

ATTACHMENT 10
EMERGENCY COORDINATION AGREEMENTS
(PERMIT APPLICATION APPENDIX 10-A)

**Appendix 10-A WSP 25-0009 “WSTF
Emergency Preparedness Plan”**



White Sands Test Facility Standard Procedure

WSP 25-0009.F
Issued: 3/22/04

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. 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. 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.

2. REFERENCES

- a. NMI 1040.3, "Emergency Preparedness Program"
- b. JMI 1040.2, "Emergency Preparedness Program"
- c. WSP 01-0005, "Succession to Key Positions"
- d. MSM 4.2.1.8, "Emergency Management"

3. ATTACHMENTS

- a. Warning
- b. Communications
- c. Shelter and Mass Care, and Accountability

- d. Radiological Protection
- e. Evacuation
- f. Fire Prevention and Control
- g. Security
- h. Medical and Occupational Health
- i. Emergency Public Information
- j. Damage Assessment
- k. Plant Engineering and Utilities (includes Annexes K and L)
- m. Resource Management
- n. EOC/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. *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.
- c. *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)*
 - d. *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/EOC.*
 - e. *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)*
 - f. *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.*
 - g. *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.*
 - h. *Executive Group – The Executive Group (EG) consists of the NASA Manager, the Program Manager, and the NASA Office Chief/Department Managers if requested by the NASA Manager or Program Manager. Other individuals may be called upon in specific situations.*
 - i. *HAZMAT – hazardous materials.*
 - j. *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.*
 - k. *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.*
 - l. *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.*
 - m. *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.

- n. *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.
- o. *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.

5. ACRONYMS

Administrative Office	AO
Communicating Group	CG
Damage Assessment Team	DAT
Emergency Action Plans	EAP
Emergency Medical Services	EMS
Emergency Operations Center	EOC
Emergency Planning Officer	EPO
Emergency Preparedness Coordinator	EPC
Emergency Preparedness Planning Board	EPPB
Emergency Public Information	EPI
Emergency Response Team	ERT
Emergency Services	ES
Emergency Services Section	ESS
Engineering Office	EO
Executive Group	EG
Facility Safety Officer	FSO
Fire Chief	FC
Fire Department	FD
Government Services Administration	GSA
Health, Safety and Environmental Facility Manager	HSE
Incident Command System	ICS
Incident Commander	IC
Industrial Hygienist	IH
Joint Command System	JCS
Operations Group	OG
Personal Protective Equipment	PPE
Plant Engineering	PE
Public Address	PA
Public Affairs Officer	PAO
Radiation Safety Officer	RSO

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.

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 of 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 104 will serve as the Emergency Operations Center (EOC), unless the emergency dictates otherwise. The Incident Commander (IC) and Emergency Preparedness Coordinator (EPC) will establish an alternate location if Building 104 is not functional for the emergency at hand.
- (4) The Emergency Services Section (ESS) training area will serve as a conference area for small groups, such as the Executive Group (EG). If a larger area is needed for planning and group actions, accommodations will be set up in the Fire Department (FD) apparatus floor area.
- (5) Office Chiefs and Department Managers will retain control over their employees and equipment, unless directed otherwise by the Executive Group.
- (6) Line of Succession as related to emergency situations will follow WSP 01-0005, "Succession to Key Positions."
- (7) Each office (major area of site) 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 annexes.
- (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 annex will be coordinated through the cognizant NASA office, and approved changes will be incorporated by QARSO-WSTF. 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 annexes.

- (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.

c. Organization

- (1) Every emergency response will be conducted using the Incident Command System (ICS) or a Joint Command System (JCS), with the fire officials being the IC. In a Joint Command situation, the fire official and the designated area representative will share responsibility, while in the ICS the fire official will be the IC and the area representative will be the Operations Chief. The Executive Group will be called to the Operations Center (Building 104) for briefings and to provide management commitment of resources needed to properly handle the emergency.
- (2) The organizational structure is shown in figure 1, and the annex interaction of the board is shown in Figure 2.

Figure 1
Emergency Preparedness Planning Board Organization

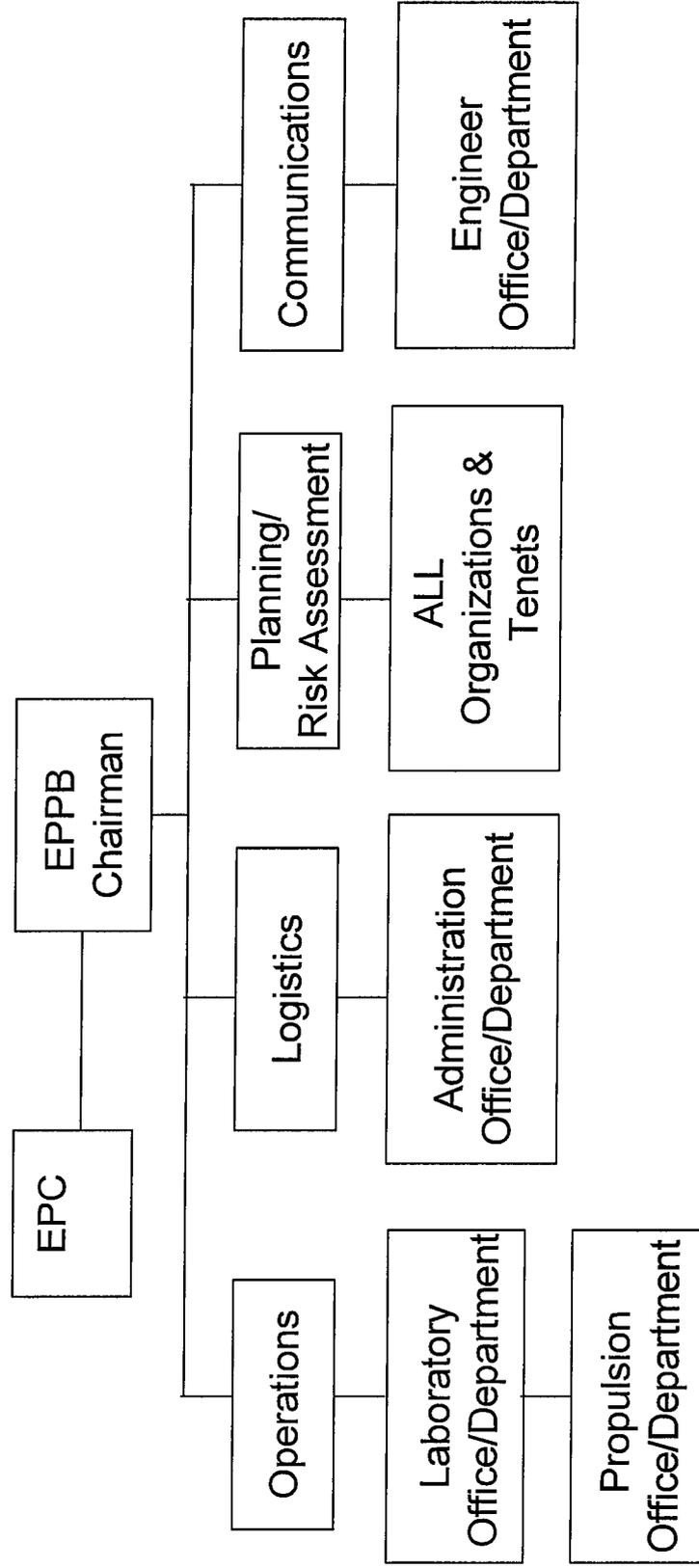


Figure 2

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
Administration Office/Department													x		x				x		x
Engineering Office/Department (WSTF Emergency Communication System Line Manager)								x		x	x	x									
Propulsion Office/Department																					
Environmental Department																					
PAD Office/Department (WSTF Fire Chief) (WSTF Security Officer) (Emergency Preparedness Coordinator)	x	x					x	x						x		x					x
Laboratories Office/Department																					
Air Force																					
WSC																					

