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Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS  
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**May 2010**

**COMPLIANCE IS MANDATORY**

**John C. Stennis Space Center**  
**Emergency Management Plan**

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	Effective Date: May 18, 2010	
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Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

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Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
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Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

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Revision	January 29, 2009	R. Magee, 8-1417	Updated generation list. Table 5.E
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Revision	May 18, 2010	R. Magee, 8-1417	Added information on the capabilities of the EOC in Section 2.0. Changed Section 3.3.4 with new text and new ICS organizational structure. Deleted content of Pandemic Plan. Added reference to Annual Fire Drill Requirement in Section I.3.2. New section I.3.6 on provisions for special needs individuals.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table of Contents**

1.0 INTRODUCTION ..... 10

1.1 Purpose..... 10

1.2 Applicability ..... 10

1.3 Authority ..... 10

1.4 References..... 10

2.0 EMERGENCY OPERATIONS CENTER ..... 13

2.1 Fire Department ..... 13

2.2 Emergency Medical Technician Capability..... 13

2.3 Security Services..... 14

2.5 Medical Clinic..... 14

2.6 Employee Assistance Program Services ..... 15

2.7 Helicopter Landing Capability..... 15

2.8 Energy Management Control System Office ..... 15

2.9 Incident Command Post..... 15

2.10 Media Room..... 16

2.11 Emergency Director/General Staff Office ..... 16

2.12 EOC Conference Room ..... 17

2.13 CCTV and Access Control Capability..... 17

2.14 Emergency Communications Center ..... 17

2.15 Back-up Generator Capability ..... 18

2.16 Cell Tower and Communication Equipment Capability..... 18

2.17 Emergency Operations Center Staging Area ..... 18

2.18 Central Engineering Files ..... 18

2.19 Engineering Services ..... 18

2.20 Other Facilities and Capabilities Covered Under Incident Command System..... 18

2.21 Other Incident Command System Capabilities..... 21

3.0 INCIDENT MANAGEMENT ..... 22

3.1 NASA Personnel Responsibilities ..... 22

3.2 NASA Contractor Support Personnel ..... 28

3.3 Concept of Operations ..... 30

3.4 Training..... 34

3.5 Exercises ..... 34

3.6 Planning ..... 34

3.7 Multi-agency coordination..... 35

3.8 Public Information ..... 35

3.9 Communication Technology..... 35

3.10 Mitigation..... 35

3.11 Publication Management ..... 36

3.12 Supporting Technologies and Capabilities ..... 36

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

APPENDIX A – DEFINITIONS & ACRONYMS .....	37
APPENDIX B – TRAINING AND EXERCISE PLAN.....	43
APPENDIX C – TRAFFIC FLOW PLAN .....	45
C.1    Purpose.....	45
C.2    Concept of Operations .....	45
C.3    Responsibilities .....	46
C.4    Definitions.....	47
APPENDIX D – SEVERE WEATHER PLAN .....	48
D.1    Purpose.....	48
D.2    Concept of Operations .....	48
D.3    Responsibilities .....	49
D.4    General Information for all SSC Personnel .....	51
D.5    Definitions.....	52
APPENDIX E – HURRICANE PLAN.....	53
E.1    Purpose.....	53
E.2    Concept of Operations .....	53
E.3    Responsibilities .....	65
E.4    Definitions.....	94
APPENDIX F – SSC HURRICANE SHELTER MANAGER’S GUIDE .....	95
F.1    Responsibilities .....	95
F.2    Procedures for Shelter Use.....	96
F.3    Best Shelter Areas .....	100
F.4    Evacuee Instructions .....	100
F.5    Shelter Operations Rules and Regulations.....	100
APPENDIX G – FREEZE CONDITIONS PLAN .....	103
G.1    Purpose.....	103
G.2    Concept of Operations .....	103
G.3    Responsibilities .....	104
G.4    Definitions.....	111
APPENDIX H – FLOOD PLAN.....	112
H.1    Purpose.....	112
H.2    Concept of Operations .....	112
H.3    Responsibilities .....	113
H.4    Definitions.....	115
APPENDIX I – FIRE AND EXPLOSION PLAN.....	116
I.1    Purpose.....	116

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

I.2	Concept of Operations .....	116
I.3	Responsibilities .....	117
I.4	Definitions.....	121
APPENDIX J – SERIOUS ACCIDENT PLAN .....		122
J.1	Purpose.....	122
J.2	Concept of Operations .....	122
J.3	Responsibilities .....	123
J.4	General.....	124
J.5	Definitions.....	124
APPENDIX K – CIVIL DISTURBANCE PLAN .....		125
K.1	Purpose.....	125
K.2	Concept of Operations .....	125
K.3	Responsibilities .....	126
K.4	Increased Security Awareness Procedures.....	127
K.5	Bomb Scene Procedures .....	128
K.6	Bomb Threat Call Procedure .....	129
K.7	Definitions.....	131
APPENDIX L – CIVIL DEFENSE PLAN .....		132
L.1	Purpose.....	132
L.2	Concept of Operations .....	132
L.3	Responsibilities.....	133
L.4	General Information.....	134
L.5	Definitions.....	135
APPENDIX M – CHEMICAL , BIOLOGICAL OR RADIOLOGICAL ATTACK PLAN.....		136
M.1	Purpose.....	136
M.2	General.....	136
M.3	Responsibilities.....	137
M.4	BIO-Terrorism Events .....	141
M.5	Definitions.....	142
APPENDIX N – POTABLE WATER CONTAMINATION PLAN .....		143
N.1	Purpose.....	143
N.2	Concept of Operations .....	143
N.3	Responsibilities .....	143
N.4	Definitions.....	144
APPENDIX O – POWER FAILURE PLAN.....		145
O.1	Purpose.....	145

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

O.2	Concept of Operations .....	145
O.3	Responsibilities .....	146
O.4	Definitions.....	148
APPENDIX P – ENVIRONMENTAL INTEGRATED CONTINGENCY PLAN.....		151
APPENDIX Q – COMMUNITY DISASTER /RECOVERY PLAN .....		152
Q.1	Purpose.....	152
Q.2	Concept of Operations .....	152
Q.3	Responsibilities .....	153
Q.4	Definition .....	155
APPENDIX R: PANDEMIC RESPONSE .....		156
R.1	Purpose.....	156
APPENDIX S: SECURITY EMERGENCIES.....		157
S.1	Purpose.....	157
S.2	Concept of Operations .....	157
S.3	Responsibilities .....	161
S.4	Increased Security Awareness Procedures.....	162
S.5	Security Emergency Procedures .....	163
S.6	Hazard-Specific Contingencies.....	164
APPENDIX T – RESERVE /NEUTRAL GATE PROCEDURES.....		170
T.1	Purpose.....	170

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### Figures and Tables

Table 1 - Hazard/Threat Matrix.....	11
Table 2.B - SSC Incident Command System Training and Exercise Requirements Matrix.....	43
Table 3.B - Individual Certification Training Requirements .....	44
Table 4.E - Local TV/Radio Stations.....	56
Table 5.E - Generators .....	57
Table 6.E - Emergency Power Connection Procedure (B 1100) .....	58
Table 7.E - Emergency Power Connection Procedure (B 2203) .....	59
Table 8.E - Approved Shelters and Capacities.....	61
Table 9.E - SSC Hurricane Shelter Supply Kits .....	62
Table 10.E - Official Notice to Watercraft Owners and Operators .....	64
Table 11.E - Emergency Supplies - Quick Reference.....	66
Table 12.E - Emergency Operations Center Condition IV Checklist (72 Hours).....	76
Table 13.E - Emergency Operations Center Condition III Checklist (48 Hours) .....	78
Table 14.E - Emergency Operations Center Condition II Checklist (24 Hours) .....	80
Table 15.E - Emergency Operations Center Condition I Checklist (12 Hours).....	83
Table 16.F - Evacuees Register .....	99
Table 17.G - Cooling Tower Listing for Freeze Conditions.....	107
Table 18.G - Air Chiller Listing for Freeze Conditions .....	108
Table 19.G - Mechanical Plumbing Listing for Freeze Conditions.....	110
Table 20.O - Power Failure Plan Notification List .....	147
Table 21.O - Emergency Power Connection Procedure (B 1100) .....	149
Table 22.O - Emergency Power Connection Procedure (B-2203) .....	150
Table 23.S- Security Emergency Resource Listing.....	168

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## 1.0 INTRODUCTION

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### 1.1 Purpose

This Emergency Management Plan (EMP) has been prepared to assist NASA and its contractor team in organizing and providing response actions as may be required by emergency conditions at the John C. Stennis Space Center (SSC).

All NASA and NASA contractor emergency response personnel and key contacts at each resident agency or company at SSC should be familiar with the contents of the Plan and should maintain their copies in a current and available condition to ensure their readiness to implement corrective or continuing actions for all potential emergency/disaster situations. A current copy of this Emergency Management Plan is maintained on the SSC Technical Document System.

### 1.2 Applicability

- a. The provisions of this plan apply to the National Aeronautics and Space Administration (NASA)/Stennis Space Center (SSC).
- b. This plan applies to NASA contractors to the extent defined by their contracts.
- c. Provisions of this plan apply to the resident agencies and companies at SSC in following instructions from emergency response personnel for the common safety and security of SSC as defined in their agreements for occupancy here at SSC.

### 1.3 Authority

NPR 8715.2, NASA Emergency Preparedness Plan Procedural Requirements.

### 1.4 References

- a. SPD 1107.1, SSC Organization Mission and Responsibilities.
- b. SPLN-1040-0005, John C. Stennis Space Center, Continuity of Operations Program Plan.
- c. PL 04-090-006, Mississippi Army Ammunition Plant Protection Plan.
- d. LMIT-OAO/SSC Disaster Recovery/Business Continuity Plan.
- e. SPLN-8621-0003, SSC Mishap Preparedness and Contingency Plan.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- f. SCWI-8500-0020-ENV, Environmental Integrated Contingency Plan
- g. NPD 1830.1, NASA Employee Assistance Program
- h. NPR 1800.1, NASA Occupational Health Program Procedure
- i. NPR 8715.2, NASA Emergency Preparedness Plan Procedure Requirements

### 1.5 Situation and Assumptions

Local hazards or emergency incidents can disrupt center operations, cause damage, and create casualties. Natural hazards include hurricanes, tornadoes, fires, and winter storms. Other disaster situations can develop from an environmental or hazardous material incident, fire, transportation accident, terrorism, civil disorder, violence in the workplace, or the threat of nuclear/conventional attack. A matrix of possible hazards and threats and their likelihood of occurrence is provided in Table 1 below.

