524-5641 Home: 575-649-3687

Address: NASA JSC White Sands Test Facility
12600 NASA Road
Las Cruces, NM 88012

Table 2

FIRE DEPARTMENT EMERGENCY RESPONSE EQUIPMENT		
Equipment	**Description**	**Capabilities**
Fire Extinguishing/Rescue:		**Location: Building 104**
Fire Truck/Ladder 75'	Ladder Truck	1500 GPM, 500 gal water tank, firefighter equipped
Fire Truck/Pumper	Class A Pumper and All-wheel drive Class A Pumper	1000 or 1250 GPM, 750 or 1000 gal. water tank firefighter equipped
Brush-fire truck	All-wheel drive	Firefighter equipped
Command Unit	2008 Suburban	Response Command Unit
HAZMAT/Rope Rescue/Ambulance	Can be used as a Type 3 ambulance. Day to day activity. Quick response HazMat and Rope Rescue	Quick response HazMat/Rope Rescue
Ambulance	Type 32008 and Type 3 2006	Equipped and staffed
Gas Detection Monitors	Multi gas monitor, Dragger Pac III	Monitor O2, H2S, CO, & Combustible Gases, Hydrazine and Oxidizer
Thermal Imagers	Heat detector	Monitor for Heat
Confined Space Rescue Equip.	Such as: Harness, Hardware, Straps, rope, or lifting frame, Tripod	Confined Space Rescue
Fire Suppression Foam	Such as: Chemguard AFFF Alcohol Restraint Foam Class A Foam	Alcohol and Hydrocarbon fire suppression, Class A Fire suppression, Environmental friendly foam
Patient Stabilization/Transport Equipment	Backboards, stretchers, basket w/straps	EMS
Spill Control		**Location: Building 104**
HazMat Spill Response Trailer	Enclosed 20'x 6'10" x 6' tandem-axle	Response equipment transport
Generator	7000 Watts, 120/240 Volts, electric start	Illumination during night-time operations
SCBA Harnesses and filled Bottles	4500 psi	45/1 hr air supply
Black Vinyl Aprons	Chemical Resistant	Corrosive and splash protection
Over Packs (Screw Lid or Clasp Lid)	55 or 95 gallon containers	Spill Containment
Various Spill Kit Equipment	Such as: ERG Book, Plastic Bags, Assorted Pigs, napkins, Pads, buckets, goggles, gloves, plastic bags, bags of sand, spill pillows, absorbent, etc.	Spill Containment, Spill Absorbent
Acid Neutralizer	Chemical compatibility w/site waste	Spill Absorbent/Neutralizer
Pumps	Such as: Submersible & Centrifugal	Spill Transfer

FIRE DEPARTMENT EMERGENCY RESPONSE EQUIPMENT		
Various equipment for patching/sealing drums or containers	Such as: pipe wraps, metal pipe jackets, drum roll patch, Epoxy patch etc.	Drum/container patching and contamination containment
Tool Kit	Such as: Non sparking wire brush, monkey wrench, assorted box end wrenches, channel locks, crescent wrench, assorted screw drivers, etc.	Drum/container patching and contamination containment
Mercury Spill Kit	Clean up, containment, decontamination and emission of mercury vapors	Contamination containment
Level A Suites	Fully encapsulating	Chemical protection
Lighting Equipment	Such as: Portable electrical flood lights, power strip, extension cords	Illumination
Hazmat Response Equipment	Such as: disposable gloves & booties, HAZMAT I.D. Cards, zip-locks, Insta-check P.H. kits, safety glasses, assorted gloves, hazmat, tyvek	Hazmat Response, level "C" protection (glasses), chemical resistant gloves, chemical resistant or chemical resistant steel toe/midsole boots.
Spill Control Heavy Equipment		**Location: 150 Yard**
Various Trailers	Such as: Vacuum Trailer, low-boy trailer, tanker trailer	Spill containment/transfer of containers and equipment
Various Heavy Equipment	Such as: Front End Loader, Crane, backhoe, dump trucks, forklifts	Earth and container movement
Livestock storage tanks	1,000 gallons	Spill Containment
Portable Pumps	various sizes	Waste transfer
Decon Equipment		**Location: Building 104**
Decon Station, kiddy pools, wooden benches	poly-lined boxes w/decon shower, poly-line pools	Decon
Open Top Container	Poly w/lid	Decon – PPE collection
Brushes	Long handled/soft	Decon – Equipment
Hoses/Connections	Water garden hose	Decon – Equipment
Plastic Sheeting	Rolled plastic sheeting	Decon station containment
Neutralizing solutions	Such as: Clorox/Caustic	Decon contamination
Soil, Sand and Gravel	Naturally occurring	Diversion, dyking and erosion control

Attachment R Issued: 04/14/11

Attachment R
Annex R - Rescue

I. PURPOSE

This attachment provides planning by which a trained and equipped emergency rescue force can locate, identify, and remove survivors who have been injured and are in need of medical treatment, or who are marooned in an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

WSTF buildings are subject to structural damage from severe weather, fire, and explosions that could result in people being trapped in damaged and collapsed structures or lost in remote areas on site.

B. Assumptions

A trained, equipped, organized rescue force will provide the capability to efficiently conduct methodical search-and-rescue operations, suppress and minimize loss of life, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.

III. CONCEPT OF OPERATIONS

A. Day-to day rescue operations

The WSTF FD provides 24-hour coverage regarding fire safety and security. The department maintains equipment and staffing in a continuous state of readiness because of their day-to-day operations. In addition, departmental personnel are trained emergency medical technicians and are familiar with extrication techniques.

B. War-related events

The technical competence and ready availability of the rescue force will be augmented during emergencies by mobilizing additional skills in medical, building trades, engineering services, heavy equipment operation, and communications.

C. Natural disaster and technological hazards

The day-to-day rescue capability will be augmented during natural disasters to the extent necessary to eliminate the problem at hand. The operation may require mobilizing medical personnel, building trades, engineering services, heavy equipment operation, the heavy-duty rescue squad, and mutual aid and military support.

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

ES is responsible for the maintenance and improvement of this attachment.

Attachment S Issued: 04/14/11

Attachment S
Annex S - Transportation

I. PURPOSE

This attachment provides a planning for the effective allocation of site Government Services Administration (GSA) vehicles in an emergency situation or disaster at WSTF.

II. PROCEDURE

A. In the event of an emergency that requires the use of site GSA vehicles, the following individuals are to be contacted:

	Home Phone No.	Work Phone No.
Johnny J. Bernal	527–2262	524–5140
Claudia Cardona	642–6076	525–5234
Paul S. Goodwin	382–3544	524–5781

These individuals are responsible for obtaining, coordinating and disbursing site vehicles in the event of an emergency situation or disaster:

B. In the event of an emergency that requires the use of site heavy equipment contact:

	Home Phone	Work Phone
David Martinez	523–2387	524–5179
Ed Bagwell		524–5303/649-5454
Greg Powe		524-5116

The following heavy equipment is available for emergency response activities.

Equipment

One 180-ton crane and one 30-ton crane and one boom truck 7.5 tons
Backhoes
Loaders
Graders
Man lift equipment
Forklifts

Attachment S Issued: 04/14/11

Bobcat
Tractor for trailers (Hazardous Material Certified)
Dump trucks
Water truck
Air compressors
Generators

III. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The FO is responsible for the maintenance and improvement of this attachment.

Attachment T Issued: 04/14/11

Attachment T
Annex T – Training

I. PURPOSE

This attachment provides planning for a comprehensive training program in emergency management for all departments and personnel who support the emergency services at WSTF.

II. SITUATION AND ASSUMPTIONS

A. Situation

During an emergency, all WSTF departments may provide services that interface with other departments. Because disaster situations are unusual and infrequent events, it is essential that regular training be conducted to indoctrinate personnel, test plans, evaluate response plan and improve performance.

B. Assumptions

New employee indoctrination, drills and critique of drills will be the primary training tools used at WSTF.

III. CONCEPT OF OPERATIONS

A. General

The EPC will assist in coordinating an ongoing program of training to include indoctrination, drills, and exercises.

B. Phases of Management

1. Mitigation

a) Development of training curriculum.

b) Identify training aids, resources, and needs.

2. Preparedness

a) Conduct local drills.

b) Schedule personnel to attend training programs.

c) Participate in center-wide and agency drills as appropriate.

d) Review performance during drills against plans.

e) Provide critiques of drills to department heads.

3. Response

Prepare and maintain records of all training activities.

4. Recovery

a) Critique performance and note weaknesses.

b) Develop drills and training materials to strengthen and test shortcomings.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Task Assignments

1. Emergency Preparedness Coordinator (EPC)

a) Develop an annual training plan to include instruction, tabletop and full-scale drills.

b) Conduct drills. Arrange for a critique and provide a summary to the appropriate Office Chiefs and Department Managers/Directors.

2. All Offices and Departments

a) All Office Chiefs and Department Managers/Directors should regularly identify to the EPC those areas involving their local emergency procedures, which should be tested and drilled with other offices and departments.

b) Each Office Chief and Department Manager/Directors is responsible for internal departmental training programs that exercise emergency situations (spills) in support of the emergency management program.

3. Specific Support

Upon the initiation of an emergency exercise, the IC/UC may request Communication Group send a representative to Dispatch to monitor and real time trouble shoot communication problems.

Attachment T Issued: 04/14/11

V. DIRECTION AND CONTROL

Training programs and drills involving only a single department may be scheduled and conducted by the department head at any time. Such activities that are supportive of the overall emergency management program should be reported to the EPC.

The EPC should be involved in all drills that involve multiple departments at WSTF.

VI. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The EPC, ES, COS and ECNS Line Manager are responsible for maintenance and improvement of this attachment.

Attachment T Issued: 04/14/11

Training Schedule

Training Schedule

WSTF/WSC/ADF-SW Fire & Emergency Preparedness Program

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
WSTF Facility Fire Inspections – Drills												
100 Area & 600 Area & Site Utilities				X								
200 Area			X									
800 Area and 250, 270, and 700 Areas												X
WSSH											X	
300 Area and 500 Cryo Area								X				
400 Area and 500 Propellant Area							X					
WSC /ADF-SW Pre-plan/ Fire Inspections - Drills*												
WSGT T-1	X											
WSGT T-25, T-20, T-21, T-14, T-16		X										
STGT T-4					X							
ADF-SW						X						
Fire Program Training/Testing/Audits												
Training for warning, communications		X										
Training for shelter, mass care, evacuation			X									
Evacuation Coordinator Audit	X			X			X			X		
Fire Hydrants Testing	X			X			X			X		
WSTF Sprinkler Stand-pipe Inspection	X			X			X			X		
WSTF Fire Apparatus Pump Test								X				
WSTF Fire Hose Pressure Testing								X				

Attachment T Issued: 04/14/11

Training Schedule

WSTF/WSC/AF Fire & Emergency Preparedness Program– 2003

Date Originated: 01/05/03	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Emergency Preparedness												
WSP 25-0009 Annex Review	N				A,B,Q	C,E,R	F,G,H	J,K,L	D,S,M	I,O,P	T,U	
Local Emergency Plan Review (Area)			200	100	600	400	Fuel	300	Cryo		700	800
Management Tabletop Exercise	X											
Functional or Full-Scale Exercise				X								
Exercise Design											X	
Management Approval of Exercise												X

Attachment U Issued: 04/14/11

Attachment U
Annex U – Legal Services

I. AUTHORITY

See JPR 1107.1, The JSC Organization.

II. SUPPORT

Legal support shall include in-depth advice on relevant laws and/or regulations (for example: emergency, environmental, privacy, and information release), civil and criminal liability issues, and claims matters.

III. RESPONSIBILITIES

A. Be the legal advisor to activities and groups under the emergency plan(s).

B. Provide legal advice/assistance to management during emergency situations.

C. Provide legal review of SOP's as needed.

D. Review and assist in the development of mutual support agreements as needed.

IV. POINTS OF CONTACT

AL/Office of the Chief Counsel shall be the primary source of legal support. The following members of the Legal Office have been assigned to initially respond to requests for legal advice under this plan and during any emergency:

A. Primary - AL/Amy Voigt [(281) 483-1005]

B. Alternates - AL/Donna Shafer [(281) 483-4258] and AL/Jennifer Aranda [(281) 483-1018]

V. LINES OF SUCCESSION

Maintain Attachment U, “Legal Services”; (This is the same as JSC Annex T)

Attachment V Issued: 04/14/11

Attachment V:
Annex V – Bomb Threats

I. PURPOSE

This attachment provides instructions for all White Sands Test Facility employees in the event of a bomb threat. The term bomb threat is used to describe any threat of damage through explosive means including a bomb, missile or other destructive explosive device.

Figure 1 shows a process flow chart.

II. SITUATION AND ASSUMPTIONS

A. Situation

Bomb threats may be specific or non-specific. The non-specific bomb threat is one in which the informant simply states there is a bomb on the premises, but gives no specific details about the location or type of bomb. In the specific bomb threat, the informant often gives specific information about the bomb such as its location, type of packaging, what it looks like, time of detonation, who is responsible, and the reason for using the bomb.

B. Assumptions

Although threats are delivered in a variety of ways (third party notices, written documents, recordings) the majority are made by telephone calls. There are two logical explanations for making a call:

1. The caller has definite knowledge or believes that a bomb has been or will be placed, and he or she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.

2. The caller wants to create an atmosphere of anxiety and panic that will, in turn, result in a disruption of normal activities at the facility where the device is reportedly placed.

Another bomb threat method of delivery to WSTF would be devices that are delivered through the U.S. Postal Service or other delivery providers, such as FedEx, UPS, etc. In most cases, the type of manner of packaging (unprofessionally wrapped, irregular shape, protruding wires, aluminum foil, visible oil stains, or a peculiar odor), alone with data on the package (inaccurate information on addressee, distorted handwriting, excessive amount of postage,

and parcels marked "Personal" or "Private") are the only indicators that something is not right. When the threat level is heightened, all mail and packages should be X-rayed before delivery.

Another method of delivery could be devices and weapons systems designed to cause mass destruction delivered to WSTF through the gate. Like suspect mail devices, in some cases the general appearance and unusual smell of a vehicle, along with the manner of the individual driving the vehicle will be the only indicators all is not right.

To ensure the safety of WSTF personnel, each threat must be taken seriously and appropriate action taken until it can be determined that no device is present or the threat is unfounded. This directive provides guidelines to evaluate and manage a bomb threat.

III. CONCEPT OF OPERATIONS

A. Receiving a Bomb Threat

1. When anyone within the WSTF receives a Bomb Threat, the following steps should be taken:

   a) Remain calm.

   b) Any employee receiving a bomb threat by telephone should attempt to transfer the call to the Security Office or NASA Dispatch, ext. 5078 or 5641.

   c) If the employee is unable to forward the call, keep the caller on the line as long as possible. Refer to the emergency Procedures, WSTF-RD-0037-001-01 section Bomb Threat Procedure and complete the report. ***Note***: An additional resource for information is the Bomb Threat page on the WSTF Internal Home Page, at https://www1.wstf.nasa.gov/Default/EMS.asp . Attempt to identify background noises.

   d) Make an educated guess as to the sex, age race, voice, accent, etc. Note the exact time that the call was received and when the call terminated. Make notes of the caller's exact words and write them down. Ask the caller to repeat his message to ensure that you wrote everything that he/she stated.

   e) Ask the caller the location of the bomb, type of explosive device placed, what the device looks like and the time of detonation. If

this information is refused, ask what building will be destroyed and ask again the time of detonation.

f) Immediately report the call to the Security Office, ext. 5078 or 5641.

g) If the threat is received by mail secure the written material as evidence with minimal handling. If the threat is received by computer, record the date, time, and port or account from which the threat was made, if identifiable and print the threat message. In all cases you will be requested to report to the Security Office immediately so that you can make a statement.

B. If the Security Office or WSTF NASA Dispatch receives directly or indirectly a bomb threat or a report of a suspicious item, package, or vehicle, this procedure will be implemented. The WSTF NASA Dispatch will immediately contact the prime contractor FSO. In the event that the SO was contacted directly, he will immediately contact the WSTF NASA Dispatch. The FSO will request the WSTF NASA Dispatch to dispatch the on-duty shift Security Lieutenant, and one additional patrol to the location of the threat. Routine security operations, with the exception of main gate operations, will be suspended and the manpower redirected to support the incident as needed. All communications on the security radio channel will be minimized to the emergency only. Security forces will utilize the primary security radio channel for this incident unless directed otherwise by the FSO or his designee. If the location of the threat is not known, the Lieutenant and patrol will organize themselves to conduct a general search. If an area appears to be unreasonably large for a two man search, the Lieutenant may request support from the White Sands Complex Security Lieutenant or the Emergency Services Section through the WSTF NASA Dispatch.

C. The FSO will make a determination if the threat is creditable or not and ensure that the Executive Group is notified through the Emergency Preparedness Coordinator.

D. The FSO will ensure that a basic scenario of events has been provided to Dispatch, written or verbal, for notification purposes. The WSTF NASA Dispatch or FSO will make information notifications, as directed by the FSO, to the following agencies and organizations:

Doña Ana County Sheriff's Department	Dispatch # 526-0795
Federal Bureau of Investigation	526-2351

WSC Security Manager	525-5078 or 635-9448
ADF-SW Security Manager	525-5244 or 525-5208
WSMR Military Police	678-2722
Fort Bliss K-9 Patrol (Bomb threat)	(915) 568-8561

Formal requests for assistance from Law Enforcement Agencies will be directed or conducted by the FSO or his designee. If a suspected device has been discovered during searches, the FSO will immediately request the WSTF NASA Dispatch to notify everyone in the above listed of this update. The FSO will immediately ensure that the executive Group has been apprised of the update.