- (3) Emergency Preparedness Membership
- (a) Standing members on the board are:
 - 1 Emergency Preparedness Coordinator
 - 2 WSTF Emergency Communication System Line Manager
 - 3 WSTF Fire Chief
 - 4 WSTF Security
 - (b) Standing representation on the board are:
 - 1 AFCFC
 - 2 Administration Office/Department
 - 3 Engineer Office/Department
 - 4 Environmental Department
 - 5 Laboratory Office/Department
 - 6 Propulsion Office/Department
 - 7 WSC
 - (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.
 - (f) Chair the Executive Group
 - (g) Approve mutual aid agreements and understandings
 - (h) Participate or delegate a representative in the final review of the annual full-scale exercise with EPPB.
- (2) NASA Office Chief(s) and contractor Department Manager(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 Fire Warden 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 will account for their employees. It is recommended that each Chief/Manager designate an area of assembly for their employees, i.e. Chief's/Manager's office. Access to the red phone system should be maintained during the emergency.
- (3) The executive group will be called to building 104 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) (a) Develop a fiscal year budget commiserate with the objective of the EPPB to ensure that emergency preparedness is in a continue 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 procedure for all hazards identified in Annex 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 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 Executive Group, WSC, AFCSF, 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 EOC.
- (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 EOC in an operating mode at all times or be able to easily convert the EOC area into an operating condition.
 - (c) Direct and control the EOC during its activation
 - (d) Advise the Executive Group 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 a resource inventory is 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. Membership will be identified on the MSM-titles and source of current appointments and delegations.
- (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 Radiation Safety Officer (RSO) 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 Annex 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 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 EOC
 - 2 Coordinate search-and-rescue activities
 - 3 Coordinate triage, first-aid, and emergency medical services
 - 4 Inspect shelters and damaged area for fire hazards
 - 5 Train auxiliary fire fighters for fire and rescue purposes

- (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 Annex B, "Communications"; Annex C, "Shelter And Mass Care"; Annex F, "Fire Prevention and Control"; Annex P, "Hazard Mitigation"; Annex Q, "HAZMAT/Hazardous Material/Waste Spill Response"; and Annex R, "Rescue."
- (9) The Program Assurance Department Security Officer will
- (a) Provide 24-hour coverage for
 - 1 Traffic control
 - 2 Crowd control
 - 3 Site security
 - (b) Prepare and maintain Annex G, "Security"
- (10) QARSO/PAD will provide a safety officer to the IC and will
- (a) Be a qualified safety, health, or industrial hygiene professional knowledgeable in emergency preparedness 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 and requested to the scene by ESS
 - (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 Dispensary and other health facilities.
 - (f) The safety officer will 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 Annex 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 Annex I, "Emergency Public Information"
- (13) The Engineering Office (EO) will
- (a) Provide a damage assessment team with assessment capabilities and responsibilities
 - 1 Develop systems for reporting and compiling information damage 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
- (d) Establish and maintain qualified operators, maintenance personnel, parts, and tools
- (e) Prepare and maintain Annex J, "Damage Assessment," and Annexes K and L, "Plant Engineering and Utilities."
- (f) Ensure that the WSTF Emergency Communication System Line Manager is a standing member of the EPPB.
- (14) The Administration Office will
- (a) Provide fiscal resource management services
 - 1 Coordinate with site management to establish procedures for obtaining and deploying temporary personnel
 - 2 Establish emergency purchasing procedures
 - 3 Maintain records of emergency-related expenses
 - (b) Provide human resource management services to implement procedures to pay salaries and benefits during emergency operations
 - (c) 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
 - (d) Prepare and maintain Annex M, "Resource Management"; Annex O, "Human Resources"; and with the assistance of the EO, prepare Annex S, "Transportation."
- (15) 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 Annex U, "Legal Services"; (This is the same as JSC Annex U)

7. RESCISSIONS

This WSP replaces WSP 25-0009.E.

Original Signed by:
David T. Loyd
Chief, Quality Assurance, Reliability, and
Safety Office

Attachment A Issued: 6/28/04

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 Air Force Facility and TDRSS stations, and other neighbors who could be affected by an impending hazardous situation.

II. CONCEPT OF OPERATIONS

A. Local Warning Methods

1. Local areas are warned of operations and significant events as follows:
 - 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. Local area sirens are used to indicate a hazardous material/waste spill. In such cases, all employees in these areas are to report to the designated assembly areas.
3. 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

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that 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:

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

2. *Paging System* - This system has been initiated to warn employees in remote areas of hazardous material/waste spill.
- a. *Emergency Response Team (ERT) Paging* - The following special pager codes will require ERT members to take the action indicated by the code:

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

- b. *Remote Area Paging System* - When the system is activated, the pager shows a Group 4, followed by a code that corresponds to the area in which the 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.

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- (2) Do not attempt to enter the affected area.
 - (3) Do not call the Emergency Services Control Room. Personnel there will be initiating internal and site emergency procedures.
 - (4) Report his/her location and situation in accordance with the respective office or department internal procedures.
- c. 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.
- d. Group 4, {{{-000-}}} will be provided to indicate the cancellation of emergency pages when it is safe to do so.
3. *Site Spill Siren(s)* - The site spill sirens in the 100 and 200 areas will warn of a chemical release requiring evacuation to an indoor location (shelter in place concept). The IC 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.
4. *Public Announcement (PA) System* – This system may be used to warn employee's residing in occupied facilities and in specified areas according to the following matrix:

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Public Announcement Access Codes			
Access Code	Route	TRK G	Areas In Zone
800	18	Emergency 100 Area	The 100 Area PA is not for general use. It is for authorized or emergency use only.
801	9	PA1	B-120 Warehouse
802	10	PA2	B-200, B-201, B-203
803	11	PA3	300 Area and All Buildings
804	12	PA4	400 Area and All Buildings
805	13	PA5	B-511, B-501, B-521, 500 Cryo Area
806	14	PA6	270 Area
807	7	PA7	700 Area
808	16	PA8	B-800, B-801, B-802, B-803, B-804
809	18	Emergency 200 Area	B-200, B-201, B-203, B-800, B-801, B-802, B-803, 250 Area, 270 Area
810	10	PA10	B-100, B-101
811		PA11	B-111 Cafeteria
812		PA12	Spare
813		PA13	B-113 Machine Shop
814	14	PA14	B-104 Fire Department
888			TBD

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 made using the ring-down phone system for “Notification of WSTF Community” and “Notification of WSTF Neighbors” based on the severity of the event and the time available for evacuation and/or sheltering. The Site Manager and/or EPC will determine when and if these notifications are to be initiated.

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D. Notification of WSTF Neighbors

If an emergency situation is progressing to a neighboring community and has the potential to present a risk, WSTF neighbors will be notified of the situation by telephone. Phone numbers for the surrounding communities are listed at the end of this attachment. WSTF site management will be responsible for this notification.

E. Task Assignment

The Project Manager, Project Leader, or person who activates the local warning system will notify Emergency Services (ES) at extensions 5111 or 5911 of the emergency condition.

1. Emergency Services (ES)

- a) Notify the EPC at extension 5321 of the emergency condition.
- b) Notify site management of the emergency condition.

2. The EPPB is responsible for assuring the WSTF community is educated regarding the use of the warning systems.

F. Maintenance of Equipment

The owner of each siren/horn system is responsible for maintaining and repairing that equipment. All components of the warning system will be tested at least monthly.

The ring-down phone system will be tested weekly by ES.