Historically, the Mississippi and Louisiana Gulf Coasts have experienced devastating hurricane events that resulted in significant damage and loss of life. Most notable among these are hurricanes Camille in 1969 and Katrina in 2005.

**Table 1 - Hazard/Threat Matrix**

Possible Hazard/Threat	Likelihood	Vulnerability	Worst Threats	Comments
Hurricane	High	Disaster	X	Historically, the Gulf Coast Region has experienced devastating hurricanes
Tornado	Low	Disaster		
Flood	Low	Disaster		Most likely threat is storm surge flooding associated with hurricanes
Winter storm	Low	Disaster		
Highway/transport accident	Medium	Emergency		Threat from both traffic along Trent Lott Pkwy and HAZMAT-loaded vehicles servicing SSC

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Possible Hazard/Threat	Likelihood	Vulnerability	Worst Threats	Comments
Wildfire	Medium	Disaster		
Terrorism	Low	Emergency		
Vandalism	Medium	Emergency		
Violence in the workplace	Medium	Emergency		
Civil disorder	Low	Emergency		
Structural fire	Medium	Emergency		
Severe thunderstorms with lightning	High	Emergency	X	Most dangerous threat to personnel in open areas
HAZMAT incident	High	Emergency	X	Threat due to the nature of the facilities at SSC
Flu Pandemic	Medium	Emergency		Deaths in surrounding counties have increased this threat

## 1.6 Plan Organization

The remainder of this plan is organized into three major sections for clarity, covering:

- The Emergency Operations Center (Section 2.0)
- Incident Management (Section 3.0)
- Specific Emergency Response Procedures (Appendices)

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## 2.0 EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC), located in Building 8000, represents emergency response capabilities that will be maintained for responding to emergency situations at SSC. The sections below outline the specific capabilities that are maintained and the expectations that exist for each. These capabilities are maintained by contract, approved procedures, and appropriate personnel training. Each area will be audited annually on these capabilities, usually before June 1 of each year. Incident Commanders (ICs) and Incident Command Post (ICP) personnel will pull from these capabilities and facility functions to accomplish their emergency tasks.

### 2.1 Fire Department

The SSC Fire Department is located on the east end of the EOC. It has responsibility for fire protective services for all of the buildings and personnel at SSC. The SSC Fire Department maintains the following capabilities:

- 24/7 operational status
- Two (2) primary response pumpers
- Two (2) reserve pumper
- An equipped emergency response trailer
- Class A air filling capability
- Trained personnel as follows:
  - ICs (Fire Chief and Fire Captains)
    - IS 100, IS 200, IS 300, IS 400, IS 700, and IS 800
    - HAZMAT Incident Command
  - Fire Fighters (all)
    - IS 100, IS 200, IS 700
    - HAZMAT Technician Level Certified

### 2.2 Emergency Medical Technician Capability

Emergency Medical Technicians are co-located with the Fire Department personnel and are responsible for providing emergency medical services and transporting personnel to the SSC Medical Clinic or to a hospital in the area should the situation warrants. Emergency Medical Technicians maintain the following capabilities:

- 24/7 operational status
- Two (2) ambulances
- Trained personnel as follows:
  - Emergency Medical Technicians
    - Basic Life Support
    - IS 100 and IS 200

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 2.3 Security Services

Security Services, located in room 127 of the EOC, is responsible for providing security and other emergency related services as follows:

- 24/7 operational status
- Central Dispatch operation
  - NOAA Weather Radio operational capability
  - NAWAS monitoring capability
  - Local weather report capability
  - Lightning detection alert capability
  - Trunk radio site-wide broadcast capability
  - CCTV monitoring capability
  - Other StormReady capabilities needed to maintain certification
- Roving security patrols
- Badge access management
- Trained personnel as follows:
  - Security Staff (NASA) Serving As IC
    - IS 100, IS 200, IS 700, IS 800
  - Security Management (Contractors)
    - IS 100, IS 200, IS 700, IS 800
    - HAZMAT
  - Security Patrol Officers
    - IS 100, IS 200
    - HAZMAT

### 2.5 Medical Clinic

The SSC Medical Clinic is located on the west end of the EOC building. It is responsible for emergency medical services during the normal workday at SSC. The SSC Medical Clinic maintains the following capabilities:

- Normal workday operations
- Ability to perform employee testing/screening to meet OSHA medical standards
- Ability to perform emergency medical and stabilization services
- Ability to decontaminate personnel before entry into Medical Clinic
- Ability to isolate contagious patients
- Trained personnel as follows:
  - Chief Medical Officer
    - IS 100, IS 200, IS 700, IS 800
  - Medical Support Personnel
    - IS 100, IS 200
    - HAZMAT

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## 2.6 Employee Assistance Program Services

The Employee Assistance Program (EAP) provides Critical Incident Stress Management (CISM) services to employees as part of the variety of assessments and short-term counseling services offered within an atmosphere of confidentiality. To assist with the confidentiality of this service, a separate EAP office entrance is maintained off of the back side of the EOC. The goal of CISM intervention services is to minimize the occurrence and impact of post-trauma resulting from any emergency incident. The EAP staff maintains the following capabilities:

- Normal workday operations
- Trained personnel as follows:
  - EAP Counselor
    - IS 100, IS 200

## 2.7 Helicopter Landing Capability

The EOC maintains helicopter landing capability classified under NIEMS as a “Helispot”. The following capabilities are maintained:

- 24/7 availability
- One concrete lighted helicopter pad
- Two grass helicopter landing areas
- Designated communication channels
- Notification of area control towers of pad and approach information

## 2.8 Energy Management Control System Office

The Energy Management Control System (EMCS) office is located in the EOC and provides visibility and control of over 65,000 points at SSC. From their vantage point, valves and vents can be closed or opened in most buildings, leaks can be detected that pose risks to personnel and the environment, and alarms can be monitored to ensure safety. The following capabilities are maintained:

- 24/7 availability
- EMCS visibility to all control/monitoring points
- Trained personnel as follows:
  - EMCS operators
    - IS 100, IS 200

## 2.9 Incident Command Post

The ICP is co-located with the EMCS Office. In times of emergency that merit the activation of multiple resources from across the Center, the ICP will be staffed by personnel from the

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

EMCS Office. The ICP is under the management of the IC as appointed by the Emergency Director.

In rare instances, the ICP may be activated closer to an incident, outside the EOC. In these instances, the EMCS staff will provide support as necessary to the ICP as situated in the field.

The ICP inside the EOC maintains the following capabilities:

- 24/7 availability
- Location of the IC's Office
- Capability to view CCTV surveillance cameras
- Capability to communicate via satellite phones
  - Maintain 4 satellite phones in ready condition
- Capability to connect phones and internet to a portable satellite dish
  - Maintain a portable satellite dish system
- Capability to view television broadcasts via cable and satellite
- Emergency Management System capability
  - Maintain the HAZNET Emergency Management System capability
  - Maintain the HAZNET Multifunctional Touch Table capability
- Planning Dashboard Capability
- Trained personnel as follows:
  - ICP operators
    - IS 100, IS 200, IS 300, IS 400, IS 700

## 2.10 Media Room

A media room is maintained in a conference room on the second floor of the EOC just off the elevator allowing a safe location for media representatives to gather during times of emergency. The room is set up to allow for small-scale interviews and sharing of information.

## 2.11 Emergency Director/General Staff Office

The Emergency Director and the General Staff members of the ICS are housed in this office. The General Staff members are in charge of planning, information technology, public affairs, safety, and liaison activities with our resident agencies. This provides the following capabilities to the ICS:

- Planning for known upcoming emergency events
- Planning for potential emergency events
- Information technology expertise
- One single voice with media during emergency operations

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- Safety being fully integrated into SSC’s preparations and response activities
- Liaison with our many resident agencies to maintain appropriate communications
- Trained personnel as follows:
  - Emergency Director
    - IS 100, IS 200, IS 300, IS 400, IS 547, IS 700, IS 800
  - General Staff
    - IS 100, IS 200, IS 300, IS 400, IS 700

#### 2.12 EOC Conference Room

Centrally located within the EOC, the EOC Conference Room provides a location for general meetings as well as a place where senior management can meet and observe the operations inside the ICP through a clear glass divider. This provides the following capabilities to the ICS:

- Ability to make a stationary address over the SSC TV network.
- PowerPoint, webinar, and telecon capabilities
- Location for all Incident Command System (ICS) functional elements to meet
- Monitors to project live and computer generated images and information

#### 2.13 CCTV and Access Control Capability

Closed Circuit TV services and electronic control system capabilities are housed on the second floor of the EOC. This provides the following capabilities to the ICS:

- Visual aids in managing emergency situations
- Controlled access capability
- Trained personnel as follows:
  - CCTV and Access Control Personnel
    - IS 100, IS 200

#### 2.14 Emergency Communications Center

SSC’s ham radio operations and other emergency communication devices are located just off the Incident Command Post. This provides the following capabilities to the ICS:

- Alternative means of communication over the airwaves
- Trained personnel as follows:
  - Ham Radio Personnel
    - IS 100, IS 200

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## 2.15 Back-up Generator Capability

Next to the EOC are two emergency generators that operate on natural gas with a diesel fuel back-up. They are redundant capabilities to each other, as only one generator is needed to operate the entire EOC.

## 2.16 Cell Tower and Communication Equipment Capability

The Equipment Storage Building next to the EOC is connected to the EOC via duct banks. Information collected from sensors and antennae on the adjacent tower are routed through the Equipment Storage Building to the EOC. The tower contains antennae for the Ham Radio System, the weather monitoring system, and satellite TV. This provides capabilities to the ICS as follows:

- Ham radio operation
- On-site weather monitoring (wind, temperature, rain, etc.)
- Automatic weather information for hazardous plume modeling in HAZNET
- Commercial Satellite TV services

## 2.17 Emergency Operations Center Staging Area

There is an EOC Staging Area on the first floor for storage and dissemination of emergency supplies and equipment before, during and after emergency operations. Typically, the following items will be staged in the Staging Area:

- Shelter kits
- Emergency response supplies and gear

## 2.18 Central Engineering Files

To provide readily available access to building information for repair or response, the Central Engineering files are located inside the EOC.

## 2.19 Engineering Services

To provide engineering and architectural services to meet repair and recovery needs, engineering services is co-located inside the EOC.