E. If the FSO has deemed the threat credible, a recommendation to evacuate the affected building will be made to the Executive Group. If the threat has been deemed not credible, then a recommendation will be made to not evacuate the building and to discontinue bomb search activities activated above. If credible a Public Address (PA) announcement will be made by the WSTF NASA Dispatch that a Bomb Threat has been received at WSTF and a request made for employees to make a cursory look at their office, work and test area for anything out of the ordinary. In cases where a specific building has been identified without an exact location, only those buildings occupants will be requested to perform a cursory search of the area. If anything suspicious is observed immediately contact the Security Office at ext. 5222, 5186, WSTF NASA Dispatch at ext. 5641 or an on-scene Security Officer. DO NOT TOUCH OR HANDLE the suspicious item(s). In situations that have been deemed time critical and a necessity exists to immediately exit the area, no cursory look will be conducted by employees and that statement will be included as part of the notification made above.

F. The Security Lieutenant initially in charge of the scene will keep the WSTF NASA Dispatch and on-scene Security Officers fully informed of all developments of the incident.

G. If a building or facility is the subject of the bomb threat and the threat was non-specific as to its exact location within the structure, security officers will first begin searching the exterior of the building and all evacuation routes. If a suspect package is found, they will secure the area and inform the contractor FSO. All radio or cellular phone communications will be discontinued in the immediate area of the suspected device. The FSO will then ensure that the Executive Group is notified and recommends that the building be evacuated. If no suspect package/item is found, security officers will monitor the exterior of the

facility. The on-scene Security Lieutenant will then coordinate an interior search of the building/facility.

H. If the location of the suspicious item/package is known within the structure, the Security Lieutenant will first ensure the exterior of the building/facility is safe, and then one officer will be sent into the facility to validate the item's presence. If the item/package is located, public access to the area will be restricted, if possible, to at least 300 feet and up to 7,000 feet, as appropriate. Visual contact with the item/package will be maintained, if possible. If the suspect item/package is not an item received at the mail room or warehouse, the Security Lieutenant will attempt to identify the owner by questioning personnel in the area. If the owner is not identified, security officers will maintain their perimeter of the scene until the Dona Ana Special Response Unit (Bomb Disposal) and/or FBI arrives. If the location of the threat is not known, all available security resources will be directed to an appropriate location for a briefing and to be organized for a general search.

I. If local employees and security personnel are unable to find the suspect package/item, security officers will monitor the exterior of the facility until the arrival of the Ft. Bliss K-9 unit. On-scene Security will provide support as necessary to the K-9 search unit. If no device is discovered, and no time of detonation was given, WSTF personnel will wait for an All-Clear from the incident commander before being allowed to return to work.

J. If a non-credible threat was received, a search of the building where the call was received will be conducted by employees and security personnel. Upon the arrival of the K-9 unit, the facility will be evacuated to expedite the K-9 search process. If no device is discovered, an All-Clear will be given and employees will be allowed to return to work.

K. If the suspect device is discovered during the course of a vehicle inspection or a traffic stop, security resources will secure the scene by treating the incident as a "felony stop", if necessary. Public access to the scene will be restricted. Depending on the type of vehicle, available information on the device, and terrain; minimum evacuation distance of 300 to 7,000 feet may be needed. Bystanders will be evacuated from the immediate area and suspects will be detained. As soon as possible the WSTF NASA Dispatch will be informed of the incident and contractor FSO will be notified. If the incident has been identified as a crime scene, steps will be taken to preserve evidence until local or federal law enforcement agencies arrive.

Warning: Radio transmissions and cellular telephone use within 25 feet of a suspected device can cause premature detonation of an electric blasting cap.

L. The probability of finding an improvised explosive device (bomb) that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode. Most

bombs are homemade and are limited in their design only by the imagination of and resources available to the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

The security specialist in charge will organize search teams from whatever manpower resources are available: WSTF Security Office resources, contract security person, HSEs, fire wardens and/or other building occupants.

M. Facility Searches: The size of the search teams will depend on the size of the facility to be searched. For a rapid facility inspection, the use of area occupants to inspect their own area and determine if anything is out of place or if there are boxes, packages or cases that should not be in the workplace. For multiple story buildings, it may be necessary to form teams for each floor. Searches should follow two basic rules using two-person search teams. The teams should start the search from the outside exits/entrances and work towards the inside; when inside, they should search all escape routes then continue the search from the lowest level and search to the top level. Each room/area subject to the search should be divided in half by the two-person team and a search height selected (floor to eye level/eye level to ceiling). Search the area from the floor to the ceiling working along the walls and proceeding to the center of the area. The search areas need to be coordinated to avoid repetition. Generally, the premises should be swept systematically at least once.

N. WSTF Wide Searches: If a general search of the WSTF is required when there is a bomb threat involving a possible vehicle, a large device allegedly planted near a facility, or a non specific threat given with no location. Mobile and ground Security search teams will be organized to search the exterior of buildings and nearby parking lots of facilities according to their mission priority. WSTF employees will be requested to provide a cursory search of their office area, work area and test area(s) as appropriate. Security personnel will search:

- "Priority 1 Facilities" which include Buildings 100, 101 and the 200 Area Complex
- "Priority 2 Facilities" which include Buildings in the 300 and 400 Areas
- "Priority 3 Facilities" which encompass all other buildings

Attachment V Issued: 04/14/11

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

B. Task Assignments

1. Center Chief of Security (COS), Contractor Facility Security Officer (FSO) and Security will:

   a) Advise the Site manager and senior staff on all aspects of security and coordinate all security activities on the site and

   b) Serves as the Incident Commander (IC) (for bomb threats)

C. For additional security functions on all other emergencies see Attachment G

V. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The COS is responsible for the maintenance and improvement of this attachment.

White Sands Test Facility Standard Procedure

WSP 25-0009.G
Issued: 04/14/11

WSTF EMERGENCY PREPAREDNESS PLAN

1. PURPOSE

   This WSP establishes procedures and responsibilities for development, maintenance, and exercise of the WSTF Emergency Preparedness Plan (Program). This plan provides direction to mitigate the effects of hazards, preserving life and minimizing damage to WSTF operations and infrastructure. This plan directs response during emergencies, and establishes a recovery system in order to return the facility to normal operations after a major incident, such as a natural disaster or a technological accident.

2. REFERENCES

   a. NPD 8710.1, "Emergency Preparedness Program"

   b. JPR 1040.2, "JSC Emergency Preparedness Program"

   c. MSM 4.2.1.8, "Emergency Management"

   d. WSP 01-0005, "Succession to Key Positions"

3. ATTACHMENTS

   a. Warning

   b. Master Emergency Communications Plan

   c. Shelter Mass Care, and Accountability

   d. Radiological Protection

   e. Evacuation

   f. Fire Prevention and Control

   g. Security

   h. Industrial Safety and Occupational Health

   i. Emergency Public Information

   j. Damage Assessment

   k. Plant Engineering and Utilities (includes Annexes K and L)

m. Financial Management

n. Command and General Staffs/Direction and Control

o. Human Resources

p. Hazard Mitigation

q. HAZMAT/ Hazardous Material/Waste Spill Response

r. Rescue

s. Transportation

t. Training

u. Legal Services

v. Bomb Threats

4. DEFINITIONS

a. *Area Communication Systems (ACS)* – Hardware and Software used within an operational area to facilitate communication and notification in the event of a local incident (non-emergency)

b. *Command Staff* – Command staff (CS) consists of the NASA Manager, the Program Manager, and the NASA Office Chief /Department Managers/Directors if requested by the NASA Manager or Program Manager.

c. *Disaster* – A situation resulting from an incident which causes widespread or severe damage, injury, loss of life, property, or resources and for which the recovery capabilities of a jurisdiction are exhausted. Disaster assistance provided by the federal or state government is intended to supplement local government resources to enhance recovery capabilities and achieve a speedy and efficient return to pre-incident conditions.

d. *Emergency* – (OSHA) An immediate threat to life, property or environment that requires resources outside the local vicinity. (i.e. 200 area requires local fire department help)

e. *Emergency Communication Systems (ECS)* – Employee Alarm System – 29 CFR 1910.38 Hardware and Software that alerts employees to actions required under the site emergency plan. WSTF hardware and software systems are required for communication (2-way) and notification (1-way) in the event of an emergency to facilitate the ICS.

f. *Emergency Communication System (ECS) Line Manager* – NASA Person responsible for “Management of Change”, Configuration Control, Security, and closure of ECS related issues (Standing Member of EPPB)

g. *Emergency Preparedness Planning Board* – A Board appointed by the NASA WSTF Manager with responsibility for maintenance and review of the WSTF Emergency Preparedness Plan, and coordination, implementation and critique of emergency drills.

h. *Emergency Release* - the unplanned release of a hazardous material/waste beyond the scope of the local area emergency procedures, controls, or resources.

i. *Emergency Response* – a response effort to a fire, explosion, or unplanned occurrence that results, or/ is likely to result in an uncontrolled release of hazardous materials/waste into the environment. Responses to releases of hazardous materials/waste in which there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

j. *Emergency Services Section* – The Emergency Services Section are firefighters, auxiliary firefighters, emergency medical technicians, hazardous material/waste response personnel, security personnel, and medical staff personnel.

k. *Executive Group* – The Executive Group (EG) consists of the NASA Manager, the Program Manager, and the NASA Office Chief/Department Managers/Directors if requested by the NASA Manager or Program Manager. Other individuals may be called upon in specific situations.

l. *General Staff* - General Staff consists of operations, planning, logistic and finance.

m. *HAZMAT* – hazardous materials.

n. *Hazard mitigation* - Any action taken to eliminate or reduce long-term risk to human life and property from natural and other hazards.

o. *Incident Command System (ICS)* – the command system based on a nationally recognized system for managing critical situations, which includes the following characteristics: (1) common organizational structure; (2) common terminology; (3) uniform and consistent procedures; and (4) coordinated communications.

p. *Incidental release* - the release of a substance that can be handled within the scope of the local area emergency procedures, controls, and resources.

q. *Mitigation* – Activities that eliminate or reduce the probability of a disaster occurring. Included are those long-term activities that lessen the undesirable effects of unavoidable hazards, such as natural disasters.

r. *Preparedness* – Activities performed to develop the response capabilities needed in the event of an emergency. Planning and training are among the activities conducted under this phase.

s. *Recovery* – Operations to restore vital services to the facility and restore the facility to normal operations. Examples of recovery actions are temporary relocation of offices disrupted by structural damage, restoration of non-vital government services, and reconstruction of damaged areas.

t. *Response* – The actual provision of emergency services during a crisis that helps to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

u. *Shelter in Place* – In the event of an emergency involving an exterior agent such as a chemical spill/release or adverse weather condition (tornado/high winds), site employees will proceed inside any permanent substantial (not sheet metal) structure (building, bunker, tunnel, etc.) immediately to avoid exposure to the harmful agent or condition.

v. *Unified Command* – Unified Command (UC) is the union of two or more Incident Commanders usually a fire official or security official and the designated area representative sharing responsibility. UC can be both fire and security officials.

5. ACRONYMS

a. AO – Administrative Office

b. ADF-SW – Aerospace Data Facility – Southwest

c. BHM – Blockhouse Monitor

d. CG – Communications Group

e. CS – Command Staff

f. COS – Chief of Security

g. DAT – Damage Assessment Team

h. EAP – Emergency Action Plans

i. EMS – Emergency Medical Services

j. ENAS – Emergency Notification & Accountability System

k. ENCS – Emergency Notification & Communication System

l. EPO – Emergency Planning Officer

m. EPC – Emergency Preparedness Coordinator

n. EPPB – Emergency Preparedness Planning Board

o. EPI – Emergency Public Information

p. ERT – Emergency Response Team

q. ES – Emergency Services

r. ESS – Emergency Services Section

s. FO – Facility Operations

t. EG – Executive Group

u. FSO – Facility Safety Officer

v. FC – Fire Chief

w. FD – Fire Department

x. GS – General Staff

y. GSA – Government Services Administration

z. HSE – Health, Safety and Environmental Facility Manager

aa. IC – Incident Commander

bb. ICS – Incident Command System

cc. IH – Industrial Hygienist

dd. IT – Information Technology

ee. JCS – Joint Command System

ff. OG – Operations Group

gg. PA – Public Address

hh. PAO – Public Affairs Officer

ii. PE – Plant Engineering

jj. POC – Point of Contact

kk. PPE – Personal Protective Equipment

ll. RSO – Radiation Safety Officer

mm. WSC – White Sands Complex

nn. UC – Unified Command

6. PROCEDURES

The details of the Emergency Preparedness Plan include an explanation of the situation and assumptions used to develop the plan; concepts of operations, organization, and designation of responsibilities. The attached annexes contain the details of response to given emergencies.

In all emergencies, the response precedence shall be:

- Protection of life;
- Prevention and treatment of injuries;
- Protection of the environment
- Minimize the loss of, or damage to NASA resources.
- Provide for the continuous operation or timely resumption of critical services and missions.
- Aid in the recovery and timely resumption of normal operations.
- Assist in mitigating hazards and minimizing the effects of a natural or technological emergency or disaster.

- Support local, State, and Federal agencies and appropriate emergency response authorities.

a. Situation and Assumptions:

(1) Situation:

WSTF is exposed to hazards that could potentially disrupt operations, cause damage, and create casualties. Possible natural hazards include flash floods, drought, tornadoes, fires, storms, and earthquakes. There is also the threat of a war or terrorist-related incident, such as nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous material/waste accident, fire, major transportation accident, or civil disorder. The Hazard/Threat Identification Analysis listing hazards present and ranking by potential is found in Attachment P, Table P-1of this WSP.

Details on how WSTF responds to emergencies at White Sands Space Harbor (WSSH) are not included in this document. Holloman Air Force Base and White Sands Missile Range (WSMR) emergency plans will be implemented at WSSH as needed.

(2) Assumptions:

(a) WSTF will continue to be exposed to the hazards previously noted, as well as others that may develop in the future.

(b) WSTF will be prepared to carry out initial disaster response and short-term actions on an independent basis, although outside assistance may be available in some emergencies.

(c) Many disasters and events can occur with little or no warning.

(d) Senior-level management recognizes its responsibility for the safety and well being of employees and the public, and will assume its responsibility in the implementation of this plan.

(e) Proper implementation of this plan will reduce or prevent disaster-related losses.

b. Concept of Operations:

(1) General

This plan includes annexes that address specific emergencies, such as hazardous material/waste response, brush fires, and severe weather. Where appropriate, each annex will include mitigation, preparedness, response, and recovery elements.

(2) Existing offices will perform emergency activities closely related to those they routinely perform, i.e., security will perform the security function for emergencies, and heavy equipment will provide equipment and operations for use in emergencies.

(3) Building 101, Room 124 (Constellation Conference Room) will serve as the assembly point for the IC's/UC's Command Staff and General Staff, unless the emergency dictates otherwise. The Incident Commander (IC) and Emergency

Preparedness Coordinator (EPC) will establish an alternate location if Building 101 is not functional for the emergency at hand.

(4) The Emergency Services (ES) Building 104 will serve as the Staging Area.

(5) Office Chiefs and Department Managers/Directors will retain control over their employees and equipment, unless directed otherwise by the IC/UC through the CS/GS.

(6) Line of Succession as related to emergency situations will follow WSP 01-0005, "Succession to Key Positions."

(7) Each office (major area of the facility) will prepare and maintain its own detailed procedures to be followed during response operations. These detailed procedures are to be consistent with this plan and attachments.

(8) Site-wide drills and exercises will be conducted at intervals of no less than once annually to ensure proper functioning of this plan. Proper execution of this plan during a legitimate emergency will verify its functionality and will be counted as a drill or exercise, provided it is documented and critiqued following the event.

(9) This plan will be updated as necessary based upon deficiencies identified by drills and exercises, changes in local management structure, and technological changes. Findings or deficiencies identified during the critique will be processed and tracked using the C/PAR system as defined in WSP 14-0001. Changes to an attachment will be coordinated through the responsible NASA office, and approved changes will be incorporated by NASA S&MA. Communication of revisions will be distributed to all organizations through document update notifications.

(10) Required reports will be submitted to the appropriate authorities in accordance with individual attachments.

(11) The Emergency Preparedness Planning Board (EPPB) will brief appropriate senior-level management concerning their role in emergency management.

(12) All mutual aid agreements will be entered into by duly authorized officials representing the external organization and will be formalized in writing whenever possible.

(13) Vital records, including legal documents and rights-and-interest documents, such as personnel and payroll records must be protected to provide normal operations following a disaster. Fire and water are the principal threats to vital records; therefore, they should be protected accordingly.

(14) This plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific. This plan accounts for activities before, during and after the emergency.

(15) Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and re-directed to the accomplishment of emergency tasks. If non-emergency related tasks are required to maintain performance of WSTF job functions, they may be continued if these tasks can be performed safely and effectively. Such tasks may be performed from

either their normal location or a suitable safe and secure location either onsite or offsite with management approval.

c. Organization

(1) Every emergency response will be conducted using the Incident Command System (ICS) with the fire or security official normally being Incident Command as dictated by the emergency. In a Unified Command (UC) situation, the fire official, security official or the designated area representative will share responsibility. While in the ICS the fire official or security officer will be the IC and the area representative will be the Operations Chief. The IC's/UC's Command Staff and General Staff will be called to the Building 101, Room 124 (Constellation Conference Room) for briefings and to provide management commitment of resources needed to properly handle the emergency as necessary.