Emergency Paging Systems will be tested the first Monday of each month by ES.

The Chemical Spill Sirens will be fully cycle tested the first Monday of January, April, July, and October. They will be bump tested in the evening of the other months to ensure sirens will sound.

III. ANNEX DEVELOPMENT AND MAINTENANCE

The EPPB is responsible for the maintenance and improvement of this annex

Attachment A Issued: 6/28/04

**NEIGHBORING COMMUNITIES AND MUTUAL AID
POINTS OF CONTACT**

Las Cruces - Doña Ana County

Office of Emergency Management
1131 Medpark Drive
Director or Deputy Coordinator

Business hours phone 647-7900

After hours, phone 526-0795 (county dispatch) and ask them to page the Director or Deputy Director of the Office of Emergency Civil Preparedness. 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, 678-8000

Holloman Air Force Base - Air Traffic Control, RAPCON 475-1110, Ext. 3421

Attachment A Issued: 6/28/04

HOTLINE OR RING-DOWN PHONE OPERATING INSTRUCTIONS

This phone is a **RECEIVE ONLY** phone. YOU CANNOT ORIGINATE A CALL FROM THIS INSTRUMENT.

IF YOUR RING-DOWN PHONE RINGS:

1. Wait for four (4) rings then pick up and listen.
2. Write down information given (message will be repeated).
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 Not Terminate Emergency Plans until advised to do so by the *Incident Commander or Fire Department*. (Red Phone Message).
8. Pass on information via PA system, radio, or conventional phone when appropriate

**HOTLINE OR RING-DOWN PHONE
OPERATING INSTRUCTIONS**

To **Report** an incident or spill that threatens other areas:

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:

(**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.

4. **Verify** Fire Department Alarm Room is on line
- Verify** potentially threatened area(s) is on line
5. **Repeat** the message (keep any discussions **brief**)
6. **Inform** all personnel on ring-down phones to *hang up at this time*.
7. **Initiate a new announcement to update personnel** as the situation changes. Keep "Chatter" to an absolute minimum.

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

IF YOUR RING-DOWN PHONE RINGS:

1. Wait for four (4) rings then pick up and listen.
2. Write down information given (message will be repeated).
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 Not Terminate Emergency Plans until advised to do so by the *Incident Commander or Fire Department*. (Red Phone Message).
8. Pass on information via PA system, radio, or conventional phone when appropriate

**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 in the EOC.

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 Intranet at s4:\nt01\sitedbs\FireDept\ec\call_list.mdb to be used for emergency contact information.
 - 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 reviewed monthly and updated as needed.

B. Two-way Radio

Attachment B Issued: 3/224/04

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, Fire Wardens, 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 EOC activation through the Emergency Coordinator or his designee.

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 Administration Department.

B. Two-way Radio

The emergency communications system is controlled by Emergency Services. Warning information received through the Centracom console will be disseminated

Attachment B Issued: 3/224/04

to the EPC. The responsibility of ensuring the communications is operational rests with the Emergency Services, the EPC, 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 or Communication Section Supervisor at extension 5615.
2. WSTF Trunking Radio Fleetmap maintained by WSTF Communication Section's CG Trunking System Manager.
3. Local Area radio fleetmaps 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 Emergency Services.
5. A record of all calls during an emergency is logged by the Centracom Console, however, not recorded.

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

Emergency Services and Communication Section will be responsible for the maintenance and improvement of this annex.

Attachment C

Annex C – SHELTER, MASS CARE AND ACCOUNTABILITY

I. PURPOSE

This annex is to define 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 reporting into an accountability center.
- 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:

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 fire wardens 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 will assign responsibility for accountability functions. Office Chiefs and Department Managers 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 red phones. (A person may be assigned to stay by the red phone once they are entered into the accountability system).

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 HS&E 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 ES will be split assignments between the 300 and 400 Area bunkers to provide any emergency medical services that are required.
- 4. Nurses will also be split assignments between the 300 and 400 Area bunkers, with one reporting to each of the bunkers.

V. ACCOUNTABILITY

- A. Employees should/shall 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.

Attachment C Issued: 3/22/04

- B. The Accountability System is a computer data-based program that will be used to account for personnel in the event of a shelter-in-place situation. This program will have a listing of all site personnel, including visitors.
- C. ES will be responsible for updating the system. Changes will be made on a weekly basis or as needed.
- D. ITS will be responsible for the regular maintenance and technical support of the program, identifying cost impact and software upgrades when requested by ES.
- E. The Office Chiefs/Department Managers are responsible for assignment and training of personnel who will be using the system. Training will consist of familiarization of the system and actual data entry during the quarterly drills
- F. Fire Wardens will be trained to serve as back-up personnel for using the system.
- G. The accountability stations will be in the assembly areas. Assembly areas will be easily identified for site personnel. (Triangle placards)
- H. Management will report all employees who were offsite for the event or drill (vacation, TDY, etc) to ES. A makeup training/drill is required.
- I. During an incident/drill, site personnel will check in with the person taking roll. The Check In Attendant will mark the employee as being present only if they are physically present or call in to report their location and condition. If 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. The check in attendant or management should make reasonable efforts to contact employees they have not accounted for.
- J. Testing of this system will be done on the first Monday of January, April, July, and October along with the paging system, Emergency Phones (Red Phones) and Sirens.
- K. Point of Contact (POC) personnel are responsible for the accountability of visitors and vendors sponsored into the facility. The POC will assure that their visitors report to an assembly area and are accounted for.
- L. Vendors that report to accountability stations should be referred telephonically to the WSTF Gate at Ext. 5185 or 5186 for accountability.

VI. ANNEX DEVELOPMENT AND MAINTENANCE

ES will be responsible for the maintenance and improvement of this annex.

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Accountability Stations:

Building	Room(s)	Primary Attendant	Telephone Ext.
100 Upstairs	210/211	Denise Mora	5118
100 Upstairs	215/216	Ruby Steele, Georgianna Bernal	5235/5496
100 Downstairs	112	Linda Greene	5770
100	110	Patsy Segura	5131
100 Downstairs	100	Gail Bennett	5277
100	126	Dora Schrishuhn	5530
101 Upstairs	PAD Conf.	Marie Madrid	5589
101 Upstairs	226	Ray Spencer, Tim Davis, Carlyn Tufts	5450/5024 5452
101 Upstairs	212	Melinda Medd	5529
101 Downstairs	110	Geri Vantine	5464
101 Downstairs	107	Juliana R. Barajas, Florarine Jones	5318/5100
104	Alarm Room	Attendant	5461
110	Rotunda	Chris Wolf	5152
112	Break Room	Cecilia Fischer	5237
113	Machine Shop Offices	Bill Weed	5165
114		Marie Madrid by phone	5589
116		Marie Madrid by phone	5589
120	Offices	Ron Esparza	5782
121		Sonya Veitch	5698
150		Ron Esparza by phone	5782
156		Cecilia Fischer by phone	5237
201	103A	Kurt Rathgeber	5603
201	112	Denise Barrett	5681
201	122	Susan Staley	5723
201	117	Barbara Larue by phone/messenger	5284
201	107	Jon Haas	5341
203	133	Irene Marrufo	5117
250 Area		Denise Barrett by phone	5681
270 & 272		Denise Barrett by phone	5681
300 BH	Conference	Donna Reffner	5696
310,311,320,362,363, 364		300 Block House Monitor	5171/5173
400 BH	Conference	Delores Puentes, Tracy Gonzales	5192/5062
411,412,460,462,463		400 Block House Monitor	5666
700 Area		Denise Barrett by phone	5681
800	Lower Control	Sam Motto, Joe Taylor	5537
801, 802		Sam Motto or Joe Taylor by phone	5537
803	Break Area	Rosemary Robles	5374

Attachment D Issued: 3/22/04

Attachment D
Annex D – Radiological Protection

I. PURPOSE

To purpose of this annex 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. Should there be a nuclear threat; shelter provision will be re-evaluated to accommodate fallout protection in accordance with WSP 25-0009, "WSTF Emergency Preparedness Plan."