## 2.20 Other Facilities and Capabilities Covered Under Incident Command System

Although outside the EOC in B-8000, several facilities and capabilities at SSC are critical in anticipation of potential emergencies.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 2.20.1 Communications Facility/Alternate Incident Command Post

B-1200, the SSC Communications Facility, is the connecting point between our on-site phone and internet system those beyond the gates of SSC. This facility provides the following capabilities to the ICS:

- Offsite communications
- Trained personnel as follows:
  - Communication Personnel
    - IS 100, IS 200

### 2.20.2 Data Center

B-1110, the SSC Data Center, contains the critical data system for the facility. This facility provides the following capabilities to the ICS:

- Back-up of vital record/business/technical data
- Housing of emergency management software
- Housing the Emergency Notification System
- Trained personnel as follows:
  - Information Technology Personnel
    - IS 100, IS 200

### 2.20.3 Records Storage Facility

Building 3204, the SSC Records Storage Facility (x8-3671), contains hard copy storage of inactive and important records. The facility and its personnel provide the following capabilities to the Incident Command System:

- Secure facility that has been hardened to protect hardcopy documentation
- Resources to support records disaster mitigation and remediation
- Direction on the preservation and protection of electronic records
- Trained personnel as follows:
  - Records Personnel
    - NARA/Records Emergency Planning and Response
    - NARA/ Vital Records Management
    - FE MA Emergency Management Institute / IS 100, IS 200

### 2.20.4 Logistic Operations

The following are logistic support operational capabilities that need to be maintained at a functional level before potential emergency operations.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

#### 2.20.4.1 Warehouse

Warehouse personnel are required to provide needed supplies to preparation and recovery personnel during emergency situations. Accurate inventories of supplies should be maintained and provided to the Emergency Director and ICs for planning purposes. MRE's will be issued to emergency response personnel from this function. The facility provides the following capabilities to the ICS:

- Secure facility that has been hardened to protect needed supplies
- Trained personnel as follows:
  - Warehouse personnel
    - IS 100, IS 200
    - HAZMAT

#### 2.20.4.2 Fuel Management

Fuel is needed to operate generators and vehicles during times of emergency. Fuel storage facilities and the distribution process must be in functional order at all times.

- Trained personnel as follows:
  - Fuels management personnel
    - IS 100, IS 200
    - HAZMAT

#### 2.20.4.3 Emergency Generators (Fixed and Mobile)

The list of emergency generators available on-site to address emergency power needs is found in Figure 5.E. In general, generators are distributed to predetermined locations on or before June 1<sup>st</sup> of each year and remain there until November 30<sup>th</sup>.

#### 2.20.5 On-Site Shelter Facilities

The list of buildings approved for sheltering employees is found in Table 8.E. Non-employee sponsored personnel seeking shelter at SSC will be directed to B-1105, B-2204, and B-2105, which are operated by the American Red Cross under an agreement with NASA. The facilities provide the following capabilities to the ICS:

- Facilities that can be used as shelters for employees, families, and the general public
- Trained personnel as follows:
  - Shelter Managers
    - IS 100, IS 200
    - Shelter Manager's Training

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## 2.21 Other Incident Command System Capabilities

Other capabilities not specifically mentioned above, but that exists on-site, will be commandeered on an as needed basis to meet emergency response objectives. If needed capabilities do not exist at SSC, the IC will, through appropriate work channels, order these services or will call upon NASA Headquarters to make such arrangements,

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 3.0 INCIDENT MANAGEMENT

The capabilities mentioned in Section 2.0 are utilized in response to emergency situations an ICS as established by this plan. This command system is in full compliance with the National Incident Management System (NIMS), providing for common positions, terminology, forms, and a hierarchal command structure.

Due to the multi-tenant nature of SSC, an Emergency Council has been formed that is comprised of authorized representatives from all resident agencies and organizations. The Council will advise and support the IC and act as official agents to transmit information and emergency directives to their appropriate organizations. The Emergency Council will convene at least once a year (NLT 31 May) to address the following issues:

- Update key personnel appointments in the SSC Key Personnel database (key contacts, emergency council coordinators, hurricane shelter managers, etc.).
- Provide recommended updates to this plan.
- Hold a general discussion of emergency preparedness and possible improvements.

Traditional management structure is used to represent NASA authorities down to the IC. The structure from the IC follows an established pattern but will be added to or subtracted from as the emergency situation warrants. The following sections outline the responsibilities by position.

#### 3.1 NASA Personnel Responsibilities

**3.1.1 Center Director** makes or approves all final policy decisions regarding emergency or disaster matters affecting SSC. To ensure continuity of operations during an emergency situation as outlined in SPLN-1040-0005, John C. Stennis Space Center, Continuity of Operations Program Plan, the succession of the SSC Director's authority shall be in accordance with NPR 8715.2.

**3.1.2 Deputy Center Director** chairs the SSC Emergency Council.

**3.1.3 Director, Center Operations Directorate** serves as the Deputy Chair of the SSC Emergency Council and will designate the Emergency Director.

**3.1.4 Emergency Director** (or his/her representative)

- a. Manages the EOC as a whole in accordance with NIMS terminology.
- b. Ensures that emergency response personnel that represent the capabilities needed to respond to emergency incidents meet the qualification/training requirements as specified in Appendix B of this plan and, if not civil servants, are available per contract requirements.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- c. Administers the ICS and, in this capacity, serves as the primary advisor to senior SSC leadership relative to the Incident Management System.
- d. Appoints the ICs for given types of situations. Typically, the Logistics Officer handles natural disasters, the Security Officer handles acts of terrorism, and the Fire Chief handles chemical or oil releases.
- e. Provides support, as required, to the ICS by providing a primary and alternate member for the positions as depicted in the organizational structure of the ICS.
- f. Reviews the IC's report after any exercise or emergency response activity to ensure that recommendations deemed appropriate are documented for corrective or preventive action and tracked through closure.
- g. Works with other NASA Centers or Headquarters as well as other federal, state, community or private organizations to achieve emergency readiness or response.
- h. Maintains recall emergency rosters and employee evacuation data as required.
- i. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).

### **3.1.5 Chief Financial Officer**

- a. Provides support, as required, to ICS by providing a primary and alternate Finance official.
- b. Ensures that the designated member of the EOC meets the required qualification/training requirements as specified in Appendix B of this plan.
- c. Maintains recall emergency rosters and employee evacuation data as required.
- d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).

### **3.1.6 Finance Official**

The Finance Official(s) will:

- a. Perform the resource management and financial management support as required by the ICS.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).
- c. Maintain current contact information with supervisor.
- d. Be prepared to participate in exercises and training as required.

**3.1.7 Procurement Officer**

- a. Provides support, as required, to ICS by providing a primary and alternate Contracting Officer with appropriate credentials.
- b. Ensures that the designated member of the ICS meets the required qualification/training requirements as specified in Appendix B of this plan.
- c. Maintains recall emergency rosters and employee evacuation data as required.
- d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).

**3.1.8 Contracting Officer**

The Contracting Officer(s) assigned to the ICS will:

- a. Perform the procurement support as required by the ICS.
- b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).
- c. Maintain current contact information with supervisor.
- d. Be prepared to participate in exercises and training as required.

**3.1.9 Manager, Office of Human Capital**

a. Executes responsibilities for leave administration, timekeeping, hours of duty and employee notification during emergency preparedness operations as follows:

- (1) Leave Administration: In an emergency situation, sets policies and guidelines appropriate to ensure proper usage of leave and overtime.
- (2) Timekeeping: In conjunction with the Office of the Chief Financial Officer,

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 25 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Financial Management Division (FMD), the Office of Human Capital (OHC) is responsible to ensure the processing and maintenance of timekeeping and payroll accounts to ensure all employees are accurately paid, during emergency operations. The Center Operations Directorate, Information Technology Branch (IT), is responsible for providing technical and administrative automated systems support. The OHC, FMD and IT, will work closely to ensure payroll is accurate and processed in a timely manner.

(3) If NASA SSC is unable to process payroll onsite in an emergency situation, payroll will be processed remotely through NASA's Marshall Space Flight Center, Huntsville, Alabama or the NASA Headquarters Office, Washington, DC.

(4) Hours of Duty and Operations: When an emergency situation exists, and payroll is processed remotely, all employees will be paid using the standard workweek schedule for full-time employees consisting of a 40-hour per week schedule.

(5) Emergency Contact Information: The OHC will validate annually the emergency contact information of all NASA employees. The NASA Organizational Profile System (NOPS) will be used for this purpose. During emergency situations, employees will be notified using information in the NOPS system.

b. Provides support, as required, to ICS by providing a primary and alternate Human Capital representative for service in the Emergency Operations Center.

c. Ensures that each designated member of the Emergency Operations Center meets the qualification/training requirements as specified in Appendix B of this plan.

d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).

### **3.1.10 Human Capital Representative**

The Human Capital Representative(s) will:

- a. Perform the tasks assigned by the IC.
- b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).
- c. Maintain current contact information with supervisor.
- d. Be prepared to participate in exercises and training as required.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 3.1.11 Manager, Office of Safety and Mission Assurance

- a. Provides support, as required, to ICS by providing a primary and alternate Safety Officer for service in the Emergency Operations Center.
- b. Maintains preparedness to provide safety oversight and conduct investigations as required.
- c. Ensures that each designated member of the Emergency Operations Center meets the qualification/training requirements as specified in Appendix B of this plan.
- d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).

### 3.1.12 Manager of External Affairs and Education

- a. Provides support to the ICS by providing a primary and alternate Public Affairs Officer.
- b. Ensures that the designated member of the EOC meets the required qualification/training requirements as specified in Appendix B of this plan.
- c. Maintains recall emergency rosters and employee evacuation data as required.
- d. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).
- e. Maintains preparedness to assist in Mishap Boards as required.

### 3.1.13 Public Affairs Officer

The Public Affairs Officer(s) assigned to the ICS will:

- a. Conduct interface with the public as required by the IC.
- b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).
- c. Maintain current contact information with supervisor.
- d. Be prepared to participate in exercises and training as required.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 3.1.14 Logistics Officer

- a. Provides support, as required, to the ICS by providing representation to the EOC.
- b. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS-700 and IS-800).
- c. Maintain current contact information with supervisor.
- d. Maintains recall emergency rosters and employee evacuation data as required.
- e. Maintains preparedness to serve as the IC, as required, primarily for weather related events.
- f. Be prepared to participate in exercises and training as required.