(2) The organizational structure is shown in Figure 1, and the attachment interaction of the board is shown in Figure 2

Figure 1

Emergency Preparedness Planning Board Organization

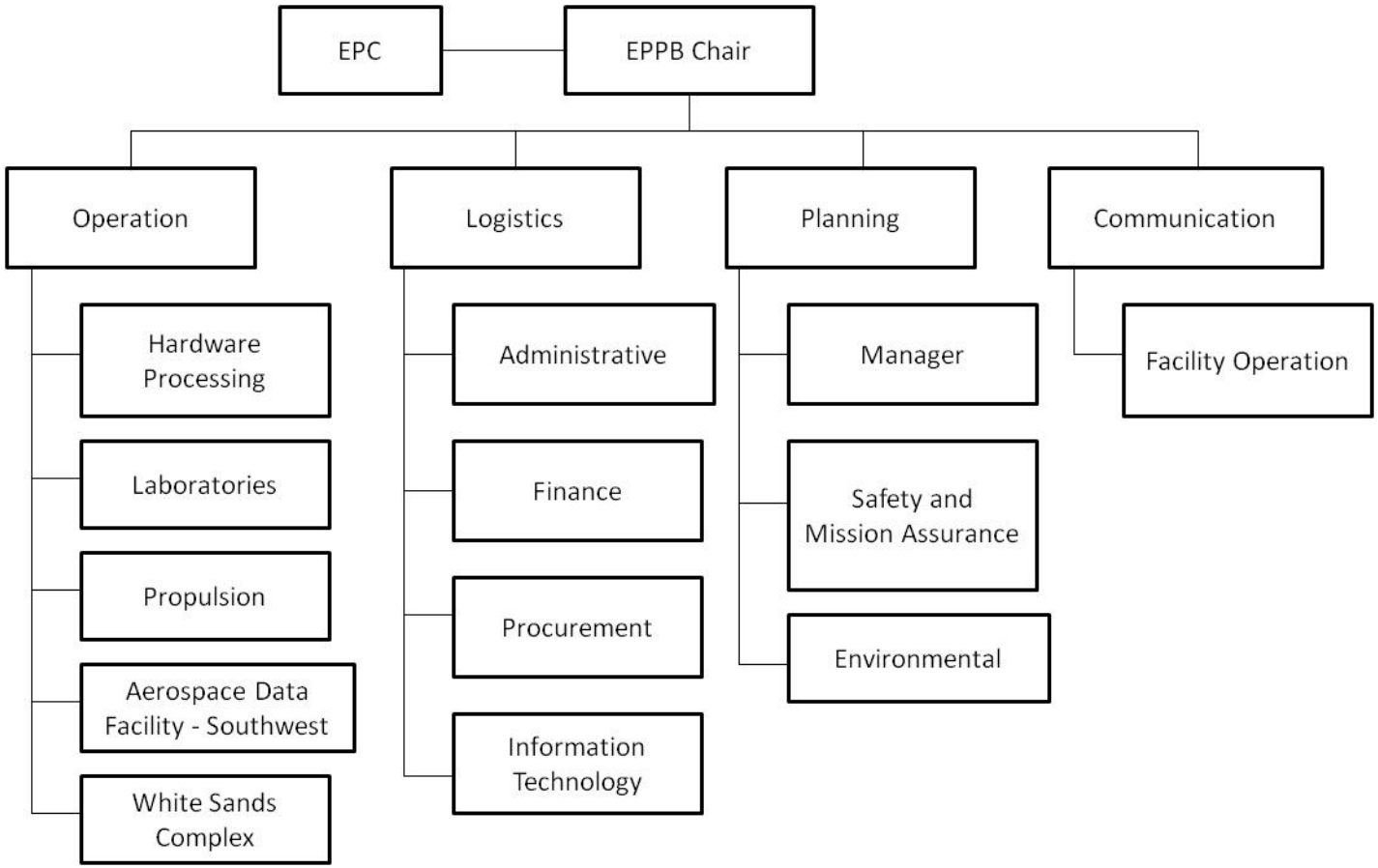


Figure 2

WSP 25-0009 Annex's																						
Organization Representation (Standing Representation)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Manager (Administration Officer, Financial Lead, Administrative Officer, Office of Procurement, Information Technology, and Public Affairs Officer)									x				x		x						x	
Facility Operation (FO) (WSTF Emergency Communication System Line Manager, and WSTF Security Officer)		x			x		x			x	x	x				x			x	x		x
Propulsion Office/Department																						
Environmental Department																						
Hardware Processing																						
S&MA Office/Department (WSTF Fire Chief, Safety Officer and Emergency Preparedness Coordinator)	x	x	x		x	x		x	x					x	x	x	x	x		x		
Laboratories Office/Department (Radiation Safety Officer)				x																		
Aerospace Data Facility – Southwest (ADF-SW)																						
White Sands Complex (WSC)																						

(3) Emergency Preparedness Planning Board Membership

(a) Standing members on the board are:

1 Emergency Preparedness Coordinator

2 Emergency Communication System Line Manager

3 Fire Chief

4 Chief of Security

(b) Standing representation on the board are:

1 Aerospace Data Facility – Southwest (ADF-SW)

2 Administration Officer

3 Finance Management

4 Office of Procurement

5 Information Technology

6 Facility Operations /Department

7 Environmental Department

8 Laboratory Office/Department

9 Propulsion Office/Department

10 Hardware Processing Office/Department

11 White Sands Complex

(c) Technical expert representation will be requested by the EPPB on an as need basis.

d. Responsibilities:

(1) The NASA WSTF Manager will:

(a) Ensure the development and implementation of a comprehensive emergency management plan, and direct the overall preparedness program

(b) Appoint an EPC

(c) Charter and approve members of the WSTF EPPB.

(d) Approve news releases during emergencies

(e) Request outside assistance from local, state, federal, or military services as necessary. Only the NASA Manager or another official duly authorized by

the NASA Manager may make the request for assistance outside established MOU's.

(f) Approve mutual aid agreements and understandings.

(g) Participate or delegate a representative in the final review of the annual site wide full-scale exercise.

(2) NASA Office Chief(s) and contractor Department Manager(s)/Director(s) will:

(a) Ensure development and exercising of area-specific chemical response plans (see Annex Q, HAZMAT/ Hazardous Material/Waste Spill Response)

(b) On an as requested basis, serve as a part of the Executive Group in making decisions and establishing support for the IC and EPC during emergency operations

(c) Ensure that each WSTF building has procedures for employee accountability during emergencies.

1 For fire evacuations the Evacuation Coordinator(s) will conduct a sweep of the building to ensure everyone has evacuated and will report their actions to the fire department responders. The fire department will conduct a sweep of the building to verify no one is in danger.

2 For chemical emergency/shelter in place events, each Office Chief and Department Manager/Director will account for their employees. It is recommended that each Office Chief/Department Manager/Director designate an area of assembly for their employees, i.e. Office Chief's/Department Manager's/Director's office. Access to the red phone system should be maintained during the emergency.

(3) The General Staff will be called to Building 101 if the emergency requires their assistance to reallocate resources or support the IC and Emergency Preparedness Coordinator.

(4) The Emergency Preparedness Planning Board (EPPB) will be responsible for the following:

(a) Develop a fiscal year budget commensurate with the objective of the EPPB to ensure that emergency preparedness is in a continual state of readiness.

(b) Ensure WSTF local area organizational emergency plans and procedures are consistent with this WSP.

(c) Coordinate disaster plans with area agencies such as but not limited to New Mexico and Las Cruces Office of Emergency Management, Dona Ana County, U.S. Army – White Sands Missile Range, U.S. Air Force – Holloman Air Force Base, etc.

(d) Document emergency communication and notification systems requirements with the WSTF Emergency Communication System Line Manager.

(e) Develop appropriate procedures for all hazards identified in Attachment P.

(f) Provide oversight for communication and notification

1 Local area emergency notification methods are public announcement, sirens, or horns.

2 Site wide emergency notification methods are pagers and sirens.

3 Site wide emergency communication methods are Red phones (ring-down phone), and 2-way radio.

(g) Develop, plan, and conduct emergency exercises to effectively challenge and improve individual and collective response to an emergency at WSTF.

1 Conduct an annual site wide exercise.

2 Conduct site wide tabletop drill.

3 Provide oversight for periodic testing of communication and notification systems to evaluate and improve the integrity of supporting hardware or software.

4 Provide oversight for local area drill or exercise.

(h) Brief the WSTF General Staff, WSC, ADF-SW, and tenants on the status of the emergency preparedness plan annually.

(i) Upon trigger of an emergency the EPPB will perform in functional areas as needed by the IC/UC.

(5) The Emergency Preparedness Coordinator (EPC) will:

(a) Advise the NASA WSTF Manager on emergency matters. The EPC has the primary responsibility for emergency management planning activities for the NASA Manager.

(b) Maintain the Constellation Conformance Room in an operating mode at all times or be able to easily convert the area into an operating condition.

(c) Direct and control the CS/GS during its activation.

(d) In coordination with IC/UC brief the Command Staff of emergency status and update as required.

(e) Analyze the emergency skills needed by the facility and identify the training necessary to provide those skills.

(f) Ensure resource inventories appearing in this WSP are prepared and maintained.

(g) Serve as day-to-day liaison between WSTF and local emergency management organizations, including organized emergency volunteer groups and private agencies

(h) Inform the NASA WSTF Manager of preparedness status and anticipated needs.

(i) Hold a briefing within 60 days after a new NASA Manager is appointed to brief them on this plan.

(j) Ensure the WSTF Manager or delegated representative participates in the final review of the annual full-scale exercise with the EPPB.

(k) Assigns the Chair of the EPPB.

(l) Coordinates EPPB membership with Office Chief/Department Manager/Director. Membership will be identified on the MSM-titles and source of current appointments and delegations.

(m) Prepare and maintain Attachment I, "Emergency Public Information", Attachment P, "Hazard Mitigation", Attachment Q, "HAZMAT/Hazardous Material/Waste Spill Response", Attachment T, "Training".

(6) The Health, Safety and Environmental Facility Managers (HSE) will:

(a) Assure emergency action plans (EAP) are developed and implemented that are consistent with this document

(b) Coordinate with supervisors to assure employees are trained in the EAP

(c) Make changes as necessary to the EAP based on lessons learned from the exercises or actual incidents

(7) The Assistant Radiation Safety Officer (RSO), WSTF will:

(a) Establish and maintain a radiation monitoring and reporting network

(b) Secure and ensure initial and refresher training for instructors/monitors

(c) Provide input to the statewide monitoring and reporting system

(d) Under fallout conditions, provide senior management with information on fallout rates, fallout projections, and allowable doses

(e) Coordinate radiation monitoring throughout the facility

(f) Provide monitoring services and advice at the scene of accidents involving radioactive materials

(g) Prepare and maintain Attachment D, "Radiological Protection," to include radiation source accidents

(8) The Emergency Services Section (ESS) will:

(a) Identify high-hazard areas and the number of potential evacuees

(b) Evacuate all non-essential personnel from incident areas

(c) Coordinate evacuation planning with IC/CS/GS to include,

1 Movement control of evacuees

2 Health, medical, physically challenged or disabled employees

3 Transportation needs

4 Emergency public information materials

5 Shelter and reception

(d) Provide fire prevention and suppression

1 Isolate damage areas and report damage to IC/CS/GS

2 Coordinate search-and-rescue activities

3 Coordinate triage, first-aid, and emergency medical services

4 Inspect shelters and damaged area for fire hazards

(e) Oversee the overall hazard mitigation program

(f) Provide 24-hour coverage regarding fire and life safety

1 Maintain equipment and staffing in a continuous state of readiness

2 Mobilize medical, building trades, engineer, heavy equipment, and rescue squad personnel as needed

(g) Prepare and maintain Attachment A, “Warning”, Attachment B, “Master Emergency Communications Plan”; Attachment C, “Shelter, Mass Care and Accountability”; Attachment E, “Evacuation”, Attachment F, “Fire Prevention and Control”; Attachment H, “Industrial Safety and Occupational Health”, Attachment P, “Hazard Mitigation”; Attachment Q, “HAZMAT/Hazardous Material/Waste Spill Response”; Attachment R, “Rescue”, and Attachment T, “Training”.

(9) The Facilities Operation Security Officer will:

(a) Serve as a standing member on the EPPB.

(b) Provide 24-hour coverage for:

1 Traffic control.

2 Crowd control.

3 Site security.

(c) Prepare and maintain Attachment E, “Evacuation” Attachment G, “Security”, Attachment P, “Hazard Mitigation”, and Attachment V, “Bomb Threats”, Attachment T, “Training”.

(10) Safety and Mission Assurance will provide a Safety Officer to the IC who will:

(a) Be a qualified safety, health, or industrial hygiene professional knowledgeable in emergency preparedness, trained in ICS and first responder responsibilities.

(b) Be able to act independent of the safety office in times when emergency conditions require immediate response for life safety.

(c) Be notified of an emergency situation.

(d) Coordinate safety and health requirements with the on-scene commander, fire chief or the senior member of the response team on site

(e) Coordinate planning efforts of the Clinic and other health facilities.

(f) Advise the IC on safety issues during the emergency.

(g) Coordinate air monitoring for re-occupancy clearance following a hazardous materials release.

(h) Prepare and maintain Attachment H, "Industrial Safety and Occupational Health."

(11) The Environmental Program Manager will:

(a) Notify local, state, and federal agencies, as required by law, of appropriate incidents

(b) Ensure proper hazardous spill containment and cleanup

(c) Coordinate environmental concurrence with the emergency response teams

(12) The Public Affairs Officer (PAO) will:

(a) Promote ongoing hazard awareness through employee communication programs

(b) Prepare informational releases for the media

1 Arrange for media representatives to receive regular briefings on the facility status during extended emergency situations

2 Handle inquiries from the media and public

3 Coordinate press releases with the NASA WSTF Manager

(c) Acquire printed and photographic documentation of the disaster situation

(d) Handle inquiries from immediate family and relatives whenever there are injuries or fatalities

(e) Establish contacts in the contractor community for hand-off of inquiries on their employees

(f) Prepare and maintain Attachment I, "Emergency Public Information"

(13) Facility Operation (FO) will:

(a) Provide a damage assessment team with assessment capabilities and responsibilities

1 Develop systems for reporting and damage information to facilities and private property

2 Compile damage estimates and evaluate damage effects on WSTF facilities for use in long-range recovery planning

3 Condemn unsafe structures

(b) Provide engineering and utilities services

1 Barricade hazardous areas

2 Restore roads in a priority order

3 Remove debris

4 Restore essential services and utilities

5 Identify utility recovery times

(c) Coordinate deployment of equipment, including heavy equipment (Reference Attachment S)

(d) Establish and maintain qualified operators, maintenance personnel, parts, and tools

(e) Provide transportation services

1 Identify local transportation resources and arrange for their use

2 Coordinate deployment of transportation equipment

3 Maintain records of privately owned transportation equipment used during emergency responses for purposes of reimbursement

(f) Prepare and maintain Attachment B, “Master Emergency Communication Plan”, Attachment E, “Evacuation”, Attachment J, “Damage Assessment,” and Attachment K and L, “Plant Engineering and Utilities” and Attachment S, “Transportation.”

(g) Ensure that the WSTF Emergency Communication System Line Manager is a standing member of the EPPB.

(14) The Finance Management Lead will:

(a) Provide fiscal resource management services.

1 Coordinate with site management to establish procedures for obtaining and deploying temporary personnel.

(b) Prepare and maintain Attachment M, “Financial Management”;

(15) The Office of Procurement will:

(a) Establish emergency purchasing procedures.

(b) Maintain records of emergency-related expenses.

(16) The Administrative Officer will:

(a) Coordinate human resource management needs with facility contract human resources services for contractor employee and JSC human resources services for civil servants.

(b) Attachment O, “Human Resources”.

(17) The JSC Chief Legal counsel will be consulted for direction to:

(a) Advise WSTF officials on emergency authority and record keeping requirements

(b) Advise WSTF management of responsibilities arising from disaster operations

(c) Maintain Attachment U, “Legal Services”; (This is the same as JSC Annex T)

7. RESCISSIONS

None.

Original Signed by:
Alton B. Luper
Chief, Safety & Mission Assurance

Attachment A Issued: 04/14/11

Attachment A
Annex A - Warning

I. PURPOSE

The purpose of this annex is to provide a plan for disseminating timely warnings to the WSTF community and its employees, including the ADF-SW y and WSC (TDRSS) stations, and other jurisdictions who could be affected by an impending hazardous situation.

II. CONCEPT OF OPERATIONS

A. Local Warning Methods

1. Public Address - Local areas are warned of operations and significant events as follows:

   NOTE: The site-wide WSTF Public Address System will be used in the event the Incident Commander needs immediate dissemination of emergency information during an incident. This will be initiated from the communication center located in Building 104. There will be a defining tone just before the announcement to alert all personnel there is emergency information to follow.

   (a) 100 Area Building 100, 101, 110, 111,120 – Warning by PA announcements

   (b) 250 and 270 Areas - Warning by PA announcements

   (c) 300 and 400 Areas

      (1) PA announcement of operations taking place

      (2) Horn indicating significant event, such as a steam run or engine firing

   (d) 700 Area - Warning by PA announcements

   (e) 800 Area - PA announcement of operations taking place

2. Sirens - Local area sirens are used to indicate a hazardous material/waste spill in the 100, 200, 300, 400 and 800 areas. In such cases, all employees in these areas are to report to the designated assembly areas for accountability

3. Horns - Local area warning horns are used in the 300, 400, 700, and 800 areas to indicate a significant event. In such cases the horn will be followed by a PA announcement.

B. Notification of WSTF Community – When notified of a hazardous situation, employees are expected to seek safety, but never put themselves in harms way just to access an assembly area.

1. *Ring-down Phone System* - A ring-down phone system is in operation for notification of all areas. Once the immediate area warning has occurred, the affected area is to notify other areas of any potential dangers as a result of the incident. If a hazardous material/waste release has occurred and is exceeding local area control, the ring-down phone system should be used in accordance with posted operating instructions. The initial announcement should include the name of the material released, the wind direction and speed (if known), and areas potentially threatened. The following is a sample announcement for the ring-down phone system:

"<u>OXIDIZER</u> HAS BEEN RELEASED IN THE <u>400</u> AREA AND IS MOVING TOWARDS THE <u>200</u> AREA. INITIATE THE APPROPRIATE EMERGENCY PROCEDURES IMMEDIATELY."

2. *Paging System* - This system is required to warn employees in remote areas of hazardous material/waste spill.

3. Fire Brigade Paging - The following special pager codes will require Fire Brigade members to take the action indicated by the code:

[[[0911]]] Emergency, report to the fire station
[[[0119]]] Cancel
[[[5641]]] Information – Call fire department

(a) *Remote Area Paging* - When the system is activated, the pager shows one of the following codes which corresponds to the area in which the chemical spill has occurred. Example: [[[300]]] relates to the 300 area.