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 WSTF RSO.
2. The RSO will promptly investigate any such report and advise the NASA Manager of those findings.
3. The RSO will notify the JSC RSO immediately following an accident or incident.
4. The RSO 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 FD and RSO 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.

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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. Holloman Air Force Base Disaster Preparedness, (505) 475-7312, should be contacted for assistance.

V. ANNEX DEVELOPMENT AND MAINTENANCE

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

Attachment E Issued: 3/22/04

Attachment E
ANNEX E – Evacuation

I. PURPOSE

The purpose of this annex 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-materials accident (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.

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Executive direction and control of the incident and any ensuing evacuation will be conducted from the EOC as outlined in Annex N, "EOC/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.).
- b. Develop an employee information program to increase awareness of reasons for possible evacuation, routes to travel, availability of transportation, and reception locations.

2. Preparedness

- a. Identify population groups that may require special assistance during evacuation (disabled employees, etc.).
- b. Plan evacuation routes, taking into account traffic capacities and likely road conditions.
- 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

Attachment E Issued: 3/22/04

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

A. Organization

The evacuation function is organized around the EPC, the EG, and ES.

B. Task Assignment

1. The Emergency Preparedness Coordinator (EPC) will:
 - a. Decide which areas of the center should be evacuated
 - b. Coordinate evacuation effort with Facility Managers
 - c. Advise employees to evacuate the site, when appropriate
 - d. Direct the relocation of essential resources (personnel, equipment, supplies) to reception areas
 - e. Keep senior management advised of the situation
2. The Emergency Preparedness Planning Board 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 will:
 - a. For hazardous material/waste and fire incidents, be responsible for on-scene control and for advising the EPC for evacuation decision
 - b. Assist in warning employees
 - c. Assist in evacuating disabled and other special population groups
5. Engineering Office will:
 - a. Provide traffic control devices
 - b. Assist in keeping evacuation routes open
 - c. Assist in recovery operations
6. Medical 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 EOC, 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 the site.

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.

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D. Public Notification

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

1. Pre-Evacuation Warning:

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.

2. 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

The primary evacuation mode will be in private vehicles.

1. Evacuation routes will be selected by ES and Security personnel at the time of the evacuation decision.
2. If at all possible, two-way traffic will be maintained on evacuation routes to allow continued access for emergency vehicles.
3. Traffic control devices such as signs and barricades will be provided by Facilities and the EO.

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 and/or EPC after the threat has passed and the evacuated area has been inspected by FD, Occupational Health, Safety, Security, and PE 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.

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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. ANNEX DEVELOPMENT AND MAINTENANCE

The EPC is responsible for the maintenance and improvement of this annex.

Attachment F Issued: 3/22/04

Attachment F
Annex F – Fire Prevention and Control

I. PURPOSE

The purpose of this annex 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. Contact will be made by the EPC or Fire Chief (FC) after consultation with site management.

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

Attachment F Issued: 3/22/04

- 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) Contain, control, and extinguish fires.
 - b) Initiate rescue activities as necessary.
 - 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.
3. ERT – WSTF employees responsible and qualified for fire and hazmat response to emergencies.
4. Advisors – WSTF employees that are not emergency responders, with intrinsic site knowledge that is valued during an emergency.

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V. DIRECTION AND CONTROL

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

VI. ANNEX DEVELOPMENT AND MAINTENANCE

The EPPB is responsible for the maintenance and improvement of this annex.

Attachment G Issued: 10/7/04

Attachment G
Annex G - Security

I. PURPOSE

This annex 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 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

Provide periodic plan review and updating.

2. Preparedness

Provide training of primary and auxiliary personnel.

3. Response

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- 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

Attachment G Issued: 10/7/04

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

V. DIRECTION AND CONTROL

During major emergency or disaster situations that require EOC activation, the COS or designee will be responsible for coordinating all emergency security operations within the site from the EOC.

An on-scene command post 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 in the EOC. The COS or designee will establish and maintain communications with the on-scene command post and direct and support emergency operations from the EOC in coordination with other responding site representatives at the EOC.

If local security capabilities are exceeded, the CSO or designee will advise the Site Manager and senior staff and then request outside assistance from appropriate augmenting forces.

VI. ADMINISTRATION AND SUPPORT

A. Communications

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

B. Resources

Available supplemental Security resources are listed below.

Dofia Ana County Sheriff's Department (First to be notified for law enforcement support)	525-1911 Dispatch # 526-0795
Federal Bureau of Investigation (Notified for any event involving espionage, terrorist, hostage taking, or damage/larceny of over \$5000)	526-2351
New Mexico State Police (Traffic accidents on the access road and only if the sheriff is unable to respond)	524-6111
U.S. Border Patrol (Illegal aliens)	524-4292

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Fort Bliss K-9 Patrol (Bomb threat)	(915) 568-8561
WSMR EOD (Actual/suspected bomb discovered)	678-0235
Contractor Facility Security Officer, Martin Reffner Cellular Phone (Any time any of the above are notified)	527-2870 642-1171
Contractor Program Assurance Manager, Bill Blohm (Any time any of the above are notified and Mr. Reffner cannot be reached)	522-5789
Center Chief of Security, Ray Denison (To be notified when FBI assistance is required)	524-5078
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. ANNEX DEVELOPMENT AND MAINTENANCE

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

Attachment H
Annex H – Industrial Safety and Occupational Health

I. PURPOSE

The purpose of this annex is to provide coordinated health and medical services during emergency situations to reduce death and injury, and to assist in 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 Dispensary 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.

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- 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 dispensary 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 Emergency Operations Center (EOC) staff. Response activities will be coordinated from the EOC.

B. Emergency Functions

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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, EMS teams, collection centers, and distribution
- 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 Incident Commander (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

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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. Army emergency medical airlift services are requested by calling (915) 568-8833.

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 678-1403 or the Las Cruces Local Emergency Planning Committee at 527-8741.

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. ANNEX MAINTENANCE

The EPPB is responsible for the maintenance and improvement of this annex.

Attachment I
Annex I – Emergency Public Information

I. PURPOSE

The purpose of this annex is to provide a plan for the effective collection, 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

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- 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. ANNEX DEVELOPMENT AND MAINTENANCE

The NASA Manager's Office is responsible for the development and maintenance of this annex and any related education and information programs.

Attachment J Issued: 3/22/04

Attachment J
Annex J – Damage Assessment

I. PURPOSE

The purpose of this annex is to address the assessment 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 EO 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 EO Chief in the case of an emergency requiring damage assessment assistance. The DAT will be activated by and will coordinate all activities with the EO 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 EO Chief and reported to the EPC.

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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. ANNEX DEVELOPMENT AND MAINTENANCE

The EO Chief is responsible for the development and maintenance of this annex and its attachments.

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Table 1**DAMAGE ASSESSMENT TEAMS**

	<u>Home Phone</u>	<u>Work Phone</u>	<u>Cellular Phone</u>
<u>Team Leaders</u>			
Barry A. Plante	382-5010	524-5539	642-7635
David King	373-2715	524-5552	635-7513
<u>Team Members</u>			
	NASA		
Holger Fischer	915-584-9378	524-5290	
Clifford Madrid	522-7312	524-5158	
John Villegas	382-0551	524-5189	
Chris Wolf	382-2121	524-5152	
	Contractor		
Oscar Loera	915-585-1516	524-5101	
Albino Hernandez	541-0511	524-5190	
Hoyt Inman	526-4909	524-5275	
Frank Mathis	522-7056	524-5238	
Jim McCullough	526-4757	524-5287	

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 from 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.			