### 3.1.15 Security Officer

- a. Provides security services as required.
- b. Provides support, as required, to the ICS by providing representatives to the EOC.
- c. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS 700 and IS-800).
- d. Maintains current contact information with supervisor.
- e. Participates in exercises and training as required.
- f. Maintains recall emergency rosters and employee evacuation data as required.
- g. Prepares and maintains vital records for expeditious deployment to alternate facility in support of SSC COOP plan (SPLN-1040-0005).
- h. Maintains preparedness to serve as the IC, as required, primarily for law enforcement events and acts of terrorism.

### 3.1.16 Chief Counsel

- a. Provides legal advice on compliance with Federal, State, and local laws applicable to emergency preparedness.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

b. Provides legal guidance in the preparation of all emergency plans and documents pertaining to the emergency management plan, and during an actual event.

c. Provides legal advice on NASA interagency agreements, Memoranda of Agreement (MOA), and Memoranda of Understanding (MOU) with federal, state, or local agencies.

d. Interprets local, state, and federal emergency preparedness directives.

### 3.2 NASA Contractor Support Personnel

#### 3.2.1 FOS Contract ICS Facility Operations Section Chief

a. Ensures the FOS contractor is prepared for and performs NASA-established requirements assigned to the FOS Contractor at SSC.

b. Fulfills FOS Contract responsibilities covered in this plan and further specified in the contract.

c. Other specific responsible positions under this contract are outlined in sections 3.2.1.1 through 3.2.1.4 below.

##### 3.2.1.1 Fire Chief

a. Provides emergency fire services as required.

b. Provides support, as required, to the ICS by providing representatives to the ICS.

c. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS-700 and IS-800).

d. Maintains recall emergency rosters and employee evacuation data as required.

e. After each annual exercise (drill) that involves activation of SCWI-8500-0020-ENV (SSC Environmental Integrated Contingency Plan), and when serving as IC, the Fire Chief shall provide a report to the Emergency Director that includes recommendations to correct, modify or improve emergency response operations and written procedures.

f. Maintains preparedness to serve as the IC, as required, primarily for fire and hazardous material response related events.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 3.2.1.2 Chief Medical Officer

The Chief Medical Officer will:

- a. Provides emergency medical services for the ICS as required including providing other representatives as necessary.
- b. Completes the required SSC ICS training prior to assuming duties (IS-100, IS-200, IS-700, and IS-800).
- c. Maintains recall emergency rosters and employee evacuation data as required.

### 3.2.1.3 Employee Assistance Program Officer

The Employee Assistance Program Officer will:

- a. Perform the tasks associated with this position as part of the ICS.
- b. Complete the required SSC ICS training prior to assuming duties (IS-100, IS-200).
- c. Maintain current contact information with supervisor.
- d. Be prepared to participate in exercises and training as required.

### 3.2.1.4 Shop Support, High Voltage and Logistics Personnel

- a. The FOS Contractor has identified three additional lead positions needed in emergency operations. They are as follows:
  - Shop Support Lead
  - High Voltage Lead
  - Logistics Lead
- b. These positions are activated by the ICS Facility Operations Section Chief based on need.

### 3.2.1.5 Other NASA Contractors

- a. Each NASA Contractor has some emergency response requirements per their contract.

### 3.2.2 Security Contract ICS Security Operations Section Chief

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- a. Ensures that contracting Security personnel are prepared for and perform NASA – established requirements assigned to this contract.
- b. Fulfills contract responsibilities covered int his plan and further defined by contract.

### **3.2.3 LS Contract Geographic Information System (GIS) Specialist**

- a. Provides GIS support to emergency planning and operations.
- b. This position is activated by the ICS Planning Section Chief or the Incident Commander based on need.

### **3.2.4 ITS Contract Personnel**

- a. The ITS contractor provides personnel to support the following ICS positions:
  - IT Specialist
  - ECC Operator
- b. These positions are activated by the ICS Planning Section Chief or the Incident Commander based on need.

## **3.3 Concept of Operations**

NASA has designed an ICS to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The ICS is based on the principles and characteristics detailed in the National Incident Management System (NIMS). Therefore, the five components of NIMS are used to form the foundation of SSC emergency and incident response as follows:

- Safety
- Incident Response
- Modular and Scalable
- Interactive Management
- Measurable Objectives

### **3.3.1 Declaration of Emergencies and Coordination**

In the event an emergency, alarms will be sounded and messages will be transmitted as outlined in this plan. The types of alarms and notifications that are provided are as follows:

- Fire Alarms
- Lightning Advisories
- Lightning Warnings

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- Lightning All Clear
- Hydrogen Gas Leaks
- Hydrogen Gas Fires
- Tornado Warnings
- Hurricane Readiness Condition Levels

### 3.3.2 Classification of Emergencies

There are three established categories for classifying emergency or disaster conditions at SSC:

- Class I Emergency: A minor or minimum emergency situation which should and can be contained or controlled by the IC and a single section of the Incident Command.
- Class II Emergency: An emergency situation beyond the capabilities of a single section of the Incident Command, requiring the assignment of additional SSC effort or off-site assistance.
- Class III Emergency: An emergency of disastrous proportions requiring action on the part of all SSC personnel and possibly off-site assistance.

### 3.3.3 Incident Commander Designation

The IC will be selected by the Emergency Director based on the scale and complexity of the incident. The IC will coordinate all emergency activities and will be responsible to the Emergency Director.

The IC is responsible for:

- a. Establishing incident management objectives and strategies.
- b. Ensuring that all functional areas are directed toward accomplishment of the strategy.
- c. Ensuring the complete preparation of Incident Action Plans and ensuring the successful accomplishment of assigned tasks and objectives.
- d. Completing the required training prior to assuming duties as IC.

A Deputy IC may be appointed by the Emergency Director or IC if the incident is assessed to be enduring such as in a hurricane or other disaster that will have a long-term recovery effort. The Deputy IC will perform all tasks associated with the duties of the IC and those tasks directed by the Emergency Director or IC.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 3.3.4 Activation of SSC Incident Command Post

When required by the nature or category of the disaster or emergency situation, either the Emergency Director or the appointed IC shall activate the ICP inside the EOC in Building 8000. The ICP is in Room 113. The phone number is 228-688-3777. This facility will be the central communication point for emergency situations at SSC and will serve as the command control and coordination center for all SSC activities involved in or affected by the situation. The designated FOS Emergency Support Specialist will report to the ICP, organize the required communications and associated data, and staff the center as required by the IC.

The Basic ICS Organization is found in Figure 1. It is, however, modular, adaptable, and scalable to the type, size and complexity of any emergency or incident. It will expand and/or contract as the incident matures. All the positions listed in Sections 3.1 and 3.2 will be available for staffing during the course of the incident, depending on the need.

### 3.3.5 Resource Management

SSC has established processes that provide ICs with timely and appropriate resources during an incident. During incidents, SSC resource management will take place in the ICP and in coordination with the NASA Headquarters' Emergency Operations Center, when both are established. The IC will prioritize and coordinate resource allocation and distribution.

#### 3.3.5.1 Pre-incident Inventory of Resources

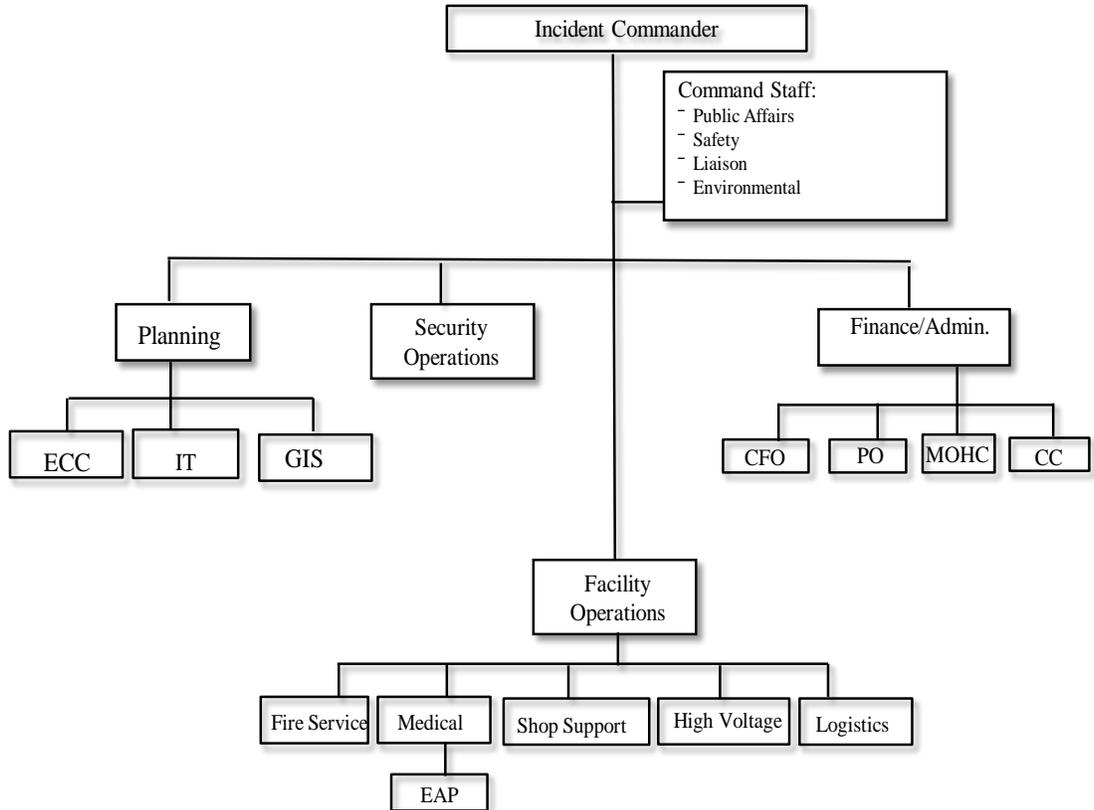
The Logistics Officer will conduct an inventory of Standby Listing items and Custodial Inventory Emergency Supplies prior to 1 June of each year. Procurements will be executed, as required, to ensure adequate inventories are maintained.

#### 3.3.5.2 Procurement of Resources and Services Not Available On Site

During the incident, the initial assessment will identify resources and services required that cannot be met by on-hand inventories or on-site contractors. The IC will coordinate with the NASA Procurement Officer or a Contracting Officer to rapidly and efficiently obtain the required resources or services. All requests for support from other centers will be coordinated by the Emergency Director, ICs, or ICS staff through the NASA Headquarters' Emergency Operations Center.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### Incident Command Staff



Incident Commanders:  
 Logistics Officer – Weather Related Emergencies  
 Security Officer – Security Emergency  
 Fire Chief – Hazardous/Explosion Response  
 Public Affairs – Public Events

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### 3.3.5.3 Post-Incident Accounting

After the incident is declared, contained, and/or mitigated, the EOC will reconcile procurement and distribution of resource and service activities through the appropriate Directorates for accountability.