[[[000]]] Test page **or** Cancellation of emergency page
[[[100]]] Spill in the 100 Area
[[[200]]] Spill in the 200 Area
[[[300]]] Spill in the 300 Area
[[[400]]] Spill in the 400 Area
[[[500]]] Spill in the 500 Area
[[[600]]] Spill in the 600 Area
[[[700]]] Spill in the 700 Area
[[[800]]] Spill in the 800 Area

If individuals are in a remote area and their pager shows one of these codes ([[[100]]] through [[[800]]]), they will take the following action:

(1) Depending on the proximity to the area designated on the pager, immediately move to an "upwind" area.

(2) Do not attempt to enter the affected area.

(3) Do not call the Emergency Services Communications Center. Personnel there will be initiating site emergency procedures.

(b) If individuals are in a non-remote area and their pager shows one of these codes ([[[100]]] through [[[800]]]), they will follow local area announcements for emergency procedure.

(c) Code [[[-000-]]] will be provided to indicate the cancellation of emergency pages when it is safe to do so.

4. *Chemical Spill Siren(s)* - The site chemical spill sirens will notify of a chemical release requiring evacuation to an indoor location (shelter in place concept). The Incident Commander will make the call when and if these sirens are to be activated. The decision will be based on wind direction, release, and dangers to exposed areas. Sirens are intended to notify employees in outside areas and are not intended as a means of notification for those inside the buildings.

5. *Public Address (PA) System* – This system may be used to notify employee's residing in occupied facilities and in specified areas according to the following matrix:

Public Address System Access Codes	
Access Code	Areas In Zone
810	B-107, B-100, B-101, B-111
811	B-104 Fire Department
812	B-200, B-201, B-203, 250 Area
813	SPARE
814	SPARE
815	B-536, 500 Cryo Area
816	SPARE
818	B-800, B-801, B-802, B-803, B-804
819	SPARE
820	B-120 Warehouse

821	SPARE
822	SPARE
823	B-113 Machine Shop
824	400 Area and All Buildings
825	SPARE
826	SPARE
827	270 Area
828	SPARE
829	SPARE
830	SPARE
831	SPARE
832	SPARE
833	300 Area and All Buildings
834	SPARE

6. NASA [HQ] Emergency Notification & Accountability System (ENAS) - This system is a Commercial Off-the-Shelf (COTS)-based Information Technology (IT) solution supported by NASA HQ Emergency Preparedness. The system provides;

   1 The ability to send messages to NASA employees and badged personnel in the event of an emergency or emerging situation at a NASA facility,
   2 NASA employees and badged personnel the ability to respond to notifications, and
   3 NASA the ability to track and report on the safety and accountability of employees and badged personnel during an event.

C. Weather Warnings

1. Management has established a basic distribution list for weather warnings. This distribution list may be modified by written request to the EPC. Notifications are categorized into one of three phases based on conditions with a valid time and date

   - Phase One - Possibly Dangerous
   - Phase Two - Very Dangerous — Use Extreme Caution
   - Phase Three - Life Threatening

2. Emergency weather warnings may be disseminated via the most appropriate emergency notification and/or communication method commensurate with the severity of the event and the time available for evacuation and/or sheltering.

Incident Command will determine when and if these notifications are to be initiated.

D. Notification of Off-site Jurisdictions

Incident Command will communicate with neighboring jurisdictions in the event a situation has the possibility of affecting those jurisdictions. Phone numbers for the surrounding jurisdictions are listed at the end of this attachment.

E. Task Assignment

The EPPB through Area Representatives are responsible for assuring the WSTF community is educated regarding the use of the warning system.

F. Maintenance of Equipment

The owner of the Emergency Notification and Communication System (ENCS) sub-systems (monthly public address, ring-down phone, paging, sirens and accountability) is responsible for maintaining and repairing their respective equipment.

G. Monthly Exercise of the Emergency Notification and Communication System (ENCS)

1. The following ENCS sub-systems will be tested monthly, public address, ring-down phone, pagers, sirens and accountability. The purpose of this exercise is to test the ENCS sub-systems. The objective is to test each sub-system systematically. The goals are to manage the testing sequence, time and behavioral response necessary for proper systems testing. This exercise will be immediately terminated in the event of an actual emergency. The test will be the first business day of each month.

   NOTE: This sequence is for the monthly exercise only. ENCS sequence activation during an actual emergency will be determined by Incident Command.

   (a) The site wide Emergency Public Address System will be tested Dispatch at 0800 the first business day of every week. . The following site wide Emergency Public Address will be announced:

   "This is a test of the site wide Emergency Public Address System. In the event of an actual emergency this system will be activated by dispatch personnel per Incident Command with information specific to the emergency. Any problems noted with this announcement should be reported to your supervisor immediately. This concludes testing of the site wide Emergency Public Address System."

2. The Ring-Down phone system will be tested by Dispatch at 0805 the first business day of every following the site wide Emergency Public Address System. It will be stated as follows and then role call taken:

"This is <name> of WSTF Emergency Services. I am conducting a test of the Emergency Ring-Down System. This test is being initiated from <Given Location>. Please acknowledge your phone is working when I call out your location. This is a reminder that you are using a push to talk phone. Please do not depress the button until you are called. When responding please state your name and location. Once you have completed talking please release the button. Remain on the line until the test is complete as I may have additional information to distribute. Notify personnel in your respective area via your public address system that the chemical sirens will be bested at 0820. Site-wide accountability testing is required and will begin upon siren activation. Activation of the emergency paging system will follow. This is only a Test." [Conduct role call]

3. The Chemical Spill Sirens will be fully cycle tested the first working Monday of each month.

   (a) The 100 Area Chemical Spill Siren will be fully cycled by Dispatch Center.

   (b) The 200 Area Chemical Spill Siren will be fully cycled by Dispatch Center

   (c) The 300 Area Chemical Spill Sirens will be fully cycled by the BHM.

   (d) The 400 Area Chemical Spill Sirens will be fully cycled by the BHM.

4. The Emergency Accountability System will be tested by Dispatch the first business day of each month directly following testing Area Chemical Spill Siren System.

5. Emergency Paging System will be tested by Dispatch the first business day of each month during all sub-system testing.

6. NASA [HQ] Emergency Notification & Accountability System (ENAS) will be tested by Dispatch the first business day of each month during all sub-system testing.

III. ANNEX DEVELOPMENT AND MAINTENANCE

The ESS is responsible for the maintenance and improvement of this attachment.

Attachment A Issued: 04/14/11

NEIGHBORING JURISDICTIONS AND MUTUAL AID POINTS OF CONTACT

Las Cruces - Doña Ana County

Office of Emergency Management
1170 N. Solano Street
Director or Deputy Coordinator

Business hours phone 647-7900

After hours, phone 526-0795 (Dona Ana County Dispatch – MVRDA) (this is county-wide Emergency dispatch) and ask them to page the Director or Deputy Director of the Office of Emergency Management. Once they have been notified, they will make the other necessary notifications, including those to mutual aid agencies; including but not limited to the state police, sheriff, and county medical facilities and fire departments.

White Sands Missile Range - Air Traffic Control, 575-678-8000

Holloman Air Force Base - Air Traffic Control, RAPCON 575-572-3421

Attachment A Issued: 04/14/11

EMERGENCY RING-DOWN PHONE OPERATING INSTRUCTIONS

A. If your phone is a **RECEIVE ONLY** phone.

NOTE: If the Ring-Down phone at your position is inadvertently activated – **HANG UP** – and call the Communication Center at x5215 and inform the Telecommunicator that there is no emergency.

ALL RECEIVE ONLY RING-DOWN PHONES CONNECT DIRECTLY TO THE COMMUNICAITONS CENTER. You cannot originate a site wide Ring-Down call from this location.

WHEN YOUR RING-DOWN PHONE RINGS:

1. Wait for four (4) rings then pick up and listen.
2. Write down information given.
3. Acknowledge communications when requested by using the push to talk button.
4. Hang up ***only*** when told to do so.
5. Pass on information via PA system, radio, or conventional phone when appropriate.
6. Initiate Emergency Plans only if your area is threatened.
7. Do No Terminate Emergency Plans until advised to do so by the ***Incident Commander or Fire Department***. (Red Phone Message).

B. If your phone is an **INITIATE ONLY** phone:

NOTE: If the Initiating Ring-Down phone at your position is inadvertently activated – **DO NOT HANG UP** – stay on line and inform personnel that there is no emergency.

YOUR PHONE WILL CALL ALL RING-DOWN PHONES FORM THIS LOCAITON. To **Report** an incident or spill that threatens other areas using the Ring-Down Phone:

1. **Pick up receiver** (phone will automatically ring all ring-down phones).
2. **Wait for four** rings (approximately 5 seconds)
3. Person initiating the call **should**:
   - **State** his/her name
   - **Give** Location (Building, Area, etc.)
   - **Give** the following message:

4. (Specific Chemical) has been released in the **(Specify)** Area and is moving towards the **(Specify)** Area(s). Initiate the appropriate emergency procedures immediately.

   NOTE: If possible provide any additional information such as quantity, wind velocity, and recommendations that are appropriate.

Attachment A Issued: 04/14/11

5. **Verify** Emergency Services Dispatch is on line. They will perform roll-call following announcement.
6. **Repeat** the message (keep any discussions **brief**)
7. **Inform** all personnel on ring-down phones to ***hang up at this time.***

Attachment B Issued: 04/14/11

Attachment B:
Annex B – Master Emergency Communications Plan

I. PURPOSE

This annex provides information about the communications equipment and capabilities available during emergency operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Telephones and two-way radios will serve as communications for emergency operations at the CS/GS location.

B. Assumptions

Adequate communications are vital for effective and efficient warning, response, and recovery operations. Precautions will be made to keep two-way radio service in operation during emergencies. Radio service has an uninterruptible power supply backup, and the WSTF Control Room is equipped with an emergency generator.

III. CONCEPT OF OPERATIONS

A. Telephone

1. Emergency Telephones – Two emergency phones are located in the Emergency Center for use with telephone numbers 5911 and 5111, designated for emergency use only. The emergency numbers can be reached from regular phones located throughout the site.

2. Emergency Call List – Shall be located on the WSTF Internal Home Page at https://www1.wstf.nasa.gov/Applications/WSTFDirectory/ECL/index.cfm to be used for emergency contact information with a backup hardcopy in Dispatch.

   a) Updates shall conform to all guidelines set forth by the data entry procedures.

   b) Office Chiefs/Managers will ensure the Emergency Call list assigned to their areas/sections is updated as needed.

B. Two-way Radio

1. WSTF utilizes two emergency radio talk groups that are shared with the TDRSS and WSTF Security forces.

   a) Emergency: All WSTF portable trunking system radios will be programmed to position 16 for emergencies.

   b) Fire-1: Dispatching of Fire, EMS, and HAZMAT units, Evacuation Coordinators, and general information

2. During emergency operations, facility elements will maintain their existing equipment and procedures for communicating with field operations. They will keep the Incident Commander informed of their operations at all times during the emergency.

3. If needed, the Incident Commander will request CS and GS activation through the EPC or SO.

C. Phases of Management

1. **Mitigation** - An adequate communications system is presently installed and in use. Periodic reviews of the system will be made and plans for improvement formulated as necessary.

2. **Preparedness** – Radio equipment is kept under a schedule of testing, maintenance, and repair by the Communications Group (CG). Personnel are trained on the appropriate use of equipment as necessary.

3. **Response** - When emergency operations are initiated, the IC and CG will determine the communications required. Radios from operations may be allocated for the emergency response.

4. **Recovery** - All communications during the emergency phase will continue until they are no longer required.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Telephone

The telephone system is controlled by the IT.

B. Two-way Radio

The emergency communications system is controlled by Dispatch. Warning information received through the Centracom console will be disseminated to the EPC. The responsibility of ensuring communications is operational rests with the Emergency

Services, the ECNS Line Manager, and the CG. This shall include the development and maintenance of:

1. A communications resource inventory maintained by the CG. These radios are maintained in Building 119. For access to these radios, call Communication Section at extension 5394/5395 or Communication Section Supervisor at extension 5556 (cell phone 575-649-5394).

2. WSTF Trunking Radio Fleetmap maintained by WSTF Communication Section's CG Trunking System Manager.

3. Local Area radio Fleetmap will be located in local area emergency procedures and consistent with the WSTF Trunking Radio Fleetmap.

4. A message handling procedure and recall rosters for essential personnel are maintained in Dispatch.

5. A record of all calls during an emergency is logged by the by "911 Recorder."

C. Communication Priorities

Communications will be prioritized on the following basis:

1. **Emergency** − Any communications situation having a life threatening urgency to any person or group of persons.

2. **Priority** − Any important communications, which have a specific time limit; official messages are not covered in the emergency category.

3. **Welfare** − Communications relating to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory that indicates all is well.

4. **Routine** − Most communications in routine situations will bear this designation. In disaster situations, messages labeled "ROUTINE" should be handled last, or not at all, when circuits are busy with higher priority traffic.

V. ANNEX DEVELOPMENT AND MAINTENANCE

ESS, FO- ECNS Line Manager and Communication Section are responsible for the maintenance and improvement of this Attachment

Attachment C Issued: 04/14/11

Attachment C

Annex C – SHELTER, MASS CARE AND ACCOUNTABILITY

I. PURPOSE

This attachment defines the areas at WSTF that will be used for the shelter and care of personnel in the event of short-duration emergencies and establishes employee accountability expectations and procedures.

II. DEFINITIONS

A. Shelter in Place: An action taken upon notification (by way of siren or Public Address (PA) notice) of an emergency situation for such events as a chemical spill or adverse weather potential, where the employee will remain inside a designated solid structure and report to a designated assembly area within that structure for the purpose of accountability.

B. Assembly Area: Locations where employees can gather that will permit accountability or dissemination of emergency information.

III. SITUATION AND ASSUMPTIONS

A. Situation:

Short-duration emergencies, such as severe weather and hazardous material/waste releases, may occur at WSTF.

B. Assumptions:

1. Only emergency sheltering for short periods is addressed. Hazardous material/waste releases and emergencies such as a tornado watch and/or a tornado warning create short-term sheltering needs. For hazardous material/waste releases, WSTF will shelter in place by securing the building. The Evacuation Coordinators and HSE facility manager will secure the building to prevent anyone from leaving (exiting into the hazardous condition). Individual departments are responsible for accounting for their personnel. Office Chiefs and Department Managers/Directors will assign responsibility for accountability functions. Office Chiefs and Department Managers/Directors will designate an Assembly area for their personnel to facilitate initial accountability and dissemination of information concerning the emergency. These designated areas will have access to telephones and the ring down telephones. (A person may be assigned to stay by the red phone once they are entered into the accountability system).

2. Fire Brigade members may not serve as an Accountability Attendant or Evacuation Coordinator. Evacuation Coordinators however will be trained to support Accountability Attendants.

3. Should the threat of nuclear attack increase significantly, shelter provisions will be re-evaluated to accommodate fallout protection.

IV. CONCEPT OF OPERATIONS

A. General: Emergency shelter-in-place locations are provided for local area incidents and defined by local procedures. Management will assure that employees know the location of assembly areas.

B. Alternative: The bunkers and tunnels in the 300 and 400 Areas will support the emergency sheltering of all WSTF personnel. Additional shelter for a limited number of personnel is available in the bunker areas of Building 272.

1. If site personnel are notified of a tornado warning in the WSTF area and it is necessary to seek shelter, the following assignment of shelters is to be followed:

   (a) If time is limited, personnel should attempt to close building doors and take shelter in interior windowless areas.

   (b) If warning is sufficient, and personnel will not be exposed during transit, personnel should report to the bunkers in the 300 and 400 Areas.

   Note: The highest level of protection is provided in bunkers 300, 400, and 272, but employees should not place themselves at risk to reach these shelters.

2. The area HSE or designee will collect information on who has reported to his/her bunker. An effort will be made to identify individuals who did not report to the bunker, and this information will be communicated to ES. ES will utilize this information to locate the missing individuals once the emergency has passed.

3. The Emergency Services will be split assignments between the 300 and 400 Area bunkers to provide any emergency medical services that are required.

4. Clinic staff will split assignments between the 300 and 400 Area bunkers, with one reporting to each of the bunkers.

V. ACCOUNTABILITY

Attachment C Issued: 04/14/11

A. Employees should never enter a hazardous condition in an effort to get to an assembly area. If unable to get to an assembly area employees should stay upwind of the hazardous area or move further upwind and notify their supervisor at the earliest opportunity.

B. The Accountability System is a dynamic web application with a SQL server database. The Accountability System is used to account for personnel in the event of a shelter-in-place situation. This Accountability System will have a listing of all site personnel, including visitors and vendors. The Accountability System is linked to the WSTF Telephone Directory and Visitor Access Systems.

C. IT will be responsible for the regular maintenance and technical support of the Accountability System.

D. The Office Chiefs/Department Managers/Directors are responsible for assigning Accountability Attendants to Assembly Areas in their jurisdiction. Forward the identification of Accountability Attendants, building, room number and telephone number to Emergency Services, x5641 or Emergency Preparedness Coordinator, x5428. Alternate Accountability Attendants are encouraged. Office Chiefs/Department Managers/Directors are responsible for updating the Accountability System. Common practice is by delegation to Accountability Attendant.

E. Emergency Services (Fire Training Officer) will provide Accountability Attendant training. The training will consist of familiarization of the Accountability System and actual data entry during drills.

F. Evacuation Coordinators will be trained to support Accountability Attendants.

G. An accountability station will be in each Assembly Area. Assembly Areas will be easily identified for site personnel. Triangle placards will be placed at the entrance of the designated Assembly Area room.

H. During an incident, drill or exercise, all personnel on site will check in with an Accountability Attendant at an Assembly Area. The Accountability Attendant will mark the employee as being present only if they are physically present. If an employee calls in, not physically present, a comment will be entered identifying the location of the employee. Those employees not on site for various reasons (vacation, TDY, etc) will be marked as accounted for and the notation of TDY, sick or vacation entered, etc. Management and supervisors should make reasonable efforts to contact employees they have not accounted for.

I. Testing of this system will be done on the first Monday of every month along with the public address system (PA), paging system, ring down telephones and sirens.

J. Point of Contact (POC) personnel are responsible for the accountability of visitors and vendors sponsored into the facility. The POC will assure that their visitor(s) and/or vendor(s) report to an assembly area and are accounted for.