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

I. PURPOSE

The purpose of this annex is to prompt 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 EO Chief. Additionally, the EO 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 EG 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. ANNEX DEVELOPMENT AND MAINTENANCE

The EO Chief is responsible for the development and maintenance of this annex.

Attachment M Issued: 3/22/04

Attachment M
Annex M – Resource Management

I. PURPOSE

The purpose of this annex is to provide 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 WSTF 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:

	<u>Home Phone No.</u>	<u>Work Phone No.</u>
Heather Moncrief	373-9440	524-5136
Katherine Autry	527-1147	524-5134

- 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. ANNEX DEVELOPMENT AND MAINTENANCE

The Administration Office Chief is responsible for the development and maintenance of this annex.

Attachment N
Annex N - EOC/Direction and Control

I. PURPOSE

The purpose of this annex is to provide a description of the process used by the EOC staff during emergency operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

In order to provide the most effective response to an emergency, all efforts should be coordinated through a central office. The EOC has been designated as the base for all emergency management activities.

B. Assumptions

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

III. CONCEPT OF OPERATIONS

A. General

The IC and the EOC 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 little duplication of effort.

B. Phases of Management

1. Mitigation

- a) Develop the EOC.
- b) Provide adequate communications capabilities.
- c) Refer to the Emergency Services Section (ESS) Standard Operating Guidelines (SOG34) for initial setup for the EOC. The SOG34 is available in the Alarm Room.

2. Preparedness

- a) Instruct officials on EOC operations.

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- b) Stock adequate administrative supplies.
 - c) Develop and maintain the "EOC in a Box." The "EOC in a Box" is located in the Alarm Room.
3. Response
- a) Activate the EOC 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 EOC.
- C. Execution
- 1. The IC and EPC will assume responsibility for all emergency operations and actions, and will provide overall direction and control.
 - 2. The EOC will be activated upon direction of the EPC or designated alternate.
 - 3. The IC and EPC 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 auxiliaries, volunteer groups, and forces supplied through mutual aid agreements.
 - 5. If an on-scene command post is established in addition to the activation of the EOC, it will maintain close contact and coordination with the EOC.
 - 6. The EOC will operate on a 24-hour basis during the emergency, and the staff may be required to work 12-hour shifts.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

V. DIRECTION AND CONTROL

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During emergency operations, the EOC staff is organized into two groups as listed below. The EPC serves as an advisor and liaison between the IC and the EG.

A. Executive Group (EG)

The Executive Group (EG) consists of the NASA Manager, the Program Manager, and the NASA Office Chief /Department Managers 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 and resources in support of the emergency response.

B. Operations Group (OG)

The OG supports the IC and consists of ES, Project Management, Logistics, Facilities, qualified HAZMAT personnel, and all related technical and support personnel. This group and its field personnel are responsible for conducting response activities as detailed in Annex Q, "HAZMAT/Hazardous Material/Waste Spill Response."

VI. CONTINUITY OF OPERATIONS

During most large-scale emergencies, the EOC will become the focus for all facility control. It will be from here that all major emergency-related decisions will be made.

VII. ADMINISTRATION AND SUPPORT

A. Emergency Action Center

1. Primary EOC

The EOC is located in Building 104, Fire Department Classroom. Should the alternate EOC's, see below, become inaccessible it may become necessary for EOC to relocate into the Fire Department's apparatus bay.

2. Alternate EOC

The alternate EOC is located in Building 101, ITS Classroom (Room 115). Should the primary and secondary EOC become unusable, emergency operations will continue at Building 110 (Rotunda).

3. On-scene Command Post

During emergency operations it may be necessary to set up an on-scene command post to coordinate response activities at the scene. Should such a situation arise, the IC will determine the need for an Operations Section Chief.

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B. 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 the Alarm Room Operator.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The EPC will be responsible for the maintenance and improvement of this annex.

Attachment O Issued: 3/22/04

Attachment O
Annex O – Human Resources

I. PURPOSE

The purpose of this annex is to provide a plan for the effective 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:

	<u>Home Phone No.</u>	<u>Work No</u>
Katherine Autry	527-1147	524-5134
William B. Christy	687-1670	524-5233
Larry Schuyler*	523-4526	524-5266

*Alternate For William B. Christy and primary contact for Cafeteria Operations

III. ANNEX DEVELOPMENT AND MAINTENANCE

The Administrative Office has the responsibility for maintaining and improving this annex.

Attachment P Issued: 3/22/04

Attachment P
Annex P – Hazard Mitigation

I. PURPOSE

This annex 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 occurrence. 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 WSI 04-SW-0001, "Safety and Readiness Reviews," WSI 04-SW-0002, "Hazard Recognition and Control," 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 annex is not intended to describe in detail all aspects of the mitigation program. Details of required reviews are contained in the previously referenced

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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. ANNEX DEVELOPMENT AND MAINTENANCE

The EPC is responsible for the maintenance and improvement of this annex.

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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	--
* The likelihood of any event occurring must be considered on a case-by-case basis.		

Attachment Q Issued: 3/22/04

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

I. PURPOSE

The purpose of this annex is to provide the policies and procedures for responding to emergency releases of hazardous material/waste.

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 WSP 23-0012, "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 entities for HAZMAT support must be approved by the NASA Manager.

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 by the WSTF Fire Department to a fire, explosion, unplanned sudden or non-sudden occurrence that results, or is likely to result, in an uncontrolled release of a hazardous material/waste to air, soil, water, or surface water. Responses to incidental releases of hazardous material/waste in which the material/waste can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel, are not considered to be emergency responses within the scope of this standard. Responses to releases of hazardous material/waste in which there is no

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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 in charge.
2. The responsible person in charge 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).
3. If the incident is beyond the control of local personnel and resources, then the HAZMAT response team will be called.
4. A formal handover of command from the local area person in charge to the IC must take place before the ICS is exercised.
5. The local area person in charge becomes an advisor to the IC.

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. Phase I, 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

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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. HAZMAT response coverage is provided full-time, 24-hours a day.

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. 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.

D. Mock Exercises

Guidelines for hazardous material/waste release exercises are found in Table 2. Mock exercises are to be performed annually.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The WSTF Site Manager appoints the EPC and 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

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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 Environmental Department reporting requirements.
- D. Contractor Environmental Department provides an advisor to the IC during emergency response incidents, advises warehouse personnel when requested for hazardous material/waste releases in the warehouse, 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. NASA Safety Office reviews the results of all HAZMAT responses and mock exercises, acts as an advisor to the IC during emergency incidents, and assists the contractor safety department in determination of PPE and emergency response equipment.
- F. The IH acts as a consultant to the EPC for all OSHA-related issues, acts as an advisor to the IC during emergency response activities, assists the NASA WSTF Safety Officer in determination of appropriate PPE and emergency response equipment, and acts as an advisor to the contractor Environmental Section during Phase III operations.
- G. Contractor Safety, Security, and the ES Department serve as the central point-of-contact for HAZMAT response at the EOC, maintain the budget for training, equipment, and supplies needed for HAZMAT operations, coordinate and approve training activities, maintain and provide emergency medical and firefighting capability for WSTF, approve, along with the NASA EPC, proper PPE and emergency response equipment, and assist the EPC in determining corrective actions and procedural changes to prevent spill recurrence and improve emergency response.
- H. The WSTF Fire Chief serves as one of the IC's during HAZMAT responses, acts as emergency coordinator in the absence of the EPC, is responsible for maintaining emergency response equipment, and acts within the ICS during emergency response events.
- I. The WSTF Ordnance Officer serves as an advisor to the IC for any incident ordnance.