### 3.4 Training

The SSC Incident Management System requires training and preparation of the teams that will be called upon to execute emergency operations in order to most effectively and efficiently manage future disasters and emergencies.

This training and preparedness is intended to:

- Establish emergency management personnel qualifications
- Establish an SSC emergency management exercise program
- Establish a planning and plans review schedule and methodology
- Establish mitigation measures and strategy
- Establish publication management procedures

The Emergency Director and the ICs will conduct an aggressive training program to ensure that the organization is prepared to manage all incidents and emergencies that might occur and that ICS personnel are certified. The ICS training requirements are contained in Appendix B.

### 3.5 Exercises

NIMS stipulates emergency exercise requirements that are to be conducted by SSC. The following is a list of required exercises:

- a. Conduct an alert and notification drill each quarter.
- b. Conduct a COOP exercise each fiscal year prior to 1 June.
- c. Be prepared to participate in quarterly National Incident Response exercises as directed by NASA Headquarters.

### 3.6 Planning

This EMP serves as the foundation document for preparedness activities and, in the event of an incident, the basis for response. Therefore, this EMP, and its supporting plans and references, will be reviewed annually.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

As part of the planning process, the Emergency Director will work with the ICs and other responsible parties to adequately plan for potential emergencies. During incidents, the ICP staff or the Planning Section Chief, depending on the complexity of the emergency, will prepare an Incident Action Plan that will include the following:

- ICS Form 202 – Documents what needs to be done
- ICS Form 203 – Documents who will be responsible for doing what tasks
- ICS Form 204 – Documents how the tasks will be carried out
- ICS Form 205 – Documents the communications plan during the operation
- ICS Form 206 – Documents the medical action plan for the operation

Each day of the incident, the ICP staff or the Planning Section Chief will also be expected to provide an incident briefing using ICS Form 201.

### 3.7 Multi-agency coordination

The Emergency Director, ICs, and the Liaison Officer will coordinate with other government agencies and contractors as appropriate. They will also keep NASA Headquarters Emergency Operations Center informed as well.

### 3.8 Public Information

During incident situations, all interface with the public and media will be coordinated through the Public Affairs Officer. However, all releases will be approved by the IC.

### 3.9 Communication Technology

The EOC, located in Building 8000, utilizes standard communications technologies and capabilities. Other incident communications such as satellite phones, Hamm radios, and a portable satellite dish for voice and internet connectivity help to ensure redundant connectivity. The EOC will be prepared to operate without normal land line telephone service and data communications.

### 3.10 Mitigation

Mitigation activities are important elements of preparedness and provide a critical foundation across the incident management spectrum.

The Emergency Director will make available an Emergency Preparedness Briefing to SSC Senior Management and Contractor Management to be used in employee briefings to their employees. This will be provided each year prior to May 15<sup>th</sup> with an anticipation of employee training prior to June 1<sup>st</sup>.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

SSC will conduct an annual survey of all SSC facilities used as shelters to ensure that structures and facilities are capable of sustainment in hurricane-force winds

### 3.11 Publication Management

- a. The Emergency Director will be responsible for developing the procedures for review, certification, and methods for publication control.
- b. Publications will include, but not be limited to:
  - This Emergency Management Plan
  - The SSC Continuity of Operations Program (COOP) Plan

### 3.12 Supporting Technologies and Capabilities

Given the likelihood of incidents at other NASA Centers and facilities throughout the nation, SSC has identified the following unique technologies and capabilities available here at SSC that are available to provide support to national or NASA emergencies.

- Remote Sensing
- Hosting the HazNet Emergency Management System
- Incident Personnel with recent hurricane experience
- Satellite telephone capability

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX A – DEFINITIONS & ACRONYMS

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**All Clear** – Notification issued by the Weather Bureau Office when the threat of a tornado or severe weather no longer exists in an area previously alerted.

**Biological Incident** – A human disease outbreak of a naturally occurring biological disease (communicable or non-communicable) or as a result of terrorist activity.

**Bio-Terrorism** – The deliberate releases of various, bacteria or other agents used to cause illness or death in people, animals or plants.

**Chemical incident** – The release or threatened release of toxic chemicals to cause illness or death in people, animals or plants.

**Contaminant** – Any unwanted physical, chemical, biological, or radiological substance in the soil, water, or air.

**Disaster** – An occurrence causing widespread destruction or distress.

**Discharge, Spill or Release** – The spilling, leaking, pumping, pouring, dumping or disposing of oil or hazardous substances intentionally or unintentionally into the environment.

**Electrical Power Emergency** – A hazardous condition that could endanger life or cause damage to equipment as a result of an electrical power failure.

**Emergency** – An unexpected, serious occurrence or situation requiring prompt action.

**Emergency Communication Center** – An area containing hand radio operations and other emergency communication devices.

**Emergency Director** - The SSC Emergency Director is appointed by the Director of the Center Operations Directorate and is responsible for coordinating all emergency activities involving SSC personnel in accordance with this plan. The SSC Emergency Director (or his/her representative) has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site. Responsibilities include developing an effective organizational structure, allocating resources, making appropriate assignments, managing information, and achieving the basic objectives of the Incident Action Plan.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Employee Emergency Contact List** - A list of names kept by the SSC Emergency Director, of key personnel required to support an emergency in the command, operations, planning, logistics and finance and administration functions.

**Emergency Operations Center** – An area that contains response capabilities maintained in a ready status for rapid response to emergency situations.

**Emergency Response Team** – A team of selected employees who will respond to provide assistance in emergency/disaster situations.

**Emergency Shelters** - Protective areas designated for use by employees who are scheduled to remain at SSC as part of an Emergency Response Team, or who are unable to evacuate because of imminent danger.

**Shelter Manager** - A person assigned to manage employee and/or public shelters. The manager shall ensure that emergency equipment is properly maintained, emergency supplies are available for emergency response teams, and that rations are supplied and distributed to all emergency shelters prior to conditions requiring their use (e.g., Weather Emergency Condition I).

**Hazmat** – Hazardous materials. The National Response Plan (NRP) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

**Incident Commander** – Person designated by the Emergency Director who assumes command and control of all personnel, equipment and apparatus at the emergency/incident scene. The IC assumes the role of commander and manager operating at the strategic level.

**Incident Command Post** – An area from which the Incident Commander can manage emergency incidents.

**Incident Command System** – A proven management system based on successful business practices resulting from decades of lessons learned in the organization and management of emergency incidents.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Mutual Aid** – The participation in an agreement with local government organizations for the purpose of mutually consenting to aid one another in the event of an emergency.

**NASA Mishap** – Any unplanned occurrence, event, or anomaly. Injury to a member of the public while on NASA facilities is also defined as a NASA mishap. (Ref. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting Investigation and Recordkeeping.)

**National Incident Management System (NIMS)** -The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**National Response Plan (NRP)** - An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.

**Radiological Incident** - The onset of symptoms requires days to weeks and there typically will be no characteristic signatures. Radiological materials are not recognizable by the senses, and are colorless and odorless.

**Serious Accident** – An occurrence, which results in a Class I emergency resulting in disabling injuries, a fatality or property damage in excess of \$10,000.

**Special Needs Personnel** - Those persons with an identified physical disability of a nature and severity that would limit their mobility in the case of an emergency and who would require assistance from other personnel for safe response to the requirements of any portion of this document.

**Vital Records** - All records (regardless of physical form) required by Government policy or contract to be protected.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## Acronyms

<b>AFB</b>	Air Force Base
<b>AL</b>	Alabama
<b>ATF</b>	Bureau of Alcohol, Tobacco, Firearms & Explosives
<b>CEF</b>	Central Engineering Files
<b>CID</b>	Criminal Investigative Division
<b>CISM</b>	Critical Incident Stress Management
<b>COOP</b>	Continuity of Operations Plan
<b>DEA</b>	Drug Enforcement Administration
<b>EAP</b>	Employee Assistance Program
<b>ECC</b>	Emergency Communications Center
<b>EMCS</b>	Energy Management Control Systems
<b>EMP</b>	Emergency Management Plan
<b>EOC</b>	Emergency Operations Center
<b>FBI</b>	Federal Bureau of Investigation
<b>FEMA</b>	Federal Emergency Management Agency
<b>FMD</b>	Financial Management Division
<b>FOSC</b>	Facilities Operations Services Contract
<b>HVAC</b>	Heating, Ventilating and Air Conditioning
<b>IC</b>	Incident Commander

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

<b>ICS</b>	Incident Command System
<b>IT</b>	Information Technology
<b>ITS</b>	Information Technology Services
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JOC</b>	Joint Operations Center
<b>LA</b>	Louisiana
<b>LMIT</b>	Lockheed Martin Information Technology
<b>MHP</b>	Mississippi Highway Patrol
<b>MPH</b>	Miles Per Hour
<b>MS</b>	Mississippi
<b>NASA</b>	National Aeronautics and Space Administration
<b>NAVO</b>	Naval Oceanographic Office
<b>NAWAS</b>	National Weather Service's National Warning System
<b>NCIS</b>	Naval Criminal Investigative Service
<b>NDBC</b>	National Data Buoy Center
<b>NIMS</b>	National Incident Management System
<b>NLT</b>	Not Later Than
<b>NOPS</b>	NASA Organizational Profile System
<b>NPD</b>	NASA Policy and Directives
<b>NPG</b>	NASA Procedure and Guidance

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

<b>NPR</b>	NASA Procedure and Requirements
<b>NRL</b>	Naval Research Laboratory
<b>NRP</b>	National Response Plan
<b>NWS</b>	National Weather Service
<b>OCIO</b>	Office of the Chief Information Officer
<b>OEM</b>	Office of Emergency Management
<b>OHC</b>	Office of Human Capital
<b>OSIG</b>	On-line Special Interest Group
<b>OSPP</b>	Office of Safety and Program Protection
<b>PA</b>	Public Address
<b>PAO</b>	Public Affairs Officer
<b>PIO</b>	Public Information Officer
<b>PWR</b>	Pratt-Whitney, Rocketdyne
<b>SCWI</b>	Stennis Common Work Instruction
<b>SOPs</b>	Standard Operating Procedures
<b>SPD</b>	Stennis Policy Directive
<b>SPLN</b>	Stennis Plan
<b>SPR</b>	Stennis Procedural Requirement
<b>SSC</b>	Stennis Space Center
<b>UC</b>	Unified Command

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX B – TRAINING AND EXERCISE PLAN**

**B.1** Exercises and briefings are coordinated and provided by the Emergency Director or the ICs, or those designated. The following matrix details the requirements and accomplishments of these actions are tracked in the Center’s Artrack System.