K. Vendors and visitors will report to an Assembly Area for accountability.

VI. ANNEX DEVELOPMENT AND MAINTENANCE

Emergency Services is responsible for the maintenance and improvement of this annex.

Attachment C Issued: 04/14/11

Assembly Area & Accountability Attendants

Building	Room(s)	Primary Attendant, Telephone Ext.	Alternate Attendant, Telephone Ext.
100 Upstairs	210/211	Vicki Coburn, 5652	Mariem Bennett, 5610
100 Upstairs	215/216	Lupe Arellano, 5235	Roberta Padilla, 7534
100 Downstairs	112	Susan Staley, 5770	
100 Downstairs	100	Dolores Puentes, 7848	Gail Bennett, 5277
100 Downstairs	102	Gail Bennett, 5277	Dolores Puentes, 7848
100	126	Teresa Enriquez, 5530	
101 Upstairs	207	Marie Araiza, 5589	Terry Sue Torrison, 7538
101 Upstairs	226	Geri Vantine, 75400	Carlyn Tufts, 5452 Troy Wiebe, 5202
101 Upstairs	212	John Wang, 5191	Joel Howell, 5697
101 Downstairs	110	Marina Hyre, 5464	Geri Vantine, 7540
101 Downstairs	107/137	Juliana R. Barajas, 5318	Nina Cardenas , 5100
101 Downstairs	117	Don Connell, 6363	Olivia Redhorse, 5598
104	Alarm Room	Attendant, 5641	
110	Rotunda	Chris Wolf, 5152	Cheerie Patneaude, 5628
112	Break Room	Sonya Randall, 5237	Greg Powe, 5296
113	Machine Shop Offices	Bill Weed, 5156	Lucinda Havenor, 5538
116	Main Gate	Lt. On Duty, 5185	
120	Offices	Ron Esparza, 5782	Marty Murray, 5616
121		Sonya Randall, 5698	Greg Powe, 5296
150		David Archuleta, 3695	Shane Merryman, 5330
156		Sonya Randall, 5237	Greg Powe, 5296
201	103A	Kyle Sparks, 5253	Dax Rios, 7615
201	112	Denise Barrett, 5681	John Anderson, 5693
201	122	Mary Johnson, 5723	Denise Barrett, 5681
201	113	Carmonn Pennington, 5749	Kathleen Franklin, 5365
201	107	Barbara LaRue, 5248	John Caruso, 7629
250 Area		Denise Barrett, 5681	
270 & 272		Don Henderson, 5104	Josh Tamminga, 7640
300 BH	Conference Room	Michelle Graves, 5331	Stacie Wingfield, 7604

310,311,320,362,363,		Stacie Wingfield, 7604	Stacie Wingfield, 7604

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364			
400 BH	Conference Room	Kim Craig, 5192	Ivana Michalova, 5797 Vanessa Martinez, 5788
411,412,460,462,463		Kim Craig, 5192	Ivana Michalova, 5797 Vanessa Martinez, 5788
700 Area		Denise Barrett, 5681	
800	Control Room	Sam Motto, 5536	Mike Mannon, 5362
801, 802		Sam Motto, 5536	Mike Mannon, 5362
803	Break Area	Randy Rodriguez, 5744	Horacio Perez, 7634

Attachment D Issued: 04/14/11

Attachment D
Annex D – Radiological Protection

I. PURPOSE

To purpose of this attachment is to provide a plan for identification and control of radiation-producing equipment and radioactive sources during emergency conditions.

II. SITUATION AND ASSUMPTIONS

A. Situation

Localized, low-level radiation emergencies may occur at WSTF.

B. Assumptions

The threat of nuclear attack is considered low.

III. CONCEPT OF OPERATIONS

A. General

1. A user or operator will immediately report any accident or incident involving radioactive sources or radiation-producing equipment, including equipment malfunctions, to the Assistant RSO, WSTF.

2. The Assistant RSO, WSTF, will promptly investigate any such report and advise the NASA Manager of those findings.

3. The Assistant RSO, WSTF, will notify the JSC RSO immediately following an accident or incident.

4. The Assistant RSO, WSTF, will provide the JSC RSO with information required for JSC to contact the Nuclear Regulatory Commission.

B. Fire

1. In the event of a fire in areas where radioactive materials are present, the Fire Department and Assistant RSO, WSTF, shall be notified immediately.

2. Normal fire fighting procedures call for wearing bunker gear and the self-contained breathing apparatus. The primary objective is to save lives, and then the structure.

3. The Industrial Hygienist (IH) will monitor the building for radioactive contamination following a fire.

C. Off-Site Accidents

WSTF does not have the equipment or technical expertise to assist in off-site accidents involving radioactive material. The Holloman Air Force Base Emergency Management contact, 24/7, should be contacted for assistance, (575) 572-7575.

IV. ANNEX DEVELOPMENT AND MAINTENANCE

The Assistant RSO, WSTF, is responsible for the maintenance and improvement of this annex.

Attachment E Issued: 04/14/11

Attachment E
ANNEX E – Evacuation

I. PURPOSE

The purpose of this attachment is to provide for the orderly and coordinated evacuation of all or any part of, WSTF if it is determined that such action is the most effective means available for protecting employees from the effects of a disaster or hazardous material/waste release.

II. SITUATION AND ASSUMPTIONS

A. Situation

There are a limited number of situations that might require an evacuation of part or all of WSTF. Small-scale, localized evacuations might be needed as a result of a hazardous-material incident (release) or major fire.

B. Assumptions

1. Most employees will act in their own interest and evacuate dangerous areas when advised to do so by Health, Safety, and Environmental (HSE) Facilities Managers, WSTF management, or ES personnel.

2. While some disaster events are slow-moving, providing ample reaction time, the worst-case assumption is that there will be little or no warning of the need to evacuate.

3. There would not normally be time to obtain support from outside resources.

4. Most evacuees will use private transportation means; however, transportation may need to be provided for some evacuees (car poolers, etc.).

III. CONCEPT OF OPERATION

A. General

The site access road will be the primary route of evacuation. An alternate route is through the JP4 and JP5 area to Holman Road. Personnel will be provided to direct the flow of traffic. Each incident will be evaluated by the Project Manager, Project Leader, Facility Manager, or response team, and a decision will be made on the need for evacuation. This decision will be based on the magnitude, intensity, spread of onset, and duration of the event.

Ensuing evacuation will be conducted from the IC's CS/GS as outlined in Attachment N, "Command and General Staffs/Direction and Control."

B. Phases of Emergency Management

1. Mitigation

a. Identify areas potentially in need of evacuation (i.e., areas near hazardous material/waste, etc.).

2. Preparedness

a. Identify population groups that may require special assistance during evacuation (disabled employees, etc.).

b. Plan evacuation routes.

c. Educate employees about evacuation procedures.

3. Response

a. Advise employees to evacuate the site when necessary.

b. Arrange to evacuate employees who need assistance.

c. Provide traffic and perimeter control, as needed.

d. Activate shelter operations or contact Facility Managers in assembly areas, as appropriate.

e. Keep employees informed about emergency conditions and other vital information.

4. Recovery

a. Initiate return, where possible.

b. Conduct employee information activities.

C. Hazard-Specific Evacuation

Evacuation information has been developed for certain known hazards and is included in area spill procedures. It describes preplanned traffic and access control points, evacuation routes, evacuation assembly points, and pre-designated mass care facility locations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Attachment E Issued: 04/14/11

A. Organization

The evacuation function is organized around the IC/UC with CS/GS and FO.

B. Task Assignment

1. The IC/UC will:

   a. Decide which areas of the center should be evacuated

   b. Coordinate evacuation effort with CS/GS and FO

   c. Advise employees to evacuate the site, when appropriate

   d. Direct the relocation of essential resources (personnel, equipment, supplies) to reception areas

2. The GS will:

   a. Identify high-hazard areas and number of potential evacuees

   b. Coordinate evacuation planning to include:

      (1) Movement control

      (2) Health/medical requirements

      (3) Transportation needs

      (4) Shelter/reception

3. Emergency Services (ES) and Security will:

   a. Designate evacuation routes

   b. Assist in evacuation by providing perimeter and/or traffic control and road blocks as needed

   c. Coordinate security activities with other emergency services

4. Fire Protection and Control (ES) will:

   a. For hazardous material/waste and fire incidents, be responsible for on-scene control and for advising the CS/GS for evacuation decision

   b. Assist in warning employees

   c. Assist in evacuating disabled and other special population groups

5. Facility Operations will:

   a. Provide traffic control devices

   b. Assist in keeping evacuation routes open

   c. Assist in recovery operations

6. Medical (ES) and Clinic will:

   a. Provide first aid, counseling, and other assistance

   b. Coordinate and monitor evacuation of injured

V. DIRECTION AND CONTROL

A. General

The NASA Manager has the overall authority for evacuation decisions. All activities will be coordinated through the IC, which will serve as the source of all direction and control.

B. Evacuation Notice

The HSE Department Facility Manager will normally advise employees to evacuate a hazardous area. In situations where rapid evacuation is critical to the continued health and safety of the population, such as hazardous material spills or fire, the HSE Facility Manager may advise employees in the immediate vicinity to evacuate as defined by the HSE Department Facility Manager.

C. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending the evacuation based on the advice of appropriate advisors. In all situations, the hazardous situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of the actual potential affected area. The command authority will ensure that the evacuation area is defined in terms clearly understandable by employees.

D. Public Notification

Persons to be evacuated should be given as much warning time as possible.

Pre-Evacuation Watch:
On slow-moving events, pre-evacuation notice should be given to affected employees if it appears that hazardous conditions may warrant such

action. Employees should be advised that they may have to evacuate upon 30 minutes notice or less.

Evacuation Warning:
All warning modes will be utilized to direct affected employees to evacuate the site. Wherever possible, the warning should be given on a direct basis.

E. Movement

1. The primary evacuation mode will be in private vehicles.

2. Evacuation routes will be selected by ES and Security personnel at the time of the evacuation decision.

3. If at all possible, two-way traffic will be maintained on evacuation routes to allow continued access for emergency vehicles.

4. Traffic control devices such as signs and barricades will be provided by Facilities and the FO.

F. Access Control

ES and Security personnel will establish a perimeter control to provide security and protection of facilities and property left behind.

G. Re-entry

The re-entry decision and order will be made by the on-scene IC/UC after the threat has passed and the evacuated area has been inspected by FD, Occupational Health, Safety, Security, and FO personnel for safety. Some specific re-entry considerations are

1. Ensure that the threat that caused evacuation is over.

2. Ensure that buildings and offices have been inspected to determine whether they are safe to reoccupy.

3. If offices or buildings have been damaged, determine what alternate office space exists.

4. Inform employees of proper re-entry actions, particularly cautions they should take with regard to utilities (suspicious fumes, odors, etc.). In addition, issue proper cleanup instructions, if necessary.

VI. ATTACHMENT DEVELOPMENT AND MAINTENANCE

Attachment E Issued: 04/14/11

The ESS, Security and FO are responsible for the maintenance and improvement of this attachment.

Attachment F Issued: 04/14/11

Attachment F
Annex F – Fire Prevention and Control

I. PURPOSE

The purpose of this attachment is to provide WSTF with a fire fighting plan to meet the demands of a disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire is a threat to personnel, property, and the mission success of WSTF.

B. Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations. When additional support is required, assistance can be obtained through the use of existing mutual aid agreements or from state and federal agencies. Contacts beyond MOU's will be made at the request of the IC or CS/GS with Managers approval.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of the FD in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. The FD is also regularly involved with rescue operations and hazardous material/waste incidents.

B. Phases of Management

1. Mitigation

a) Plan for fire prevention.

b) Enforce fire code.

c) Provide employee fire safety information programs.

2. Preparedness

a) Maintain mutual aid agreements at the FD with the phone numbers available at the alarm console.

b) Develop communication procedures.

c) Create, revise, and update pre-fire response plans at regular intervals.

d) Perform exercises and drills to ensure preparedness.

3. Response

a) Initiate rescue activities as necessary.

b) Contain, control, and extinguish fires.

c) Control hazardous material/waste incidents within capability and request assistance as needed.

4. Recovery

a) Perform or assist in decontamination and cleanup.

b) Perform inspection of restored or reconstructed buildings.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

1. Fire Chief/Chief Officers – responsible and qualified for coordinating all emergency fire service operations within WSTF.

2. Firefighters – responsible and qualified for medical, fire and hazmat response to emergencies.

V. DIRECTION AND CONTROL

Routine operations will be handled by standard procedures. During major emergency or disaster situations that require IC activation, the FD will be responsible for coordinating all emergency fire service operations within WSTF. IC may be established at the site(s) of a disaster situation in conjunction with other responding agencies.

VI. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The ESS is responsible for the maintenance and improvement of this attachment.

Attachment G Issued: 04/14/11

Attachment G
Annex G - Security

I. PURPOSE

This attachment provides for proper coordination of security activities to ensure the safety of life and property during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

During times of emergency, Security and ES personnel will be called upon to expand their operations. The table under Resources (see Section VI.C) contains contacts for county, state and federal agencies that can be called upon to provide law enforcement support as needed.

B. Assumptions

Security personnel will generally be able to provide adequate control. When additional law enforcement support is required, the Center Chief of Security (COS) or their designee will be notified and then they will notify the Doña Ana County Sheriff's Department. For emergency events involving espionage, terrorist activities, hostage taking, or damage/larceny of over $5000, the FBI will also be notified by the COS.

III. CONCEPT OF OPERATIONS

A. General

Emergency Security operations will be an expansion of normal daily responsibilities. These responsibilities include maintenance of order and discipline, traffic control, and crowd control. Security will have the primary responsibility for routine site security, and support groups will assist in traffic and crowd control.

B. Phases of Management

1. Mitigation

a. Provide periodic plan review and updating.

2. Preparedness

a. Provide training of primary and auxiliary personnel.

3. Response

a. Maintain order and discipline.

b. Provide security for key facilities.

c. Patrol evacuated areas.

d. Support other employee safety operations.

e. Provide traffic and crowd control.

4. Recovery

a. Continue response operations.

b. Assist in damage assessment.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

B. Task Assignments

1. COS, Contractor Facility Security Officer (FSO) and Security will:

a. Advise the Site Manager and senior staff on all aspects of security and coordinate all security activities on the site

b. Maintain order and discipline

c. Provide security for key facilities/resources and the disaster area

d. Provide protection of property in damaged areas

e. Provide traffic control

f. Provide crowd control

g. Assist evacuation

h. Support medical and rescue operations

i. Assist in hazardous material/waste incidents

j. Assist in preparation of appropriate mutual aid agreements

k. Support other employee safety activities

2. Maintenance and Operations Section will position traffic control devices (i.e., barricades, covers, etc.) as per security instructions, and/or IC/UC.

V. DIRECTION AND CONTROL

During major emergency or disaster situations that require CS/GS activation, the COS or designee will be responsible for coordinating all emergency security operations within the site from the CS location unless the COS is the IC.

An on-scene Command Post (CP) may be established along with other responding agencies, such as the FD. The senior security officer established at the disaster site(s), with the help of Security personnel on-scene, will be in charge of security activities and will report to the COS. The COS or designee will establish and maintain communications with the on-scene command post and direct and support emergency operations from the CS/GS location in coordination with other responding site representatives.

If local security capabilities are exceeded, the COS or designee will advise the IC/CS/GS and then request outside assistance from appropriate augmenting forces. MOU's may be acted upon at the will of the COS.

VI. ADMINISTRATION AND SUPPORT

A. Communications

1. The ES Telecommunicators operate a multi-channel base station in the Communications Center at all times, including response operations. An internal recall roster of personnel for emergencies will be maintained.

2. The POC for security operations during a power operation will be the Contractor Security Manager, or the WSTF NASA Security Manager as backup.

3. The Facility Operations Chief will communicate to the Security POC the status of the Site and what message should be given to anyone attempting to enter the site. The Security POC will relay this to the guard force.

4. The Facility Operations Chief will communicate to the Security POC who is or is not allowed on site during the outage. The Security POC will relay this to the guard force.

B. Equipment and Backup Power

1. The Security POC will ensure that Facility Operations has provided the necessary backup power generators to the Main Gate, and that all necessary security facilities/equipment is operating nominally.

2. The Security POC will ensure backup batteries are available for radios.

3. The Security POC will ensure backup batteries are available for flashlights.

C. Resources

Available supplemental Security resources are listed below.

Doña Ana County Sheriff's Department (First to be notified for law enforcement support)	525-1911 Dispatch # 526-0795
New Mexico State Police	524-6111
Federal Bureau of Investigation (Notified for any event involving espionage, terrorist, hostage taking, or damage/larceny of over $5000)	526-2351
U.S. Border Patrol (Illegal aliens)	524-4292
Fort Bliss K-9 Patrol (Bomb threat)	(915) 568-8561
WSMR EOD (Actual/suspected bomb discovered)	678-0235
Contractor Facility Security Officer, Dean Ehlert Cellular Phone (Any time any of the above are notified)	525-7501 993-0128 202-0806
WSTF NASA Center Chief of Security, Ray Denison (To be notified when FBI assistance is required)	524-5078 635-9448
Las Cruces Police Department (To be notified only in an extreme need and emergency, such as terrorist attack, riot, or hostage situations)	526-0795
WSMR Military Police (To be notified only in an extreme need and emergency, such as terrorist attack, riot, or hostage situations)	678-2722

VII. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The COS is responsible for the maintenance and improvement of this attachment.

Attachment H Issued: 04/14/11

Attachment H
Annex H – Industrial Safety and Occupational Health

I. PURPOSE

The purpose of this attachment coordinates health and medical services during emergency situations to reduce death and injury. This attachment also outlines damage assessment and restoration of essential health and medical services within WSTF during and immediately following a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. WSTF employees are vulnerable to disaster occurrences that could result in a need for emergency health or medical support.

2. The Clinic and Emergency Medical Services are responsible for the day-to-day provision of medical services at WSTF.

3. A mass casualty incident that produces a large number of patients, all needing stabilization at the same time and place, can occur in the absence of similar or related occurrences in surrounding areas.

B. Assumptions

1. Although many health-related problems are associated with disasters, there is an adequate local capability to meet most disaster situations.