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- 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. Fire Wardens are assigned to all occupied buildings at WSTF. During fires and other emergencies, Fire Wardens assist in safely evacuating employees from buildings and directing them to assembly areas as directed by the cognizant department manager or office chief.
- N. Auxiliary Firefighters have 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, in conjunction with the EG, 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. They are trained to approach the point-of-release in order to plug, patch, or otherwise stop the release.

V. CONTINUITY OF OPERATIONS

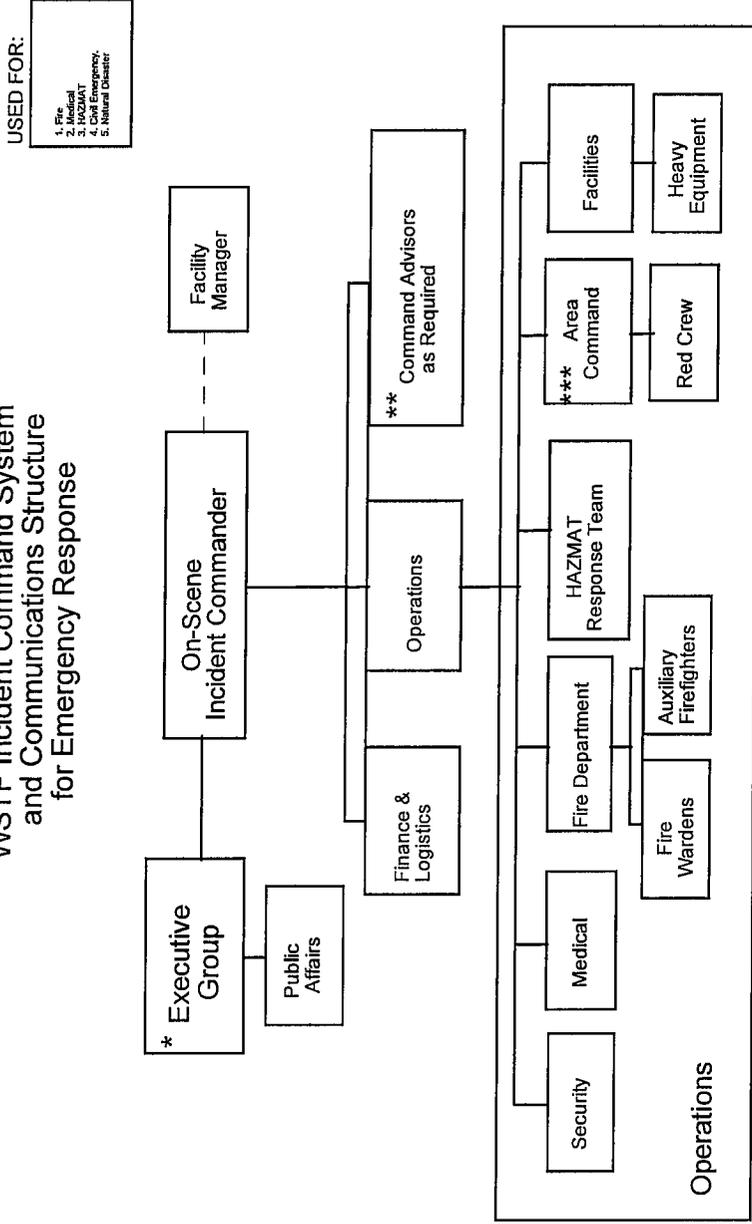
The overall structure of the WSTF ICS is shown in Table 1. The ICS structure is designed so that the IC communicates with as few personnel as practical so as not to become overloaded with information. The EG and the IC work together to respond to and recover from any emergencies affecting the facility.

VI. ANNEX DEVELOPMENT AND MAINTENANCE

The EPC is responsible for the maintenance and improvement of this annex.

Table 1

WSTF Incident Command System and Communications Structure for Emergency Response



USED FOR:
 1. Fire
 2. Medical
 3. Chemical
 4. Civil Emergency
 5. Natural Disaster

* Perform Planning Function
 ** Ordinance Officer, Industrial Hygienist, Safety Officials, Propellant Specialists, Environmental Specialists
 *** Area Command - 300,400,200,800,100,101,W/H Complex, TDRSS, Air Force Facility

The Emergency Preparedness Planning Coordinator (EPC) and the Fire Chief will Represent WSTF as the Emergency Coordinators					
Name	Address	Work Number	Home Number	Pager	Cell Phone
Don Hall Primary	12600 NASA Road Las Cruces, NM 88012	505-524-5321	915-821-7283	5321	
Merritt Pratt Alternate	12600 NASA Road Las Cruces, NM 88012	505-524-5217	505-523-0189	5217	505-642-1174

Table 2 Guidelines for Hazardous Material or Waste Release Exercises

The purpose of the exercise is to evaluate existing procedures, communication systems, and staff/management response capabilities. It is to identify where additional procedures, training, and resources are required.

The purpose of this attachment is to establish a standard framework for conducting hazardous material/waste release/spill exercises.

DEFINITIONS

Exercise – An activity designed to promote emergency preparedness; test or evaluate emergency operations; policies, plans, procedures or facilities; train personnel in emergency management duties; and demonstrate operational capability.

Exercise Controller – Is the Emergency Preparedness Coordinator or his designee, and serves as the facilitator of exercise planning.

Simulators – Creates the simulated emergency by providing prescribed messages to the players.

Observers – Will familiarize themselves with emergency procedures for the building, areas to which assigned, the exercise scenario, and the specific assignments made by the Controller(s).

Players – Are onsite WSTF personnel who are scripted to act out a particular exercise/ scenario. They may include scenario area, fire, medical and security personnel.

Participants – Are identified as WSTF employees that are not exempted from the exercise as Controllers, Simulators, or Players.

Non-participants – Persons outside the scope of the exercise assigned to continue performing their normal duties, as though the event was not in progress.

PLANNING THE EXERCISE

Observer, Simulator and Controller(s) must work together as a team for the exercise to go smoothly and achieve exercise objectives. Proper exercise planning/rehearsing/blocking will allow for an easy transition.

Emergency Preparedness Planning Board (EPPB) – Is responsible for developing an annual plan for the sitewide emergency exercise(s). This plan and schedule (Attachment “T”, Training) is submitted to the EPC for approval. The plan includes:

- Type and number of exercises
- A schedule for conducting the exercises

EPPB Chair - Prior to the exercise, assembles the “Exercise Design Team” that is composed of EPPB members and others as needed for planning of the site exercise. The EPPB maintains example exercise scenarios, announcements, e-mails sent to management, monitor assignment sheets, and final exercise reports

PREPARATION

Exercise Design Team – Responsible for the following activity:

- Developing a detailed scenario for an exercise.
- Develop scope of realism and depth of simulation.
- Identify critical processes; testing; work being performed during the scheduled exercise that should NOT be stopped.
- Meets with and seeks approval of the NASA and Program Managers for the plan and level of work deviations and notifications prior to the exercise.
- Scheduling the exercise (with approval of the site managers)

Controller(s) – Will provide a copy of the “Master Sequence of Events” to the Simulators, which will map out the exercise.

Simulators – These are usually members of the “Exercise Design Team” and act as control points and maintaining safety during the exercise. Meets with Exercise Controller(s) prior to the exercise for instruction.

Observers – Will meet with the Exercise Controller(s) prior to the exercise to review assignments and to pass out Observer identification.

Players – Will also meet with the Exercise Controller(s) prior to the exercise to review assignment.