**Table 2.B - SSC Incident Command System Training and Exercise Requirements Matrix**

<b>Requirement</b>	<b>When</b>	<b>Who Receives</b>
Alert and Notification Drill	Quarterly	All members of Incident Command
Test of automated vital records systems	Semi-annual	Designated representatives of SSC Directorates and Offices
COOP Awareness Brief	Annual	All NASA SSC Employees
Disaster Preparedness Brief	Annual	All NASA SSC Employees
Communications Test	Annual	EOC personnel
COOP Training	Annual	Designated COOP personnel and alternate facility sustainment team
National Exercise Program	Quarterly	Selected Incident Command Personnel

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**B.2** The following matrix provides the details for individual training. The Emergency Director will manage the training and report to NASA HQ, as required.

**Table 3.B - Individual Certification Training Requirements**

<b>Training Requirement</b>	<b>When</b>	<b>Who</b>	<b>Source</b>
IS-100 IS-200	Upon Assignment	All assigned members of Emergency Operations Center	FEMA web-based courses <a href="http://www.fema.gov/">http://www.fema.gov/</a>
IS-300 IS-400	When given on-site	Designated members of Incident Command Leadership	On-site course provided by qualified Instructors
IS-700	Upon Assignment	Facilities Manager Coordinator Fire Captains EOC Operator Security Officer Security Project Manager Security Operations Manager Security Investigator Security Shift Captains Facility Safety Leads Environmental Leads Industrial Hygiene Leads Emergency Response Team Leads	FEMA web-based course <a href="http://www.fema.gov/">http://www.fema.gov/</a>
IS-700 and IS-800	Upon Assignment	Emergency Director Incident Commanders Environmental Officer Safety Officer Medical Officer	FEMA web-based courses <a href="http://www.fema.gov/">http://www.fema.gov/</a>

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX C – TRAFFIC FLOW PLAN

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### C.1 Purpose

Disaster and/or emergency conditions may necessitate the redirection of traffic at SSC. All Incident Command Structure personnel must be familiar with the elements of the traffic flow plan to ensure rapid and effective execution when required.

The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Director
- SSC IC
- SSC Fire Chief
- SSC Security
- FOSC Emergency Support Coordinator
- FOSC Emergency Team Leader

### C.2 Concept of Operations

Signage will be utilized to direct traffic flow as outlined below:

#### a. Evacuation Route Signs.

(1) Standard, pre-manufactured signs that provide direction for hurricane evacuation routes.

(2) Evacuation route signs are to be maintained by SSC Security forces and will be readily accessible. The minimum number of signs to be employed is four.

(3) Anticipated sign placement locations:

- (a) Trent Lott Parkway north of Bascule Bridge on Trent Lott Parkway.
- (b) Trent Lott Parkway south of Road “J”.
- (c) Trent Lott Parkway south of Leonard Kimble Road.
- (d) Trent Lott Parkway at the North Gate.

#### b. Electronic Message Boards

(1) Electronic message boards will provide SSC traffic information.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (2) Anticipated placement:
  - (a) Southgate on Trent Lott Parkway.
  - (b) South of Road “H”.
  - (c) At designated public shelter (2x directors at the shelter).
  - (d) North of Saturn Drive on Trent Lott Parkway.
  - (e) North Gate, facing north along Trent Lott Parkway.
  
- c. 36” Reflective Traffic Cones
  - (1) Will be used to delineate traffic patterns as required.
  - (2) Anticipated placement:
    - (a) East of Trent Lott Parkway on Old Highway 43, north of the Bascule Bridge.
    - (b) Road “H” east of Trent Lott Parkway and all turn lanes.
    - (c) Road “H” west of Trent Lott Parkway and all turn lanes.
    - (d) Saturn Drive east of Trent Lott Parkway and all turn lanes.
    - (e) Entrance to Building 8100.
    - (f) Upper Gainesville Road west of Trent Lott Parkway.
    - (g) Gravel Pit Road west of Trent Lott Parkway.
    - (h) Moses Cook Road east of Trent Lott Parkway (if required).
    - (i) Additional locations as required by the situation.

### C.3 Responsibilities

The SSC/FOS Contract Emergency Support Coordinator is responsible for:

- a. Coordinating with the SSC Emergency Director.
- b. Requesting the services of additional Emergency Team members if required.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

c. Submitting to the SSC Emergency Director or Incident Command (if designated) report of the traffic flow plan execution.

#### C.4 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX D – SEVERE WEATHER PLAN

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### D.1 Purpose

Tornadoes and severe weather conditions occur on the SSC and surrounding Gulf Coast communities with sufficient frequency that a system to provide warning of an actual threat to all employees is necessary. This Plan establishes the self-protection measures that can be taken when a warning has been received. Because of the time factor involved, little can be accomplished after a warning has been received to minimize damage to Government property. Therefore, all SSC Managers/Supervisors have a standing responsibility to ensure that their respective outside work areas remain clean and secure. Past experiences have revealed that the greatest frequency of tornadoes occurring along the Mississippi Gulf Coast is from October to March however, tornadoes are often associated with hurricanes and have been known to occur during all months of the year. Some severe thunderstorms can be seen approaching, while others hit without warning. And where there are thunderstorms, there is the possibility of being struck by lightning. High winds, rainfall, and cloud cover often precede actual cloud-to-ground strikes notifying individuals to take action. Many lightning casualties occur in the beginning, as the storm approaches, because people ignore these precursors. Also, many lightning casualties occur after the perceived threat has passed. Generally, the lightning threat diminishes with time after the last threat of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area but not overhead, the lightning threat can exist even when it is sunny, not raining or when clear sky is visible.

The following SSC key personnel and/or SSC Contractor personnel will be involved in the implementation of this plan:

- SSC Emergency Director
- SSC Security Contractor Dispatcher

### D.2 Concept of Operations

a. Tornado Watch, Tornado Warning, Thunderstorm Warning, and All Clear messages are issued by the National Weather Service NAWAS (National Warning System) and Lightning Alerts, Warnings and All Clear messages are issued by an off-site service and an on-site lightning detection system. Both are monitored in the Security Dispatcher's office in Building 2201.

b. Local tornado and hail sightings should be reported to the Security Dispatcher, via the site 911 service (dial 228-688-3636 if using a cell phone). The Security Dispatcher, in turn, should contact the National Weather Service via the NAWAS phone. The Security Dispatcher receives reports of lightning warnings from the SSC Lightning Detection System.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### D.3 Responsibilities

#### D.3.1 Security Dispatcher (SSC Security Contract)

a. The Security Dispatcher is authorized to inform installation personnel of all warnings according to the following guidelines.

b. Tornado Warning – Upon notification from NAWAS, the Emergency Notification System will be activated to provide the following announcement via the outdoor speakers, the site-wide radio system, the connected public address (PA) systems, and NASA and emergency personnel emails (if the automated system is down, the Security Dispatcher shall read the announcement or send the email to the above sources):

“(Wail Alert Tone) Tornado warning. A tornado warning has been issued for this area.”

SSC personnel are to take cover in an interior hallway, closet or small room, away from windows.

When the warning is lifted, the following announcement shall be provided in the manner outlined above:

“Attention: The emergency is over. I repeat. The emergency is over. Resume your normal duties.”

c. Lightning Alert - The SSC Lightning Detection System will be available 24 hours a day, 7 days a week at the SSC Security Dispatch Office. The system will be maintained as a “critical system”. When potential or actual lightning activity has been detected within a 10 mile radius of SSC, SSC Security will issue an action per the following chart:

Condition	Action Level
Lightning within 10 miles of SSC, but not within 5 miles	“Lightning Advisory”
Lightning indicated within 5 miles of SSC	“Lightning Warning”
Lightning has moved past 5 miles for at least 15 minutes, but is still within 10 miles of SSC	“Lightning Advisory”
Lightning has moved past 10 miles of SSC for 15 minutes	“All Clear”

Immediately issue the alerts, in order, as listed below

(1) Upon detection of lightning within the affected area, SSC Security will take the following actions using the automated announcements as found in the CentrAlert system (or read manually if the system is down):

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (a) Issue proper action level on all radio frequencies.
  - (b) Issue proper action level over all connected PA systems.
  - (c) Place a telephone call to the Wellness Center informing them of action level.
  - (d) Place a telephone call to the Child Care Center informing them of action level.
  - (e) Place a telephone call to the Visitors Center informing them of action level.
  - (f) Send outdoor speaker announcement to the propulsion test area only for lightning advisories and site-wide for lightning warnings. All clear announcements will be sent to the same distribution.
  - (g) Place a notation in the SSC Security Dispatcher Log stating date, time, and action level and indicating a positive or negative response to all phone calls.
- (2) The announcements will state the following:
- (a) For Lightning Advisory: “(KSCSSC Alert Tone) Attention all personnel. A Lightning Advisory has been issued for the Stennis Space Center. A Lightning Advisory means conditions exist that indicate lightning is possible for this location. Personnel should monitor conditions and be prepared to take protective measures if required.”
  - (b) For Lightning Warning: “(KSCSSC Alert Tone) Attention all personnel. A Lightning Warning has been issued for the Stennis Space Center. A Lightning Warning means lighting, or the potential for lightning has been detected within 5 miles of the Stennis Space Center. All personnel shall immediately secure outside activities and take shelter in a secure location.”
  - (c) For All Clear: “(KSCSSC Alert Tone) Attention all personnel. All Clear. All Lightning Advisories and Lightning Warnings have been cancelled for SSC.”

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

d. Other Alerts and Warnings - Other automated or read announcements concerning severe thunderstorms, monthly system tests, and evacuation orders are also available on the system and shall be executed based upon need. At this time, severe thunderstorm warnings are not issued automatically but may be in the future depending on requirements issued by center safety and emergency personnel.

### **D.3.2 SSC Personnel**

All SSC personnel are expected to be responsive to the potential danger tornado and severe weather conditions warrant. They should remain alert to local weather conditions and be prepared to take self-protection measures as appropriate. Self-protection and property protection measures are mandatory immediately upon sounding of the site-wide alarm.