2. Employees may require guidance concerning how best to avoid health hazards created by the disaster or arising from conditions existing in the affected area during the recovery and rehabilitation phase.

III. CONCEPT OF OPERATIONS

A. General

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and re-directed to the accomplishment of emergency tasks.

B. Phases of Management

1. Mitigation

a) Immunize employees.

b) Conduct regular physical examinations.

c) Provide specialized training.

d) Maintain employee health-awareness programs.

2. Preparedness

a) Maintain medical supplies.

b) Prepare mutual aid agreements.

3. Response

a) Establish temporary treatment center if number of emergency cases exceeds the Clinic capability. (Facilities such as the Rotunda, cafeteria, or the Fire Department vehicle bay may be utilized if needed.)

b) Disease control operations.

c) Collect vital statistics.

d) Execute mutual aid agreements as required.

4. Recovery

a) Continue response activities, as needed.

b) Compile health reports for WSTF, NASA, state, and federal officials.

c) Identify potential or actual continuing hazards affecting employee or public health, and offer appropriate guidance for mitigation of harmful effects.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The site doctor and nurses shall serve as medical advisors to the IC/UC and CS/GS. Response activities will be coordinated from the CS/GS location (Building 101, Room 124).

B. Emergency Functions

The site doctor, nurses, and emergency medical technicians are responsible for providing the following services in response to emergency situations.

- Essential medical treatment for injured or ill personnel
- Triage stations and EMS teams
- Identifying WSTF facilities that could be expanded into emergency treatment centers for disaster victims
- Hazardous material/waste exposure assessment and environmental health assistance to the IC
- Employee health protection for the affected population
- Vital records services

Crisis augmentation of health/medical personnel; e.g., nurses aides, paramedics, Red Cross personnel and other trained volunteers will be planned and incorporated into mutual aid agreements

C. Environmental Health

The Industrial Hygiene (IH) Specialist will assist the IC by providing recommendation on:

1. Environmental health activities in response to hazardous material/waste releases including: exposure, assessment, recommendations on personal protective clothing and equipment, and decontamination for emergency responders, and will provide any other environmental health assistance to the IC

2. Environmental health activities regarding waste disposal, refuse, food, water control, and vector control

D. Mortuary Services

The Office of Medical Investigator Phone 526-0795 has responsibility for the collection, identification, storage, and dispatch of deceased victims.

E. Public Affairs Officer (PAO)

The PAO has the primary responsibility for dissemination of employee information. Any release of information concerning the emergency or casualties must go through the PAO and be approved by the site manager.

V. DIRECTION AND CONTROL

A. Damage Assessment

Since accurate information concerning injuries and fatalities is essential in identifying required levels of medical support, information of this type must be forwarded to the IC as soon as it is available.

B. Disaster Area Medical Support

In disaster situations involving significant damage to WSTF medical capabilities or exceeding the site capabilities, assistance will be requested from WSMR at 678-1234 or the Las Cruces Local Emergency Planning Committee at 526-0795.

VI. ADMINISTRATION AND SUPPORT

Medical and health services will participate as required in drills and exercises conducted by the Emergency Preparedness Coordinator (EPC). Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective response to various emergencies.

VII. ATTACHMENT MAINTENANCE

The ES, SO (IH and Clinic) are responsible for the maintenance and improvement of this attachment.

Attachment I Issued: 04/14/11

Attachment I
Annex I – Emergency Public Information

I. PURPOSE

This attachment provides to effectively collect, control, and dissemination of emergency public information and for the minimization of confusion, misinformation, and rumors during times of emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

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 before the occurrence of an emergency the public be made aware of potential hazards and the protective measures that should be employed.

B. Assumptions

An effective program combining both education and emergency information will significantly reduce disaster-related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until they are affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

III. CONCEPT OF OPERATIONS

A. General

Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature, focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. A special effort should be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Education efforts will be directed toward increasing public awareness about potential hazards and how people should deal with them.

B. Phases of Management

1. Mitigation

   a) Conduct hazard awareness programs.

2. Preparedness

   a) Prepare emergency information for release during emergencies.

3. Response

   a) Release public information.

   b) Participate in news conferences.

4. Recovery

   a) Provide public information.

   b) Compile record of events.

   c) Assess effectiveness of information programs.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The overall responsibility for public information rests with the NASA Manager's Office, which will manage and coordinate all public emergency information-related activities.

B. Tasks

1. The Emergency Preparedness Coordinator (EPC) will:

   Ensure that a public information and awareness program is developed, maintained, and implemented

2. NASA Manager's Office will:

   a) Serve as the sole source for dissemination of Emergency Public Information (EPI)

   b) Notify the JSC Director of any major emergency or related news releases

c) Secure printed and photographic documentation of the emergency situation

d) Compile and prepare emergency information for the public in case of emergency

e) Handle unscheduled inquiries from the media and the public

V. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The NASA Manager's Office, PAO and EPC are responsible for the development and maintenance of this attachment and any related education and information programs.

Attachment J Issued: 04/14/11

Attachment J
Annex J – Damage Assessment

I. PURPOSE

This attachment addresses assessing and reporting of damage resulting from a natural disaster, enemy attack, or other major incident.

II. SITUATION AND ASSUMPTIONS

In the event that extensive property damage occurs because of a hazardous event, a planned damage assessment and reporting procedure is essential for reactive response-and-recovery operations. The timely and accurate assessment of property damage will be of vital concern to management following a disaster and will have great bearing upon the manner in which recovery is affected.

III. MANAGEMENT PHASES

A. Mitigation

Compliance with building codes and other regulations can reduce much of the structural damage that would otherwise result from a disaster. Nevertheless, damage will usually occur, and a fast and accurate assessment of conditions is very useful in response operations. In addition, an extensive damage assessment is a necessary part of most recovery programs.

B. Preparedness

The first table within this annex identifies those individuals that would comprise a Damage Assessment Team (DAT). The FO will ensure maps, photos, videos, and other documents, such as a list of critical facilities requiring priority repairs, for damage assessment purposes are maintained.

C. Response

The EPC will notify the FO Chief in the case of an emergency requiring damage assessment assistance. The DAT will be activated by and will coordinate all activities with the FO Chief. DATs will consist of local government and site-support contract employees (See Table 1 for names and phone numbers). When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related areas may be used to supplement existing team members. Once surveys of the affected areas have been completed, the results will be compiled by the FO Chief and reported to the EPC.

The checklist in Table 2 will facilitate the execution of damage assessment.

During nuclear attack operations, Radiological Protection personnel will be part of the DAT. When handling an operation such as a hazardous material accident requires specialized assistance, appropriate personnel will be added to the teams.

D. Recovery

Actions for recovery will be determined as necessary to restore services.

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The FO Chief is responsible for the development and maintenance of this attachment.

Attachment J Issued: 04/14/11

Table 1

DAMAGE ASSESSMENT TEAMS

	Home Phone	Work Phone	Cellular Phone
Team Leaders			
Jason Noble		524-5069	640-7625
Ed Bagwell		524-5434	649-5434
Team Members			
	NASA		
Jason Noble		524-5069	640-7625
John Villegas	382-0551	524-5189	
Chris Wolf	382-2121	524-5152	
	Contractor		
Ed Bagwell		524-5303	649-5434
Albino Hernandez	541-0511	524-5190	
Frank Mathis	522-7056	524-5238	
Jim McCullough	526-4757	524-5287	

Attachment J Issued: 04/14/11

Table 2

DAMAGE ASSESSMENT CHECKLIST

	Completed		
	Yes	No	N/A
Date: Time of incident: Time of notification:			
I. In a timely manner, determine general concept of emergency and inform all personnel in the office of the emergency.			
II. Define team assessment capabilities and action responsibilities.			
III. Compile information on damage to facilities and to private property.			
A. Number of deaths resulting from disaster or event.			
B. Number and classification of injuries resulting form disaster or event.			
C. Establish extent and magnitude of damage. See attached reports.			
1. Determine extent of damage to buildings and structures (non-test type).			
2. Determine extent of damage to roads and other traffic areas.			
3. Determine extent of damage to utilities systems (water, gas, electricity, etc.)			
4. Determine extent of damage to testing facilities and structures.			
IV. Condemn unsafe structures.			
V. Evaluate effect of damage on WSTF facilities for use in long range recovery planning.			

Attachment K and L Issued: 04/14/11

Attachments K and L
Annexes K and L – Plant Engineering and Utilities

I. PURPOSE

This attachment prompts immediate actions necessary to restore essential services and establish short- and long-term recovery plans.

II. SITUATION AND ASSUMPTIONS

WSTF is subject to disaster circumstances that could occur locally and would create a need for emergency facilities services. All engineering equipment, services, and labor will be utilized in dealing with an emergency. Any assistance from outside organizations will be requested. Facilities include buildings, roads, and all utility systems.

III. MANAGEMENT PHASES

A. Mitigation/Preparedness

Overall responsibility for providing engineering services and utilities during emergencies rests with the FO Chief. Additionally, the FO ensures that facilities' baseline documentation and maintenance program exists, and that a private contractor source list exists for services that may be required following an emergency.

B. Response

1. Assist in search-and-rescue operations, as directed.

2. Repair essential roads, services, utilities and equipment, as necessary.

3. Perform more detailed damage assessment of identified facilities or equipment.

4. Barricade damaged areas and clear debris, as necessary.

5. If shortages or overload conditions appear imminent, coordinate with the IC/UC (CS/GS) and initiate curtailment of service(s).

6. Make recommendations to alleviate problems.

7. Secure assistance of private contractors and request aid from other government agencies and the private sector, as needed.

8. Install or restore utility services to outlying locations.

9. Maintain before and after photos and/or video of damaged facilities.

C. Recovery

1. Repair/replace facilities and equipment, as necessary, for returning the site back to normal operations. Evaluate actions taken and produce a "lessons learned" report.

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The FO Chief is responsible for the development and maintenance of this attachment.

Attachment M Issued: 04/14/11

Attachment M
Annex M – Financial Management

I. PURPOSE

This attachment provides financial policy and guidance for the accomplishment of WSTF responsibilities in the event of an emergency situation or disaster.

II. PROCEDURE

A. WSTF does not allocate funds in its normal budget to provide for the type of emergencies covered by this plan. The objective of this plan is to provide WSTF with sufficient latitude and resources to permit timely accomplishment of the site's mission and to ensure effective use of resources in the event of an emergency.

B. Available funds will be used initially to support emergencies.

C. Cost records will be established and maintained to support expenditures for each emergency situation or disaster.

D. Issuance of Warehouse stock will continue in accordance with current regulations. Latitude will be provided in assigning cost responsibility according to funding constraints versus need for stock. A liberal return policy will be enacted for those stock items issued to support an emergency, with funding reinstated to the requisitioning office.

E. Responsibility for enforcing resource allocation and/or for deviating from current regulations is delegated to the following individuals:

	Home Phone No.	Work Phone No.
Heather Moncrief	373–9440	524–5136
Sheryl Reynolds	312–5853 (C)	524–5138

F. Their responsibilities include the preparation and transmittal of supplemental reports, requests for additional funding, dissemination of cost guidance for charging purposes, and assistance to the manager in fund management.

III. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The Financial Management Lead is responsible for the development and maintenance of this attachment.

Attachment N Issued: 04/14/11

Attachment N
Annex N – Command and General Staffs/Direction and Control

I. PURPOSE

II. This attachment provides a description of the process used by the IC's/UC's Command Staff (CG) and General Staff (GS) during emergency operations.

III. SITUATION AND ASSUMPTIONS

A. Situation

To provide the most effective response to an emergency, all efforts should be coordinated through a central location. The CS/GS is designated as the central location for all emergency management support activities to the IC/UC.

B. Assumptions

The response activities presented are applicable to all emergency situations and will provide adequate support for proper emergency management.

IV. CONCEPT OF OPERATIONS

A. General

The IC and the CS/GS are keys to successful response operations. With decision makers together at one location, staffing and resources can be utilized more effectively. Coordination of activities will ensure that all tasks are accomplished with minimum duplication of effort.

B. Phases of Management

1. Mitigation

a) Develop the CS and GS.

b) Provide adequate communications capabilities.

2. Preparedness

a) Instruct officials on CS and GS operations.

b) Stock adequate administrative supplies.

3. Response

a) Activate the CS and or GS as necessary.

b) Initiate response activity.

4. Recovery

a) Continue response operations as needed.

b) Begin recovery activities.

c) Release unnecessary personnel and begin to deactivate the GS and or CS.

C. Execution

1. The IC/UC with CS/GS will assume responsibility for all emergency operations and actions, and will provide overall direction and control.

2. The CS/GS will be activated upon direction of the IC/UC.

3. The IC/UC with CS will determine the level of staffing required, based upon the situation, and will alert the appropriate personnel.

4. Emergency operations will be conducted by WSTF forces augmented as required by trained forces supplied through mutual aid agreements.

5. It is typical for the IC to establish a Command Post (CP) in the vicinity of the emergency. The CS and GS assemble in Building 101, Room 124 (Constellation Conference Room) unless otherwise directed by the IC. The IC/UC will maintain close contact and coordination with the CS/GS.

6. The ICP and CS/GS may operate on a 24-hour basis during the emergency, with the staff required to work 12-hour shifts.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Broad responsibilities are assigned in paragraph 6.d, “Responsibilities,” of this plan.

VI. DIRECTION AND CONTROL

During emergency operations, the IC’s/UC’s staff is organized into two groups as listed below. The EPC serves as an advisor and liaison between the IC/UC and the CS/GS.

A. Command Staff (CS)

The CS consists of the NASA Manager, the Program Manager, and the NASA Office Chief /Department Managers/Directors if requested by the NASA Manager or Program Manager. Other individuals may be called upon in specific situations. This group is responsible for all major decisions to supply resources in support of the emergency response.

B. General Staff (GS)

The General Staff consists of operations, planning, logistic and finance. Other individuals may be called upon in specific situations. This group is responsible for all resources in support of the emergency response.

C. CS/GS Assembly Location.

1. Primary

Building 101, Room 124 (Constellation Conference Room).

2. Alternate(s)

The alternate assembly location is located in Building 101, IT Classroom (Room 115), then Building 110 (Rotunda), the Fire Department apparatus bay (Building 124) or where the IC instructs the CS/GS to assemble.

D. Reports and Records

Reports and records will be prepared in accordance with mishap/accident investigation guidelines. The use of reports will vary according to the type of emergency being handled.

All requests for assistance and all general messages will be recorded by Dispatch.

VII. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The EPC and ES are responsible for the maintenance and improvement of this attachment.

Attachment O Issued: 04/14/11

Attachment O
Annex O – Human Resources

I. PURPOSE

This attachment provides a plan to effectively use of human resources in an emergency situation or disaster at the White Sands Test Facility.

II. PROCEDURE

Refer to Annex M, "Resource Management," in the event of an emergency that dictates the use of human resources beyond those identified in WSP 25-0009, "WSTF Emergency Preparedness Plan," and attached annexes. In such case, the following individuals are to be contacted:

	Home Phone No.	Work No
Patsy Segura	521-1975	524-5131
Jim Edwin (NTEC)	532–5651	525–7847
Kristina Garcia (FOSC)	382–2196	525–7773
Juan Tiscareno*	(520)271–8354	524–5153

*Primary contact for Cafeteria Operations

III. ANNEX DEVELOPMENT AND MAINTENANCE

The Administrative Officer has the responsibility for maintaining and improving this attachment.

Attachment P Issued: 04/14/11

Attachment P
Annex P – Hazard Mitigation

I. PURPOSE

This attachment describes hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impact of natural and other hazards at WSTF.

II. SITUATION AND ASSUMPTIONS

A. Situation

Several hazardous conditions exist within WSTF that have the potential for causing loss of life, injury, or extensive property damage.

B. Assumptions

The adverse impact of hazards can be reduced by hazard mitigation actions accomplished before an incident occurs. Effective post-incident mitigation actions can also reduce the risk of a repeat disaster.

Hazard mitigation planning and implementation activities are an ongoing process at WSTF. These activities include System Safety Analysis Teams, Operational Readiness Inspections, Test Readiness Reviews, and Safety Reviews as defined in MSM Infrastructure Process - Safety and Readiness Review, WSI 04-SW-0002, "Hazard Analysis," and WSI 04-SW-0003, "System Safety Analysis."

III. CONCEPT OF OPERATIONS

A. Definitions

Hazard mitigation - Any action taken to eliminate or reduce long-term risk to human life and property from natural and other hazards.

Disaster - A situation resulting from an incident which causes widespread or severe damage, injury, and loss of life, property, or resources, and for which the recovery capabilities of a jurisdiction are exhausted. Disaster assistance provided by the federal or state government is intended to supplement local government resources to enhance recovery capabilities and achieve a speedy and efficient return to pre-incident conditions.

B. General

This attachment is not intended to describe in detail all aspects of the mitigation program. Details of required reviews are contained in the previously referenced

WSI's and address facility designs and test readiness. Natural disasters are also addressed in this plan and attached annexes. The following items are considered in assessing hazard potentials:

1. Any previous incidents involving this hazard

2. Number of people killed or injured during previous incidents and number of people potentially at risk from future incidents involving this hazard

3. Probability of future incidents occurring that involve this hazard

4. Damage to homes, businesses, public facilities, crops, and livestock that have been caused by previous incidents or are potentially at risk from future incidents involving this hazard

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The EPC, ES and Security are responsible for the maintenance and improvement of this attachment.

Attachment P Issued: 04/14/11

Table P-1, Hazard/Threat Identification Analysis

Possible Hazard	Likelihood*	Comments
Hazardous materials release	High	Toxic Chemical release with winds
Fire (structural, range fire)	High	--
Industrial accident	High	--
Pipeline accident	Medium	Site distribution (MMH and N2O4) and off-site supply (natural gas), toxic chemical release with winds
Aircraft crash at WSTF	Low	--
Civil disorder	Low	--
Disease	Low	Epidemic
Earthquake	Low	--
Flood/flash flood	Medium	Seasonal site damage and access road danger
Highway transportation accident	Low	Toxic chemical release with winds
Hurricane/severe weather (wind>85mph)	Low	Severe storms, flash floods, and high winds are possible
Radiological incident	Low	--
Sabotage	Low	--
Structural failure	Low	--
Terrorism (i.e., bomb threat, assault)	Low	--
Tornado	Low	Rare in the area, but possible
Utility shortage/failure (power, water, gas, etc.)	Low	--
Warfare (nuclear, biological, chemical, conventional)	Low	--
Water supply contamination	Low	--
Winter storm	Low	Consecutive subzero days rare, but possible
* The likelihood of any event occurring must be considered on a case-by-case basis.		