Participants and Non-participants– Will be provided employee expectations for the exercise PRIOR to the exercise to include such things as:

- Participant or non-participant designation for the exercise
- Expectation for real or simulated shut down of HVAC and other critical systems
- Continuation of critical processes or tests during the emergency exercise
- Any other activities approved to be simulated or walked-through
- Unacceptability of using uncontrolled copies of procedures, checklists, etc.
- Any special administrative, logistical, or special communications arrangements

CONDUCT OF THE EXERCISE

Code of Conduct – Employee Expectations

1. **Once the exercise has started, each employee will be a participant or non-participant.**
2. **Safety of everyone during the exercise is of the most importance. Your safety and the safety of the players must be ensured. No one is to get hurt or permit property to be damaged.**
3. **There will be ONE Master Controller who will serve as director of the exercise. He may terminate the exercise for any reason.**
4. **In the event of a real emergency, the exercise will immediately cease to support the emergency.**

Announcements – Shall be made notifying employees that an exercise is being conducted. "This is an Exercise" must be included in announcements to personnel. This is to preclude panic by employees.

Controller(s) – There will be one Controller who is to serve as the Director of the Exercise. During the exercise, he monitors flow of the exercise and supervises the input of the messages. The Controller will wear standard identification as “Controller,” and will make certain that the exercise is conducted according to objectives, the scenario, and the identified sequence of events.

- Maintains order during the exercise and make sure that the exercise stays on course.

- Act as simulator for unanticipated events or resource requirements.
- May slow down or increase the pace of the exercise as needed.

Simulators – During the exercise, provides inputs to players in accordance to Controller(s). Maintains safety during the exercise, and has the authority to stop individual exercise activities deemed unsafe. Simulators will wear standard identification such as a colored vest.

Observers – They are to record times and key events on paper or on tape. They are wearing vests to distinguish themselves during the exercise and have authority to interrupt the scenario if unsafe conditions are occurring. Observers will wear standard identification such as a colored vest. They are not to analyze actions taken during the exercise.

- Do not use individual names when recording observations. Instead, use specific WSTF locations, the number of individuals, and vehicles observed.
- Indicate whether or not they feel announcements were heard from their respective positions.
- Indicate the time response personnel arrived on scene.
- Wind direction. Have air handlers been shut down, doors closed and sealed? Try to document as much as possible.
- Observers cannot assist, answer questions, or give guidance for personnel during the exercise.

The Exercise Controller will use this information to recreate the sequence of events and facilitate a lessons learned process. Observers will submit a written report of observations within one week to the Exercise Controller(s).

Players - Are expected to follow the script and obtain information through regular established information channels.

AFTER THE EXERCISE

Exercise Controller - An announcement terminating the exercise shall be made at its conclusion and broadcast sitewide.

Exercise Control will request EPPB members consolidate observations from specific areas, and provide a written observation report to him within one week.

EPC shall compile information from observers and perform a post-exercise critique.

The EPC and EPPB Chair will provide a brief to the NASA and Program Managers.

Recommendations for improvements and corrective actions shall be documented using the C/PAR system as defined in WSP 14-0001.

The EPC will classify observations as a deficiency for corrective action if it fails to meet a standard or procedure.

An observation is classified as an improvement if it suggests a means to improve and already adequate situation.

EPPB membership will facilitate answers to questions from the exercise and lessons learned to each respective organization for distribution.

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Table 3

EMERGENCY RESPONSE EQUIPMENT		
Equipment	Description	Capabilities
Fire Extinguishing/Rescue:		
1 Fire Truck/Pumper	2002 E-One Class A Pumper	1250 GPM, 1000 gal. water tank with foam cell, firefighter equipped
1 Fire Truck/Pumper	1990 International 4800 All-wheel drive Class A Pumper	1000 GPM, 750 gal. water tank, firefighter equipped
1 Brush-fire truck	2001 Ford 550 All-wheel drive	90 GPM, 500 gal. water tank w/foam cell, firefighter equipped
1 Ambulance	Type 3	Fully equipped - EMT manned
1 Ambulance	Type 1	Fully equipped - EMT manned
2-Tri-pods on Trailer	Lifting frame	Confined Space Rescue
Rope on Trailer	Safety/Rescue Rope	Confined Space Rescue
Confined Space Rescue Equip. on Trailer	Harness, Hardware, Straps	Confined Space Rescue
Foam, 16-5 gal. containers	Chenguard AFFF Alcohol Restraint Foam	Alcohol and Hydrocarbon fire suppression
Foam, 14-5 gal. containers	National Class A Foam	Class A Fire suppression, Environmental friendly foam
Foam, 8-5 gal. containers	Micro-Blaze Class A Foam	Class A Fire suppression, Environmental friendly foam
Spill Control (Spill Response Trailer Unit)		
Spill Response Trailer	Enclosed 20'x 6'10" x 6' tandem-axle	Response equipment transport
1 Generator	7000 Watts, 120/240 Volts, electric start	Illumination during night-time operations
1 Gas Detection Monitor on Engine One	MSA Green Stick	Monitor O ₂ , H ₂ S, CO, & Combustible Gases
1 Gas Detection Monitor on Engine One	MSA Passport Personal 4-gas detector	Monitor O ₂ , H ₂ S, CO, & Combustible Gases
1 Gas Detection Monitor on Med 1	Interscan	Monitor for Hydrazine
1 Gas Detection Monitor on Med 1	Interscan	Monitor for Oxidizer
4 Portable Lights	Quartz w/wire lens guard	500 Watt illumination
5 Personal Protective Suits	Level "A"	Used for max. protection
4 Personal Protective Suits	Level "B"	Level "A" equal except not gas tight
Location: Building 104		

EMERGENCY RESPONSE EQUIPMENT		
Equipment	Description	Capabilities
15 Units	4500 psi	45 min/1 hr air supply
SCBA Air Bottles 12, extra on station	4500 psi	Extra Bottles for SCBA, 45 min/1 hr air supply
5 Thermal Vests	Pocketed for cold packs	Heat stress protection
Plug/Patch/Repair		
-2 Non-sparking Tool Kit	Hand tools coated w/ non-sparking material	Drum/container patching and contamination containment
-1 Drum Patch Kit	Screws/plugs/stoppers	"
-1 Pipe Patch Kit	Neoprene lined clamps w/wrenches	" (Liners available for compatibility)
-1 Tank Repair Kit	Patches, adjustable chains/straps	"
-1 Box Pipe Wrap	Chemical resistant patching material	"
-3 Boxes Response Stik	Chemical resistant patching material	"
-1 Bung Wrenchs	Non-sparking	Leak/contamination control
-1 Tool Kit	Hand tools, plugs and patching material	Designed for compatibility w/site chemicals
1 Drum Deheader	Forged steel w/steel blade	Contamination containment and removal
3 Bucket	Stainless steel 3 gal.	Chemical compatibility w/site wastes
3 Bucket	Plastic 5 gal.	Chemical compatibility w/site wastes
4 Shovel	Plastic	Flammable waste collection
2 Mop w/4 Mop heads	Chemical sponge	Spill absorption
1 Pink Absorbent Socks	10' long by 8" diameter	Caustics, acids and solvents
12 Pink Absorbent Socks	46" long by 3" diameter	Caustics, acids and solvents
12 Blue Absorbent Socks	46" long by 3" diameter	Caustics, acids and solvents
50 lbs. Clay Absorbent	Clay spill dry	Liquids and petroleum products
200 Blue Paper Towels	12" X 12"	Spill absorption and clean up
2 Pair Binoculars	10 X 50 Power	Remote spill response determination
5 Flashlights	Hazardous atmospheres	Illumination