### **D.4 General Information for all SSC Personnel**

**D.4.1** No buildings on the SSC can be considered entirely safe from destruction by a tornado; however, some buildings will provide protection from flying debris and should be used in lieu of less substantial buildings. Buildings with wide, free-span roofs should be avoided. The first floor of multi-story buildings should be used if at all possible. Persons in vehicles should leave the vehicle and seek appropriate shelter.

### **D.4.2 The following actions should be taken by SSC employees upon notice of an approaching tornado:**

- a. Take cover in an interior hallway, closet or small room, away from windows.
- b. If in the open and a building cannot be reached, take one of the following actions depending upon the time available:
  - (1) Move away from the tornado's path at a right angle.
  - (2) Move to the leeward side of a pile of earth or a gravel pile.
  - (3) If there is not enough time to take shelter or escape, lie flat in the nearest ditch.

### **D.4.3 The following actions should be taken by SSC employees upon notice of a lightning alert:**

- a. If outdoors, avoid water, high ground and open spaces. Avoid all metal objects including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, small picnic or rain shelters, or near trees. If lightning is striking nearby when you are outside, crouch down, put feet together, and place hands over ears to minimize

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

hearing damage from thunder. Do not lie flat on the ground or place your hands on the ground.

- b. If indoors, stay away from doors and windows, and do not use the telephone.
- c. After taking shelter, personnel should listen for further instructions on the site-wide paging system, portable radio or telephone.

#### D.5 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX E – HURRICANE PLAN

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### E.1 Purpose

This plan will serve as a guide for all SSC employees. The procedures established in this plan will apply from the declaration of Condition IV until the SSC is declared safe for normal work operations.

The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Director
- SSC IC
- SSC Shelter Managers
- SSC Security Contractor Dispatcher
- SSC Emergency Council Members
- FOSC EMCS Operator
- FOSC Emergency Support Coordinator
- FOSC Emergency Support Specialist
- FOSC Institutional Services Manager
- FOSC S&MA
- FOSC Fire Chief or Fire Captain on duty
- FOSC Finance Manager
- FOSC Welding Shop Supervisor
- FOSC Facilities Systems Department Supervisors
- FOSC High Voltage Engineer
- FOSC Emergency Team Leader

### E.2 Concept of Operations

The IC and other personnel in the Emergency Operations Center will prepare for and implement activities as outlined in this Appendix based upon the condition levels declared.

#### E.2.1 The Hurricane condition levels used at Stennis are as follows:

**Hurricane Condition I** – declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 12 hours.

**Hurricane Condition II** – declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 24 hours.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Hurricane Condition III** – declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 48 hours.

**Hurricane Condition IV** – declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 72 hours.

**E.2.2 The Hurricane categories as established by the National Weather Service are as follows:**

**CATEGORY 1**

Winds: 74 to 95 mph

Damage: Minimal; signs, unanchored mobile homes, tree branches power lines blown down, some coastal flooding. Central pressure will be 28.94 inches or more and will be accompanied by a 4- to 5-foot storm surge.

**CATEGORY 2**

Winds: 96 to 110 mph

Damage: Moderate; larger signs, roofs, doors, windows, mobile homes, small boats, some flooding, tree branches blown down. Pressure 28.50 to 28.93 inches accompanied by a storm surge of 6 to 8 feet.

**CATEGORY 3**

Winds: 111 to 130 mph

Damage: Extensive; minor damage to buildings, some walls fails, mobile homes, trees blown down. Flooding washes away smaller coastal structures. Flooding up to 8 miles inland. Pressure 27.91 to 28.49 inches accompanied by a storm surge of nine to 12 feet.

**CATEGORY 4**

Winds: 131 to 155 mph

Damage: Extreme; almost total destruction of doors, windows. Some wall and roof failure. Major damage to lower floors of oceanfront buildings. Evacuations up to 6 miles inland. Pressure 27.17 to 27.90 inches accompanied by a storm surge of 13 to 18 feet.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **CATEGORY 5**

Winds: More than 155 mph

Damage: Catastrophic; buildings, roofs, structures destroyed; Flooding up to 10 miles inland, evacuation of area. Pressure less than 27.17 inches accompanied by a storm surge higher than 18 feet.

#### **E.2.3 Site Closure / Reopening**

- a. After closure of SSC by the Center Director, SSC will remain closed as long as the site is located within a National Weather Service Tropical Storm or Hurricane Warning area.
- b. While SSC is closed, gate security will admit only "essential personnel" (as designated by the employee's agency) and employees seeking refuge in an SSC shelter.
- c. After National Weather Service warnings are lifted, the SSC IC will decide when SSC will re-open based on local area damage, conditions and damage at SSC, the ability to remove persons from SSC shelters, and weather conditions.
- d. To obtain information about re-opening of site and return to work, monitor local TV/radio stations or call the SSC Emergency Operations Center at 228-688-3777. See Table 4.E for listing of local stations.

#### **E.2.4 Facilities**

- a. SSC Emergency Operations Center – B-8000, Room 113, extension 83777 is the central communications point.
- b. The SSC Energy Management and Control Systems (EMCS- B-8000, Ext. 83293 or 83381) focuses on coordinating emergency maintenance activities.
- c. Critical facilities will have custodians or their designated alternates on site during a hurricane emergency. The Emergency Support Specialist maintains the list of critical facility custodians and updates this list in real time. Updates are provided to key emergency personnel monthly.

#### **E.2.5 Auxiliary Power**

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Portable and stationary generators will provide auxiliary power per Tables 5.E, 6.E and 7.E. Emergency Generators will be deployed to critical facilities on or before June 1 each year to remain on location until December 1.

#### Table 4.E - Local TV/Radio Stations

Employees should monitor the following stations for information about re-opening of site and return to work:

### MISSISSIPPI

#### Biloxi / Gulfport

WSBD (1490AM)  
 WXGR (96.7 FM)  
 WCPR (97.9 FM)  
 WKNN (99.1 FM)  
 WGCM (102.3 FM)  
 WXRG (105.9 FM)  
 WXYK (107.1 FM)  
 WZKX (107.9 FM)  
 WLOX (CH. 13)

#### Picayune

WRJW (1320 AM)

#### Poplarville

WRPM (1530 AM)

### LOUISIANA

#### New Orleans

WWL (870 AM)  
 WWL (CH. 4)  
 WDSU (CH. 6) and FOX (CH. 8)

#### Slidell

WXRH (160.1 FM)

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 5.E - Generators**

FACILITY NUMBER	DESCRIPTION	GENERATOR NUMBER	GENERATOR SIZE	VOLTAGE	ROTATE
	<b>Setup for Hurricane Season</b>				
1200	Sumps/Lift Station*	110-283	70 kw	480	CCW
2105 (1)	Fuel Dock	110-315	65 kw	208 (1 phase)	N/A
2105 (2)	Lift Station #2	110-282	45 kw	208	CW
2312	Potable Water Pumps-4 way	110-198	100 kw	480	
2411	Cypress House	110-289	80 kw	208	CW
3305	3305 - Lift Station #8	110-313	30 kw	480	CCW
3312	Potable Water Tower-3 way	110-314	80 kw	480	CW
	Mini Mart - NexCom	110-291	145 kw	208	
2203	CO <sub>2</sub>	110-223	60 kw	208	
OSL	Ocean Science Lab - Lift Sta.	110-284	125 kw	480	CW
	<b>Spares/Location</b>				
E1	E1	110-312	30 kw	120/208-	
2105	Spare	110-232	200 kw	480	
2105	Spare - 208v setup produces stinger	110-222	110 kw	120/208-	
110-281	Spare	110-281	45 kw		
1200	South-Sumps/Lift Station	110-392	35 kw	480	CCW

**Additional Information**

FACILITY NUMBER	BREAKER SIZE	CONDUCTOR SIZE	TANK CAPACITY	FULL CONSUMPT. @ FULL LOAD AMPS	RUN TIME @ FULL LOAD AMPS
1200	100a - 3w	#2 - 75 ft	39.6 / AUX 52	5.2	7.6/AUX 10
2105 (1)	50a	#6 - 20 ft			
2105 (2)	60a disc - 3w	30 ft	79.5	3.5	22.7
2312	200a disc - 3w	#2 - 100 ft	168.5	7.3	23.1
2411	400a - 4w	1/0 - 25 ft			
3305	60a disc - 3w	#8 - 30 ft			
3312	200a disc - 3w	1/0 - 20 ft			
	600a 4w	4/0 - 20 ft			
2203	30a disc 3w	#12 -25ft	45.2	4.5	10
OSL	100a disc - 3w	#2 - 100 ft	63	9	7.0
2105	3w	up to 500 kcmil	200	14.1	14.2
2105	150a/480-350a/208 - 4w	needs replacing	120	7.3	16.4
110-281	110a - bkr	4c-#8, #2, 4c-#8	79.5	16.4	
<b>NOTE:</b>	* For Hurricane generator connection the connection is at the 100 a disconnect east side of bldg otherwise additional generators are required				

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 6.E - Emergency Power Connection Procedure (B1100)**

In an event of a power outage at B-1100 the following sequence of operations shall be executed:

**Generator -1 Serving Sub 199 and Sub 138:**

1. LOTO ATS circuit breaker for Sub-199.
2. LOTO ATS circuit breaker for Sub-138.
3. LOTO Generator-1 set mounted breaker.
4. Use the maintenance handle at each ATS (2 ATS per generator) to manually operate the transfer switch to the emergency source.
5. Manually start Generator-1 and then close the generator set mounted breaker.

**Generator-2 Serving Sub 111 and Sub 112:**

1. LOTO 1200A MCB in UPC-12 in Room 123B.
2. Verify that the 400 A/3P generator branch breaker in UPC-12 is locked out.
3. LOTO ATS circuit breaker for Sub-112.
4. LOTO Generator-2 set mounted breaker.
5. Use the maintenance handle at each ATS (2 ATS per generator) to manually operate the transfer switch to the emergency source.
6. Manually start Generator-2 and then close the set mounted breaker.
7. Close the 400A generator branch breaker in UPC-112 in Room 123B.