Attachment Q Issued: 04/14/11

Attachment Q:
Annex Q - HAZMAT/ Hazardous Material/Waste Spill Response

I. PURPOSE

This attachment provides the policies and procedures for responding to emergency releases of hazardous material/waste and potential accidents that can have impact(s) on the environment.

II. SITUATION AND DEFINITIONS

A. Situation

This annex applies only to procedures for hazardous material/waste releases that go beyond local area resources. Procedures dealing with spills that occur in local areas are covered by WSI 25-SW-0034, "WSTF 100 Area Emergency Response Plan for Hazardous Chemical Releases"; WSI PROP-0055, "Propulsion Test Emergency Procedures Implementation"; WSI LSAFETY-0001, "WSTF 200 and 800 Area Emergency Response Plan for Hazardous Chemical Releases"; WJI LSAFETY-0229, "Hazardous Chemical Spill Procedures"; WJI SVC-FABL-0002, "HWDL Use and Maintenance, and Spill Response for the Chemical Etch Laboratory"; WJI SVC CSS-0037, "Proper Handling and Disposal of Chemicals and Wastes Generated in the Component Services Laboratory"; WJI 800-0053, "Hazardous Materials Release Procedure for the Materials Preparation Laboratory in 803 and the Materials Facility in 804"; and WJI 800HFF-0055, "Area Spill Procedure".

Requests from off-site HAZMAT response are pre-approved through MOU's with White Sands Missile Range (WSMR) and Las Cruces Fire Department (LCFD).

Requests from off-site Emergency Response [Fire and Medical] are pre-approved through MOU's with White Sands Missile Range (WSMR), Las Cruces Fire Department (LCFD) and Dona Ana County Fire.

B. Definitions

Terms used in this annex are defined below.

Emergency release - the release of a hazardous material/waste that occurs outside of WSTF-controlled work areas or, within those areas, goes beyond the scope of the local area emergency procedures, controls, or resources.

Emergency response - a response effort to a fire, explosion, or unplanned occurrence that results, or/ is likely to result in an uncontrolled release of hazardous materials/waste into the environment. Responses to releases of hazardous materials/waste in which there is no potential safety or health hazard

(i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

HAZMAT - hazardous materials.

Incident Command System (ICS) - the command system based on a nationally recognized system for managing critical situations, which includes the following characteristics: (1) common organizational structure; (2) common terminology; (3) uniform and consistent procedures; and (4) coordinated communications.

Incidental release - the release of a substance that can be handled within the scope of the local area emergency procedures, controls, and resources.

III. CONCEPT OF OPERATIONS

A. General

Response to the release of a hazardous material/waste at WSTF will be as follows:

1. The local area or worksite will exercise emergency procedures that identify the responsible person (Incident Commander) in charge.

2. The IC will assess the situation and, if it is an incidental release, will perform control and cleanup with appropriately trained personnel equipped with appropriate personnel protective equipment (PPE) in accordance with local work authorizing document or initiate local area emergency plan.

3. If the incident is beyond the control of the local area IC, then Emergency Services will be called to respond.

4. The local area IC and Emergency Services IC will establish Unified Command.

B. Emergency Release or Spill

The following will be implemented in the event of an emergency release or spill of any hazardous material/waste requiring HAZMAT response in the following phases:

1. <u>Phase I</u>, Initial Response: This phase identifies and contains hazardous material/waste releases, and includes the following actions to save lives, reduce injuries, and protect the environment: evacuation of nonessential personnel; cordoning off the danger area; performing fire and rescue

operations; stopping the release if possible; and preventing the spread of the released material into the environment.

2. Phase II, Recovery of Released Hazardous Material/Waste: In this phase, cleanup operations and recovery of the spilled material/waste contaminated by the release are performed.

3. Phase III, Short- and Long-Term Site Restoration (Post-Emergency): In this phase, contaminated soil is removed, the site is restored to permit personnel to resume normal activities, and further contamination of the environment is prevented.

C. HAZMAT Response Team

The HAZMAT Response Team consists of all WSTF FD personnel and selected personnel from the operational areas who are trained to the HAZMAT Technician level. The FD is responsible for HAZMAT Response Team training and equipment, and performs Phase I and Phase II activities.

Within the WSTF hazardous test areas, supervisors are responsible for writing plans for Phase I emergency response actions to secure the test systems, alert personnel, and evacuate personnel to assembly areas as directed by the cognizant Office Chief or Department Manager/Director. The HAZMAT Response Team will be called when it is determined by the local area person in charge that the condition constitutes an emergency. Incidental spills will be handled and controlled by appropriately trained personnel within the area.

The NASA Environmental Program Manager and the contractor Environmental Section are responsible for approval and oversight of Phase III remediation activities. Operational area personnel will assist in the cleanup operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The WSTF Site Manager provides necessary resources to maintain a competent emergency response capability in accordance with 29 CFR Part 1910.120.

B. NASA Office Chiefs are responsible for: providing appropriate personnel to the HAZMAT Response Team, assuring that personnel under their jurisdiction are appropriately trained in the hazards associated with their operations, and assuring that emergency procedures are established for local area employees to perform emergency shutdown, evacuation, and other initial control functions.

C. NASA Environmental Program Manager assures proper reporting of hazardous material/waste releases, assists the EPC in critique of emergency responses, approves of post-emergency cleanup and decontamination activities, provides oversight of the contractor Environmental Section, and reports releases of

hazardous material/waste in compliance with EPA, OSHA, and New Mexico Environment Department reporting requirements.

D. Contractor Environmental Department provides an advisor to the IC during emergency response incidents, and supervises Phase III operations. In addition, the Environmental Department will help maintain the Emergency Preparedness Plan (WSP 25-0009) with the information required by 40 CFR Subpart D-Contingency Plan and Emergency Preparedness and 40 CFR 265.52 (90-Day Storage Standards) for its use as a Contingency Plan.

E. The Safety Office reviews the results of all HAZMAT responses and serves as advisor to the IC during emergency incidents.

F. The Industrial Hygienist (IH) serves as a consultant to the Safety Officer for all OSHA-related issues. The IH also serves as an advisor to the Safety Officer during emergency response activities, assisting the Safety Officer in determination of appropriate PPE and emergency response equipment. The IH may also serve as an advisor to the Environmental Section during Phase III operations.

G. The WSTF Fire Chief serves as Emergency Preparedness Coordinator in the absence of the EPC.

I. The WSTF Ordnance Officer serves as an advisor to the IC for any incident involving explosives, propellant and pyrotechnics.

J. Area Supervisors are responsible for training personnel in local area hazards, emergency procedures, incidental spill cleanup, and completion of spill reports, reviewing area procedures for adequacy in the event of an emergency release, and assisting the IC, where possible, during HAZMAT responses in their areas.

K. Security Guards will assist in traffic control and deny entry of vehicles into evacuation zones, and may also assist in evacuation when requested.

L. The Public Affairs Officer will be the point-of-contact for any off-site news bulletins concerning hazardous releases. The news releases must have the approval of the NASA Manager before release.

M. Evacuation Coordinators are assigned to all occupied buildings at WSTF. During fires and other emergencies, Evacuation Coordinators assist in safely evacuating employees by directing them to assembly areas as directed by alarmed condition or IC.

N. Fire Brigade has been trained to support the fire department during major emergencies.

O. Incident Commanders have ultimate authority and command during emergency responses. They are responsible for coordination of activities during emergency responses. This coordination includes ensuring prompt notification is provided to Environmental representatives when potentially reportable quantities of hazardous material/waste are released into the environment. The Incident Commander has the authority to commit the necessary site resources, including equipment and manpower, to mitigate the emergency situation.

P. The HAZMAT Response Team is responsible for responding to releases or potential releases of hazardous material/waste in order to favorably change the outcome of the release.

V. INCIDENT COMMAND STRUCTURE

The overall structure of the WSTF ICS is shown in Table 1. The ICS structure is designed so that the IC communicates with as few personnel as practical so as not to become overloaded with information. The EG and the IC work together to respond to and recover from any emergencies affecting the facility.

VI. EMERGENCY RESPONSE EQUIPMENT

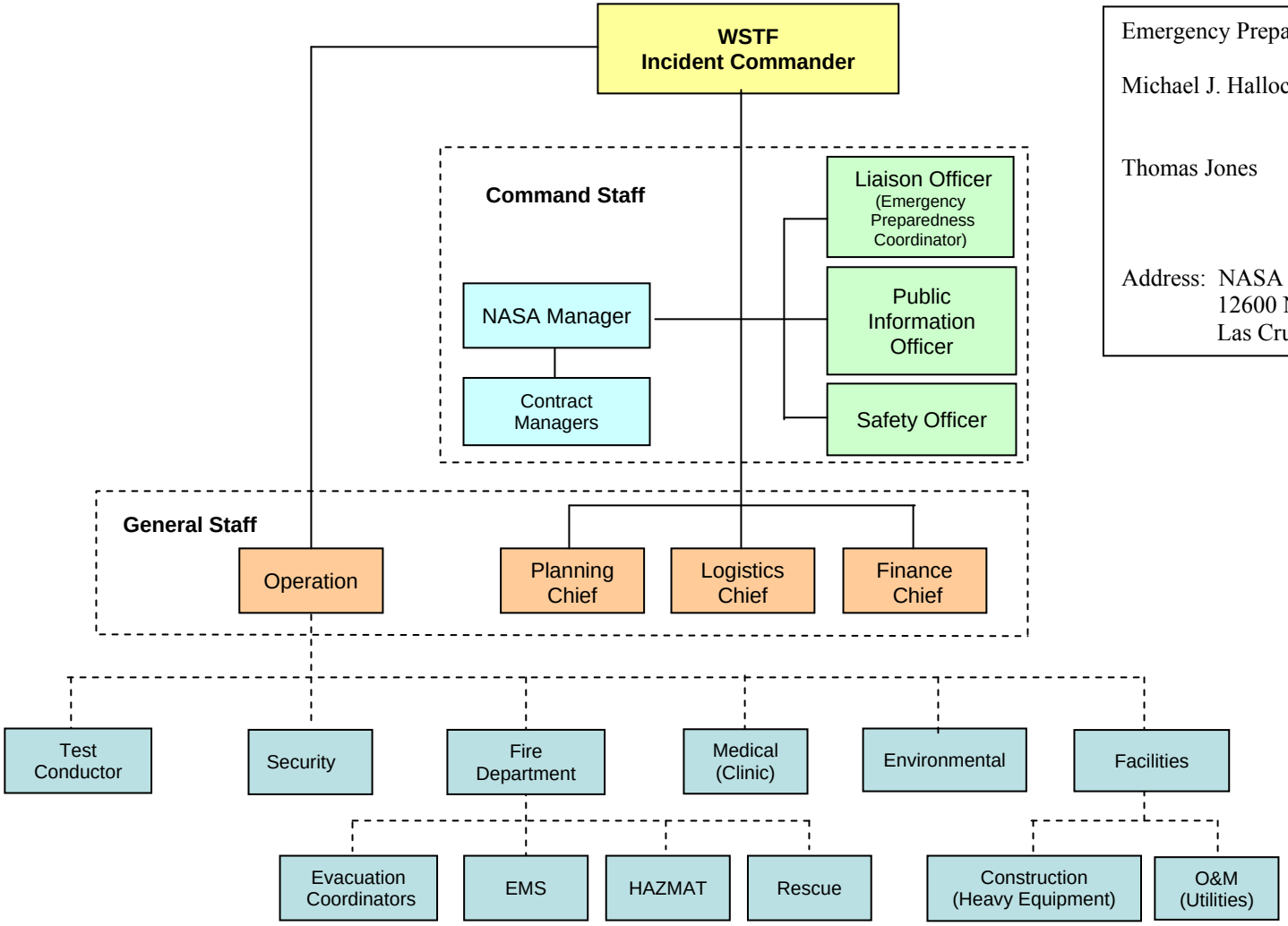
Emergency response equipment list is shown in Table 2.

VII. ATTACHMENT DEVELOPMENT AND MAINTENANCE

ES and EPC are responsible for the maintenance and improvement of this attachment.

Attachment Q Issued: 04/14/11

Table 1: WSTF Incident Command System



Emergency Preparedness Coordinator

Michael J. Hallock, II	Mobile: 575-649-5428 Office: 575-524-5428 Home: 575-527-1938
Thomas Jones	Mobile: 575-649-3687 Office: 575-524-5641 Home: 575-649-3687

Address: NASA JSC White Sands Test Facility
12600 NASA Road
Las Cruces, NM 88012

Table 2

FIRE DEPARTMENT EMERGENCY RESPONSE EQUIPMENT		
Equipment	**Description**	**Capabilities**
Fire Extinguishing/Rescue:		**Location: Building 104**
Fire Truck/Ladder 75'	Ladder Truck	1500 GPM, 500 gal water tank, firefighter equipped
Fire Truck/Pumper	Class A Pumper and All-wheel drive Class A Pumper	1000 or 1250 GPM, 750 or 1000 gal. water tank firefighter equipped
Brush-fire truck	All-wheel drive	Firefighter equipped
Command Unit	2008 Suburban	Response Command Unit
HAZMAT/Rope Rescue/Ambulance	Can be used as a Type 3 ambulance. Day to day activity. Quick response HazMat and Rope Rescue	Quick response HazMat/Rope Rescue
Ambulance	Type 32008 and Type 3 2006	Equipped and staffed
Gas Detection Monitors	Multi gas monitor, Dragger Pac III	Monitor O2, H2S, CO, & Combustible Gases, Hydrazine and Oxidizer
Thermal Imagers	Heat detector	Monitor for Heat
Confined Space Rescue Equip.	Such as: Harness, Hardware, Straps, rope, or lifting frame, Tripod	Confined Space Rescue
Fire Suppression Foam	Such as: Chemguard AFFF Alcohol Restraint Foam Class A Foam	Alcohol and Hydrocarbon fire suppression, Class A Fire suppression, Environmental friendly foam
Patient Stabilization/Transport Equipment	Backboards, stretchers, basket w/straps	EMS
Spill Control		**Location: Building 104**
HazMat Spill Response Trailer	Enclosed 20'x 6'10" x 6' tandem-axle	Response equipment transport
Generator	7000 Watts, 120/240 Volts, electric start	Illumination during night-time operations
SCBA Harnesses and filled Bottles	4500 psi	45/1 hr air supply
Black Vinyl Aprons	Chemical Resistant	Corrosive and splash protection
Over Packs (Screw Lid or Clasp Lid)	55 or 95 gallon containers	Spill Containment
Various Spill Kit Equipment	Such as: ERG Book, Plastic Bags, Assorted Pigs, napkins, Pads, buckets, goggles, gloves, plastic bags, bags of sand, spill pillows, absorbent, etc.	Spill Containment, Spill Absorbent
Acid Neutralizer	Chemical compatibility w/site waste	Spill Absorbent/Neutralizer
Pumps	Such as: Submersible & Centrifugal	Spill Transfer

FIRE DEPARTMENT EMERGENCY RESPONSE EQUIPMENT		
Various equipment for patching/sealing drums or containers	Such as: pipe wraps, metal pipe jackets, drum roll patch, Epoxy patch etc.	Drum/container patching and contamination containment
Tool Kit	Such as: Non sparking wire brush, monkey wrench, assorted box end wrenches, channel locks, crescent wrench, assorted screw drivers, etc.	Drum/container patching and contamination containment
Mercury Spill Kit	Clean up, containment, decontamination and emission of mercury vapors	Contamination containment
Level A Suites	Fully encapsulating	Chemical protection
Lighting Equipment	Such as: Portable electrical flood lights, power strip, extension cords	Illumination
Hazmat Response Equipment	Such as: disposable gloves & booties, HAZMAT I.D. Cards, zip-locks, Insta-check P.H. kits, safety glasses, assorted gloves, hazmat, tyvek	Hazmat Response, level "C" protection (glasses), chemical resistant gloves, chemical resistant or chemical resistant steel toe/midsole boots.
Spill Control Heavy Equipment		**Location: 150 Yard**
Various Trailers	Such as: Vacuum Trailer, low-boy trailer, tanker trailer	Spill containment/transfer of containers and equipment
Various Heavy Equipment	Such as: Front End Loader, Crane, backhoe, dump trucks, forklifts	Earth and container movement
Livestock storage tanks	1,000 gallons	Spill Containment
Portable Pumps	various sizes	Waste transfer
Decon Equipment		**Location: Building 104**
Decon Station, kiddy pools, wooden benches	poly-lined boxes w/decon shower, poly-line pools	Decon
Open Top Container	Poly w/lid	Decon – PPE collection
Brushes	Long handled/soft	Decon – Equipment
Hoses/Connections	Water garden hose	Decon – Equipment
Plastic Sheeting	Rolled plastic sheeting	Decon station containment
Neutralizing solutions	Such as: Clorox/Caustic	Decon contamination
Soil, Sand and Gravel	Naturally occurring	Diversion, dyking and erosion control

Attachment R Issued: 04/14/11

Attachment R
Annex R - Rescue

I. PURPOSE

This attachment provides planning by which a trained and equipped emergency rescue force can locate, identify, and remove survivors who have been injured and are in need of medical treatment, or who are marooned in an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

WSTF buildings are subject to structural damage from severe weather, fire, and explosions that could result in people being trapped in damaged and collapsed structures or lost in remote areas on site.

B. Assumptions

A trained, equipped, organized rescue force will provide the capability to efficiently conduct methodical search-and-rescue operations, suppress and minimize loss of life, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.

III. CONCEPT OF OPERATIONS

A. Day-to day rescue operations

The WSTF FD provides 24-hour coverage regarding fire safety and security. The department maintains equipment and staffing in a continuous state of readiness because of their day-to-day operations. In addition, departmental personnel are trained emergency medical technicians and are familiar with extrication techniques.