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	Fluorescent orange	Response Team ID.
10 Safety Vests	Restricting area labeled	Spill Area ID
17 Safety Cones	Red on white free standing	Spill warning
2 Signs	Chemical Resistant	Corrosive and splash protection
5 Face Shields	"	Level "C" protection
2 Aprons	"	Level "C" protection
3 Pair Safety Glasses	Plastic	Chemical resistant
10 Pair Gloves	Hazmat	Chemical Resistant Steel Toe/Midsole
15 Pair Boots	Tyvek	Chemical resistant
12 Pair Boots	Polylaminated Tyvek	Chemical resistant
4 Coveralls	Tyvek	Chemical resistant
5 Coveralls	Assorted sizes	Chemical resistant
Plastic Bags	Self-standing w/polyolefin wheels	Equipment protection and isolation
1 Drum Truck	Medical response use	30/55/85 gal drum transport
2 Backboards on Trailer	Medical response use	Medical or emergency response
1 Stokes Basket on Trailer	Hazmat response tools	Medical or emergency response
2 Small Swimming Pools for Decon	Hazmat response tools	Hazmat response
2 Overpacks on Trailer	Hazmat response tools	Hazmat response
3 Decon Stands	Hazmat response tools	Hazmat response

Spill Control Heavy Equipment		Location: 150 Yard
Vacuum Trailer	Gasoline powered - 1000 gal. capacity	Spill containment/transfer
Pickup	4x4 3/4 Ton	Equipped to pull vacuum trailer
Front Loader	4.5 Cu Yd International	Earth movement
Crane	Mobile 35-ton	Equipment and container movement
Crane	Mobile 180-ton	Equipment and container movement
Backhoe	Case w/2 cu. yd. bucket	Diversion, dyking and erosion control
2 Dump Trucks	6 and 12 cu. yd. beds	Earth movement
Semi-Truck	International Diesel	Transfer trailers and equipment
Low-boy Trailer	20 tons	Transfer containers and equipment
Tanker Trailer	Stainless steel 6000 gal.	Spill containment and transfer
Forklifts (all work areas)	Various sizes	Equipment and container transfer
2-Livestock Storage Tanks	1000 gallons	Spill containment
Portable Pump	4" Wheel mounted 100 GPM	Waste transfers
Decon Equipment		Location: Building 104
1 Decon Station	3 Station poly-lined boxes w/decon shower	Easily assembled and portable
1 Open Top Container	Poly w/lid	PPE collection for decon
4 Brushes	Long handled/soft	PPE decon
Firehose w/Connections	Length 200' Diameter 2"	Perimeter for decon station
Garden Hose w/Connections	200" Diameter 5/8"	Decon shower water supply
Plastic Sheeting	Polyethylene	Decon station containment
Neutralizing solutions	Clorox/Caustic	Decon Fuel and Ox contamination
Soil, Sand and Gravel	Naturally occurring	Diversion, dyking and erosion control
Additional Emergency Response Equipment/Supplies Available. Located in Warehouse and Related Work Areas		
Hard Hats	Polyethylene	Required in "Level A" suits

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Safety Glasses	Assorted		
Goggles	Chemical resistant		Mild acids and caustics protection
Face Shields	Chemical resistant		Corrosive and splash protection
Splash Suits	PVC chemical resistant		Level "B" protection
Totally Encapsulated Suits w/airlines	ILC Dover		Airline - positive pressure, hydrazine/s and oxidizer compatible
SCBA's	MSA		30 min breathing air supply
2 Breathing air trailers	Regulated/manifolded K-bottles		Long term breathing air source
Chemical Cartridges	Assorted		Selected per PPE level and contaminant
Respirators	Airline and 1/2 mask		Selected per PPE level and contaminant
Gloves	Assorted - neoprene, butyl, Silver Shield		For compatibility w/various site known chemicals
Spill Pillows	Assorted		Spill absorption
Clay Absorbent	1.5-2.5, 50 lb. bags		Spill absorption
Shovels			
Rakes			
Rope and Line			
Drums	30/55 gal.		Spill containment
Salvage Drums	85 gal.		Overpacking and decon
2 Drum Slings	Cable - proofed to 500 and 1000 lbs.		Drum transfers and overpacking
Hand Pumps	Chemical resistant		Spill transfers

Attachment R
Annex R - Rescue

I. PURPOSE

This annex is intended to provide a plan 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

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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. ANNEX DEVELOPMENT AND MAINTENANCE

The FC is responsible for the maintenance and improvement of this annex.

Attachment S Issued: 3/22/04

Attachment S
Annex S - Transportation

I. PURPOSE

The purpose of this annex is to provide a plan 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:

	<u>Home Phone No.</u>	<u>Work Phone No.</u>
Johnny J. Bernal	527-2262	524-5140
Jimmy A. Lujan	527-5558	524-5614
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:

	<u>Home Phone</u>	<u>Work Phone</u>
David Martinez	523-2387	524-5179
Hoyt Inman	526-4909	524-5275

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
 Bobcat
 Tractor for trailers (Hazardous Material Certified)

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Dump trucks
Water truck
Air compressors
Generators

III. ANNEX DEVELOPMENT AND MAINTENANCE

The EPC is responsible for the maintenance and improvement of this annex.

Attachment T
Annex T – Training

I. PURPOSE

The purpose of this annex is to provide a plan 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, and evaluate 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.

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- 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.
- 2. All Offices and Departments
 - a) All Office Chiefs and Department Managers 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 is responsible for internal departmental training programs that exercise emergency situations (spills) in support of the emergency management program.
- 3. Specific Support

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Upon the initiation of an emergency exercise, the EPC may request Communications Group send a representative to the FCC to monitor and real time trouble shoot Centracom communication problems.

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. ANNEX DEVELOPMENT AND MAINTENANCE

The EPC is responsible for maintenance and improvement of this annex.

Training Schedule
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
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 / Air Force 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							
Air Force Facility						X						
Fire Program Training/Testing/Audits												
Training for warming, communications		X										
Training for shelter, mass care, evacuation			X									
Fire Warden List 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				

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	I,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
Annex U – Legal Services

I. AUTHORITY

See JSCM 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

AL411/Office for General Legal Matters shall be the primary source of legal support. The following members of the Legal Office (General) have been assigned to initially respond to requests for legal advice under this plan and during any emergency:

- A. Primary - AL4/John Kemp [(281) 483-1005]
- B. Alternates - AL4/Herb Chee [(281) 483-1006] and AL4/Dave Samuels [(281) 483-1018]

V. LINES OF SUCCESSION

The Legal Office lines of succession are set out in JSCI 1164.1.

Attachment V Issued: 10/26/04

Attachment V
Annex V – Bomb Threats

I. PURPOSE

This annex 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,

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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 Alarm Room, ext. 5222 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 <http://www1.wstf.nasa.gov/Resources/EMS/bomb.htm>. 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

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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. 5222 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 Alarm Room receives directly or indirectly a bomb threat or a report of a suspicious item, package, or vehicle, this procedure will be implemented. The WSTF Alarm Room will immediately contact the prime contractor FSO. In the event that the SO was contacted directly, he will immediately contact the WSTF Alarm Room. The FSO will request the WSTF Alarm Room 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 Alarm Room.
- 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 ARO, written or verbal, for notification purposes. The WSTF Alarm Room or FSO will make information notifications, as directed by the FSO, to the following agencies and organizations:

Dofia Ana County Sheriff's Department	525-1911 Dispatch # 526-0795
Federal Bureau of Investigation	526-2351

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WSC Security Manager	525-6945 or 525-6944
USAFCSF 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 Alarm Room 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 Alarm Room 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, Alarm Room 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 Alarm Room 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 recommend that the building be evacuated. If no suspect package/item is found, security officers will monitor the exterior of the

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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 Alarm Room 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

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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, HSE's, 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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

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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. ANNEX DEVELOPMENT AND MAINTENANCE

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

Figure 1 Process Flow Chart