B. War-related events

The technical competence and ready availability of the rescue force will be augmented during emergencies by mobilizing additional skills in medical, building trades, engineering services, heavy equipment operation, and communications.

C. Natural disaster and technological hazards

The day-to-day rescue capability will be augmented during natural disasters to the extent necessary to eliminate the problem at hand. The operation may require mobilizing medical personnel, building trades, engineering services, heavy equipment operation, the heavy-duty rescue squad, and mutual aid and military support.

IV. ATTACHMENT DEVELOPMENT AND MAINTENANCE

ES is responsible for the maintenance and improvement of this attachment.

Attachment S Issued: 04/14/11

Attachment S
Annex S - Transportation

I. PURPOSE

This attachment provides a planning for the effective allocation of site Government Services Administration (GSA) vehicles in an emergency situation or disaster at WSTF.

II. PROCEDURE

A. In the event of an emergency that requires the use of site GSA vehicles, the following individuals are to be contacted:

	Home Phone No.	Work Phone No.
Johnny J. Bernal	527–2262	524–5140
Claudia Cardona	642–6076	525–5234
Paul S. Goodwin	382–3544	524–5781

These individuals are responsible for obtaining, coordinating and disbursing site vehicles in the event of an emergency situation or disaster:

B. In the event of an emergency that requires the use of site heavy equipment contact:

	Home Phone	Work Phone
David Martinez	523–2387	524–5179
Ed Bagwell		524–5303/649-5454
Greg Powe		524-5116

The following heavy equipment is available for emergency response activities.

Equipment

One 180-ton crane and one 30-ton crane and one boom truck 7.5 tons
Backhoes
Loaders
Graders
Man lift equipment
Forklifts

Attachment S Issued: 04/14/11

Bobcat
Tractor for trailers (Hazardous Material Certified)
Dump trucks
Water truck
Air compressors
Generators

III. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The FO is responsible for the maintenance and improvement of this attachment.

Attachment T Issued: 04/14/11

Attachment T
Annex T – Training

I. PURPOSE

This attachment provides planning for a comprehensive training program in emergency management for all departments and personnel who support the emergency services at WSTF.

II. SITUATION AND ASSUMPTIONS

A. Situation

During an emergency, all WSTF departments may provide services that interface with other departments. Because disaster situations are unusual and infrequent events, it is essential that regular training be conducted to indoctrinate personnel, test plans, evaluate response plan and improve performance.

B. Assumptions

New employee indoctrination, drills and critique of drills will be the primary training tools used at WSTF.

III. CONCEPT OF OPERATIONS

A. General

The EPC will assist in coordinating an ongoing program of training to include indoctrination, drills, and exercises.

B. Phases of Management

1. Mitigation

a) Development of training curriculum.

b) Identify training aids, resources, and needs.

2. Preparedness

a) Conduct local drills.

b) Schedule personnel to attend training programs.

c) Participate in center-wide and agency drills as appropriate.

d) Review performance during drills against plans.

e) Provide critiques of drills to department heads.

3. Response

Prepare and maintain records of all training activities.

4. Recovery

a) Critique performance and note weaknesses.

b) Develop drills and training materials to strengthen and test shortcomings.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Task Assignments

1. Emergency Preparedness Coordinator (EPC)

a) Develop an annual training plan to include instruction, tabletop and full-scale drills.

b) Conduct drills. Arrange for a critique and provide a summary to the appropriate Office Chiefs and Department Managers/Directors.

2. All Offices and Departments

a) All Office Chiefs and Department Managers/Directors should regularly identify to the EPC those areas involving their local emergency procedures, which should be tested and drilled with other offices and departments.

b) Each Office Chief and Department Manager/Directors is responsible for internal departmental training programs that exercise emergency situations (spills) in support of the emergency management program.

3. Specific Support

Upon the initiation of an emergency exercise, the IC/UC may request Communication Group send a representative to Dispatch to monitor and real time trouble shoot communication problems.

Attachment T Issued: 04/14/11

V. DIRECTION AND CONTROL

Training programs and drills involving only a single department may be scheduled and conducted by the department head at any time. Such activities that are supportive of the overall emergency management program should be reported to the EPC.

The EPC should be involved in all drills that involve multiple departments at WSTF.

VI. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The EPC, ES, COS and ECNS Line Manager are responsible for maintenance and improvement of this attachment.

Attachment T Issued: 04/14/11

Training Schedule

Training Schedule

WSTF/WSC/ADF-SW Fire & Emergency Preparedness Program

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
WSTF Facility Fire Inspections – Drills												
100 Area & 600 Area & Site Utilities				X								
200 Area			X									
800 Area and 250, 270, and 700 Areas												X
WSSH											X	
300 Area and 500 Cryo Area								X				
400 Area and 500 Propellant Area							X					
WSC /ADF-SW Pre-plan/ Fire Inspections - Drills*												
WSGT T-1	X											
WSGT T-25, T-20, T-21, T-14, T-16		X										
STGT T-4					X							
ADF-SW						X						
Fire Program Training/Testing/Audits												
Training for warning, communications		X										
Training for shelter, mass care, evacuation			X									
Evacuation Coordinator Audit	X			X			X			X		
Fire Hydrants Testing	X			X			X			X		
WSTF Sprinkler Stand-pipe Inspection	X			X			X			X		
WSTF Fire Apparatus Pump Test								X				
WSTF Fire Hose Pressure Testing								X				

Attachment T Issued: 04/14/11

Training Schedule

WSTF/WSC/AF Fire & Emergency Preparedness Program– 2003

Date Originated: 01/05/03	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Emergency Preparedness												
WSP 25-0009 Annex Review	N				A,B,Q	C,E,R	F,G,H	J,K,L	D,S,M	I,O,P	T,U	
Local Emergency Plan Review (Area)			200	100	600	400	Fuel	300	Cryo		700	800
Management Tabletop Exercise	X											
Functional or Full-Scale Exercise				X								
Exercise Design											X	
Management Approval of Exercise												X

Attachment U Issued: 04/14/11

Attachment U
Annex U – Legal Services

I. AUTHORITY

See JPR 1107.1, The JSC Organization.

II. SUPPORT

Legal support shall include in-depth advice on relevant laws and/or regulations (for example: emergency, environmental, privacy, and information release), civil and criminal liability issues, and claims matters.

III. RESPONSIBILITIES

A. Be the legal advisor to activities and groups under the emergency plan(s).

B. Provide legal advice/assistance to management during emergency situations.

C. Provide legal review of SOP's as needed.

D. Review and assist in the development of mutual support agreements as needed.

IV. POINTS OF CONTACT

AL/Office of the Chief Counsel shall be the primary source of legal support. The following members of the Legal Office have been assigned to initially respond to requests for legal advice under this plan and during any emergency:

A. Primary - AL/Amy Voigt [(281) 483-1005]

B. Alternates - AL/Donna Shafer [(281) 483-4258] and AL/Jennifer Aranda [(281) 483-1018]

V. LINES OF SUCCESSION

Maintain Attachment U, “Legal Services”; (This is the same as JSC Annex T)

Attachment V Issued: 04/14/11

Attachment V:
Annex V – Bomb Threats

I. PURPOSE

This attachment provides instructions for all White Sands Test Facility employees in the event of a bomb threat. The term bomb threat is used to describe any threat of damage through explosive means including a bomb, missile or other destructive explosive device.

Figure 1 shows a process flow chart.

II. SITUATION AND ASSUMPTIONS

A. Situation

Bomb threats may be specific or non-specific. The non-specific bomb threat is one in which the informant simply states there is a bomb on the premises, but gives no specific details about the location or type of bomb. In the specific bomb threat, the informant often gives specific information about the bomb such as its location, type of packaging, what it looks like, time of detonation, who is responsible, and the reason for using the bomb.

B. Assumptions

Although threats are delivered in a variety of ways (third party notices, written documents, recordings) the majority are made by telephone calls. There are two logical explanations for making a call:

1. The caller has definite knowledge or believes that a bomb has been or will be placed, and he or she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.

2. The caller wants to create an atmosphere of anxiety and panic that will, in turn, result in a disruption of normal activities at the facility where the device is reportedly placed.

Another bomb threat method of delivery to WSTF would be devices that are delivered through the U.S. Postal Service or other delivery providers, such as FedEx, UPS, etc. In most cases, the type of manner of packaging (unprofessionally wrapped, irregular shape, protruding wires, aluminum foil, visible oil stains, or a peculiar odor), alone with data on the package (inaccurate information on addressee, distorted handwriting, excessive amount of postage,

and parcels marked "Personal" or "Private") are the only indicators that something is not right. When the threat level is heightened, all mail and packages should be X-rayed before delivery.

Another method of delivery could be devices and weapons systems designed to cause mass destruction delivered to WSTF through the gate. Like suspect mail devices, in some cases the general appearance and unusual smell of a vehicle, along with the manner of the individual driving the vehicle will be the only indicators all is not right.

To ensure the safety of WSTF personnel, each threat must be taken seriously and appropriate action taken until it can be determined that no device is present or the threat is unfounded. This directive provides guidelines to evaluate and manage a bomb threat.

III. CONCEPT OF OPERATIONS

A. Receiving a Bomb Threat

1. When anyone within the WSTF receives a Bomb Threat, the following steps should be taken:

   a) Remain calm.

   b) Any employee receiving a bomb threat by telephone should attempt to transfer the call to the Security Office or NASA Dispatch, ext. 5078 or 5641.

   c) If the employee is unable to forward the call, keep the caller on the line as long as possible. Refer to the emergency Procedures, WSTF-RD-0037-001-01 section Bomb Threat Procedure and complete the report. ***Note***: An additional resource for information is the Bomb Threat page on the WSTF Internal Home Page, at https://www1.wstf.nasa.gov/Default/EMS.asp . Attempt to identify background noises.

   d) Make an educated guess as to the sex, age race, voice, accent, etc. Note the exact time that the call was received and when the call terminated. Make notes of the caller's exact words and write them down. Ask the caller to repeat his message to ensure that you wrote everything that he/she stated.

   e) Ask the caller the location of the bomb, type of explosive device placed, what the device looks like and the time of detonation. If

this information is refused, ask what building will be destroyed and ask again the time of detonation.

f) Immediately report the call to the Security Office, ext. 5078 or 5641.

g) If the threat is received by mail secure the written material as evidence with minimal handling. If the threat is received by computer, record the date, time, and port or account from which the threat was made, if identifiable and print the threat message. In all cases you will be requested to report to the Security Office immediately so that you can make a statement.

B. If the Security Office or WSTF NASA Dispatch receives directly or indirectly a bomb threat or a report of a suspicious item, package, or vehicle, this procedure will be implemented. The WSTF NASA Dispatch will immediately contact the prime contractor FSO. In the event that the SO was contacted directly, he will immediately contact the WSTF NASA Dispatch. The FSO will request the WSTF NASA Dispatch to dispatch the on-duty shift Security Lieutenant, and one additional patrol to the location of the threat. Routine security operations, with the exception of main gate operations, will be suspended and the manpower redirected to support the incident as needed. All communications on the security radio channel will be minimized to the emergency only. Security forces will utilize the primary security radio channel for this incident unless directed otherwise by the FSO or his designee. If the location of the threat is not known, the Lieutenant and patrol will organize themselves to conduct a general search. If an area appears to be unreasonably large for a two man search, the Lieutenant may request support from the White Sands Complex Security Lieutenant or the Emergency Services Section through the WSTF NASA Dispatch.

C. The FSO will make a determination if the threat is creditable or not and ensure that the Executive Group is notified through the Emergency Preparedness Coordinator.

D. The FSO will ensure that a basic scenario of events has been provided to Dispatch, written or verbal, for notification purposes. The WSTF NASA Dispatch or FSO will make information notifications, as directed by the FSO, to the following agencies and organizations:

Doña Ana County Sheriff's Department	Dispatch # 526-0795
Federal Bureau of Investigation	526-2351

WSC Security Manager	525-5078 or 635-9448
ADF-SW Security Manager	525-5244 or 525-5208
WSMR Military Police	678-2722
Fort Bliss K-9 Patrol (Bomb threat)	(915) 568-8561

Formal requests for assistance from Law Enforcement Agencies will be directed or conducted by the FSO or his designee. If a suspected device has been discovered during searches, the FSO will immediately request the WSTF NASA Dispatch to notify everyone in the above listed of this update. The FSO will immediately ensure that the executive Group has been apprised of the update.

E. If the FSO has deemed the threat credible, a recommendation to evacuate the affected building will be made to the Executive Group. If the threat has been deemed not credible, then a recommendation will be made to not evacuate the building and to discontinue bomb search activities activated above. If credible a Public Address (PA) announcement will be made by the WSTF NASA Dispatch that a Bomb Threat has been received at WSTF and a request made for employees to make a cursory look at their office, work and test area for anything out of the ordinary. In cases where a specific building has been identified without an exact location, only those buildings occupants will be requested to perform a cursory search of the area. If anything suspicious is observed immediately contact the Security Office at ext. 5222, 5186, WSTF NASA Dispatch at ext. 5641 or an on-scene Security Officer. DO NOT TOUCH OR HANDLE the suspicious item(s). In situations that have been deemed time critical and a necessity exists to immediately exit the area, no cursory look will be conducted by employees and that statement will be included as part of the notification made above.

F. The Security Lieutenant initially in charge of the scene will keep the WSTF NASA Dispatch and on-scene Security Officers fully informed of all developments of the incident.

G. If a building or facility is the subject of the bomb threat and the threat was non-specific as to its exact location within the structure, security officers will first begin searching the exterior of the building and all evacuation routes. If a suspect package is found, they will secure the area and inform the contractor FSO. All radio or cellular phone communications will be discontinued in the immediate area of the suspected device. The FSO will then ensure that the Executive Group is notified and recommends that the building be evacuated. If no suspect package/item is found, security officers will monitor the exterior of the

facility. The on-scene Security Lieutenant will then coordinate an interior search of the building/facility.

H. If the location of the suspicious item/package is known within the structure, the Security Lieutenant will first ensure the exterior of the building/facility is safe, and then one officer will be sent into the facility to validate the item's presence. If the item/package is located, public access to the area will be restricted, if possible, to at least 300 feet and up to 7,000 feet, as appropriate. Visual contact with the item/package will be maintained, if possible. If the suspect item/package is not an item received at the mail room or warehouse, the Security Lieutenant will attempt to identify the owner by questioning personnel in the area. If the owner is not identified, security officers will maintain their perimeter of the scene until the Dona Ana Special Response Unit (Bomb Disposal) and/or FBI arrives. If the location of the threat is not known, all available security resources will be directed to an appropriate location for a briefing and to be organized for a general search.

I. If local employees and security personnel are unable to find the suspect package/item, security officers will monitor the exterior of the facility until the arrival of the Ft. Bliss K-9 unit. On-scene Security will provide support as necessary to the K-9 search unit. If no device is discovered, and no time of detonation was given, WSTF personnel will wait for an All-Clear from the incident commander before being allowed to return to work.

J. If a non-credible threat was received, a search of the building where the call was received will be conducted by employees and security personnel. Upon the arrival of the K-9 unit, the facility will be evacuated to expedite the K-9 search process. If no device is discovered, an All-Clear will be given and employees will be allowed to return to work.

K. If the suspect device is discovered during the course of a vehicle inspection or a traffic stop, security resources will secure the scene by treating the incident as a "felony stop", if necessary. Public access to the scene will be restricted. Depending on the type of vehicle, available information on the device, and terrain; minimum evacuation distance of 300 to 7,000 feet may be needed. Bystanders will be evacuated from the immediate area and suspects will be detained. As soon as possible the WSTF NASA Dispatch will be informed of the incident and contractor FSO will be notified. If the incident has been identified as a crime scene, steps will be taken to preserve evidence until local or federal law enforcement agencies arrive.

Warning: Radio transmissions and cellular telephone use within 25 feet of a suspected device can cause premature detonation of an electric blasting cap.

L. The probability of finding an improvised explosive device (bomb) that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode. Most

bombs are homemade and are limited in their design only by the imagination of and resources available to the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

The security specialist in charge will organize search teams from whatever manpower resources are available: WSTF Security Office resources, contract security person, HSEs, fire wardens and/or other building occupants.

M. Facility Searches: The size of the search teams will depend on the size of the facility to be searched. For a rapid facility inspection, the use of area occupants to inspect their own area and determine if anything is out of place or if there are boxes, packages or cases that should not be in the workplace. For multiple story buildings, it may be necessary to form teams for each floor. Searches should follow two basic rules using two-person search teams. The teams should start the search from the outside exits/entrances and work towards the inside; when inside, they should search all escape routes then continue the search from the lowest level and search to the top level. Each room/area subject to the search should be divided in half by the two-person team and a search height selected (floor to eye level/eye level to ceiling). Search the area from the floor to the ceiling working along the walls and proceeding to the center of the area. The search areas need to be coordinated to avoid repetition. Generally, the premises should be swept systematically at least once.

N. WSTF Wide Searches: If a general search of the WSTF is required when there is a bomb threat involving a possible vehicle, a large device allegedly planted near a facility, or a non specific threat given with no location. Mobile and ground Security search teams will be organized to search the exterior of buildings and nearby parking lots of facilities according to their mission priority. WSTF employees will be requested to provide a cursory search of their office area, work area and test area(s) as appropriate. Security personnel will search:

- "Priority 1 Facilities" which include Buildings 100, 101 and the 200 Area Complex
- "Priority 2 Facilities" which include Buildings in the 300 and 400 Areas
- "Priority 3 Facilities" which encompass all other buildings

Attachment V Issued: 04/14/11

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

B. Task Assignments

1. Center Chief of Security (COS), Contractor Facility Security Officer (FSO) and Security will:

   a) Advise the Site manager and senior staff on all aspects of security and coordinate all security activities on the site and

   b) Serves as the Incident Commander (IC) (for bomb threats)

C. For additional security functions on all other emergencies see Attachment G

V. ATTACHMENT DEVELOPMENT AND MAINTENANCE

The COS is responsible for the maintenance and improvement of this attachment.