**Generator-3 Serving Sub 101 and Sub 113:**

1. LOTO 1200A MCB in UPC-11P in Room 143D.
2. Verify that the 400 A/3P generator branch breaker in UPC-11P is locked out.
3. LOTO ATS circuit breaker for Sub-101.
4. LOTO Generator-3 set mounted breaker.
5. Use the maintenance handle at each ATS (2 ATS per generator) to manually operate the transfer switch to the emergency source.
6. Manually start Generator-3 and then close the set mounted breaker.
7. Close the 400A generator branch breaker in UPC-11P in Room 143D.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 7.E - Emergency Power Connection Procedure (B2203)**

POWER REQUIREMENTS	CONNECTION INSTRUCTIONS
<b>BUILDING 2203, CO2 SYSTEM</b>	
GEN: 30KW WIRE: 12/5 CABLE VOLT: 208 3 PHASES	<ol style="list-style-type: none"> <li>1. EMERGENCY POWER CONNECTION IS TO BE MADE AT DISCONNECT SWITCH FOR CO2 SYSTEM.</li> <li>2. TURN OFF DISCONNECT THAT FEEDS CO2 SYSTEM.</li> <li>3 ARRANGE FOR ACCESS TO OFFICE AREA AND PANEL "LG".</li> <li>4. TURN OFF 3 PHASE BREAKER #9-11-13 IN PANEL #LG, LOCK AND TAG.</li> <li>5. DISCONNECT LINE SIDE OF CO2, DISCONNECT AND TAPE LEADS.</li> <li>6. HOOK UP GENERATOR LEADS TO LINE SIDE OF C02 DISCONNECT, CONNECT GROUND-TO-GROUND ROD.</li> <li>7. OPEN DISCONNECT ON GENERATOR, START GENERATOR, CHECK FOR PROPER OUTPUT VOLTAGE, IF CORRECT, CLOSE DISCONNECT, CHECK PHASE ROTATION AT CO2 DISCONNECT, IF CORRECT, CLOSE CO2 DISCONNECT.</li> </ol>

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### E.2.6 Shelters

- a. Appendix F provides the SSC Hurricane Shelter Manager's Guide.
- b. Shelters are provided to the following groups of people in the priority indicated:
  - (1) Emergency Response Team and their dependents.
  - (2) All other employees and their dependents.
  - (3) General public, at the request of the local Civil Defense Director and based upon space available.

NOTE: Information regarding the availability of shelters can be obtained from the SSC Emergency Operations Center at Extension 83777.

- c. A list of approved shelters, their capacities, and structural information is found in Table 8.E.
- d. Employees and their dependents/family will usually be assigned to shelters in the employees' normal work areas, or if their work area is not a shelter or safe facility they shall go to one of the shelters listed below.
- e. All evacuees (including employees) are required to register upon arrival at an SSC shelter. No pets or animals, except service animals for the disabled, will be allowed in SSC shelters or loose on SSC property.
- f. Shelter users are responsible for supplying food, items for special diets, medication, and bedding.
- g. Some of the SSC shelters will be operated by the American Red Cross and will be open to the general public in the following order: Buildings 1105, 2105 and 2204.
- h. Shelter Managers and their alternates are responsible for supplies in Table 9.E and checklists as specified in Appendix F. Prior to May 15<sup>th</sup> of each year, Facility / Shelter Managers will provide a count on the number of plastic bags and tape required to cover sensitive equipment to Mark Carpenter at x8-1309. On June 1 supplies and shelter kits will be picked up from B-2204 warehouse and secured for use during the hurricane season. Unused supplies and kits will be returned to the warehouse on December 1.

Stennis Plan	SPLN-1040-0006	Rev. 5
	Number	Rev.
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 61 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 8.E – Approved Shelters and Capacities**

BUILDING	Name	Shelter-ID	Capacity	Type of Construction	Ext Walls	Year Built	Blast PSF	Wind	Roof	Gross Floor	Usable Floor	Number of Floors	Basements	Comments	Lift Stations
1000	Navy Oceanography/ Boiler Rm And Hazard Waster	USN/NAVOCEANO	90	S	M, PC	1965	69/138		MTL DK	42602	33239	3	0	Notes 1, 4; First floor interior only ok as shelter.	57
1002	Oceanography Building	USN/NAVOCEANO	90	C	M, PC	1979	69/138	41 PSF	C	129004	101573	2	0	ok as shelter	57
1005	Ocean Research	USNNRL	120	C	M, C	1984	77/144		C	67679	62857	1	0	Notes 1, 2, 7; All but corridor B ok as shelter	22,57
		ADDITION		S	PC				MTL					ok as shelter	22,57
1022	USM	USM/DMS	50	PC, S		2001			MTL	17148	10824	1	0	ok as shelter except rooms 118 and 124	56,57
1100	Administration Building	NASA/FOSC/Red Cross	1,000	S	PC	1966	65/130	40 PSF	LWC, MTL	292006	174949	3		Ok as shelter	57
	Medical Clinic / Conf Area Addition			S	STUD	1984									
	North Addition			S	PC	1992		100 MPH	LWC, MTL						
	South Addition			S	PC			100 MPH	LWC, MTL						
	New South Addition			S	PC			100 MPH	LWC, MTL						
1105	Environmental Laboratory	Red Cross	250	S	PC	1966	59/118	30 PSF	LWC, MTL	76709	52904			Note B Ok as shelter	57,26
	"F" Wing Addition			S	PC	1979		127 MPH	LWC, MTL						
	"G" Wing Addition			S	STUD	1982			LWC						
1110	Data/Eng Support Building	ITS	60 (50)	S	PC, M	1965	59/118	30 PSF	MTL	17275	13054	1	0	ok as shelter	57
		ADDITION		S	STUD	1980			LWC					ok as shelter	57
		ADDITION		S	STUD	1992			LWC					ok as shelter	57
1200	SSC Visitor Center	FOSC	45	S	PC, C	1965	69/138		MTL	49454	26929	3	1	Ground floor only ok as shelter	57
		ADDITION		PC	PC	1998		128 MPH	PC					Ok as shelter	57
		ADDITION		PRE-ENG	MTL	1983			MTL					Not recommended for shelter	57
1201	Communications Building	ODIN	30	M, S	M, PC	1965	63/126		MTL	21210	14707	1	0	ok as shelter	57
		ADDITION		S	STUD	1992		25 PSF	MTL, C					ok as shelter	57
		ADDITION		PRE-ENG	PC, MTL	1992			MTL					Not recommended for shelter	57
2101	Hydroscience Center	AGT/USGS	130	S	M, PC, MTL	1964	39/78	120 MPH	MTL	40628	36981	1	0	Note 3; ok for shelter	2
2105	Engr.& Logistics Building	Red Cross/Heavy Equipment	300	S	PC, M, MTL	1967	38/75	30 PSF	MTL, LWC	35867	29085	1 + 2-MEZZ		Ok as shelter, except in hazardous areas	2
		ADDITION		PRE-ENG	MTL			110 PSF	MTL					Ok as shelter, except in hazardous areas	2
2201	Site Maintenance	FOSC Rideout Crew	200	S	M, PC, MTL	1965	37.5/75	30 PSF-Walls 40 PSF-Roof	LWC	60268	49418	1 + Mezz	0	Ok as shelter, except in hazardous areas	2
2204	Warehouse Building	Red Cross/Warehouse	450	S	M, PC, MTL	1965	37.5/75	30 PSF-Walls 40 PSF-Roof	LWC, MTL	178326	155835	2		Note 9 Ok as shelter	2
2205	Component/Machine Shop	FOSC	90	S	MTL, M	1965	58/116	60 PSF	MTL	53147	48423	1	0	Not recommended for shelter	2
2422	Roads & Grounds	FOSC		PRE-ENG	MTL	2007		130 MPH	MTL	2400		1	0	Ok as shelter	5, septic
3101	Reception Center- South	Paragon	20	S	M	1966	66/133	25 PSF	LWC	7553	5046	1	0	Ok as shelter	5, septic
		ADDITION		S	PC				MTL					Ok as shelter	5, septic
3201	Cryo Barge/Strike force	FOSC	5	PRE-ENG	MTL, PC	1966	66/133		MTL	3395	2703	1	0	Ok as shelter	55
3203	Oceanographic Service Core/Vertical Checkout	NOAA/NDBC	(50)	S	MTL	1966	66/133		MTL	168042	70846	6	0	DOOR DESIGN BLAST, ok as shelter	55
3225	Propulsion Test Operation Bldg	NTOG	50	PC	PC	2002		125 MPH	PC	24839	19685	0	0	Ok as shelter	63,18,8
3226	Propulsion Test Operation Bldg	NTOG	40	PC	PC	2002		125 MPH	PC	25052	14393	0	0	Ok as shelter	63,18,8
3305	Cent Comp Hqg Facility	NTOG	10	S	PC, MTL	1965	135/278	30 PSF	MTL	10175	9115	1	0	Ok as shelter for rideout crew only	8
3407	LH2 Control Building	NTOG	10	S	PC, MTL	1965	115/236	30 PSF	MTL	1654	1348	1	0	Ok as shelter for rideout crew only	37,18,8
4080	E4 / TCC	NTOG		PC	PC	2003	432		PC	13362	10865	1	0	Ok as shelter in concrete section only	37,18,8
4120	A complex A1 Test Stand	Pratt & Whitney, Rocketdyne	*	C, S	C, MTL	1967	288	30 TO 60 PSF	S	29508	14020	10	0	Ok as shelter, Note 6	19,17,16,4,11
4122	A complex A2 Test Stand	Pratt & Whitney, Rocketdyne	*	C, S	C, MTL	1964	288	30 TO 60 PSF	S	29476	13936	10	0	Ok as shelter, Note 6	16,4,11,8
4220	B1 Test Stand	Pratt & Whitney, Rocketdyne	*	C, S	C, MTL	1965	288	30 TO 60 PSF	S	228743	103145	19	1	Ok as shelter, Note 6	12,14,4,11,8
4221	B2 Test Stand	Pratt & Whitney, Rocketdyne	*	C, S	C, MTL	1965	288	30 TO 60 PSF	S			19	1	Ok as shelter, Note 6	12,14,4,11,8
4400	High Pressure Indus Water	NTOG	40	S	MTL	1966	288		MTL	37270	2285	2	0	Ok as shelter for rideout crew only	15,4,11,8
4995	Data Acquisition Facility (DAF) Floors 1 & 2	Pratt & Whitney, Rocketdyne	*	C	C	1966	300 TO 640		C	40238	25511	2	1	Ok as shelter	51,4,11,8
7001	Reception Center North	Paragon	20	S	PC	1966		30 PSF	MTL	3422	1746	1	0	Ok as shelter	5, septic
8100	Comp Serv Fac/Inst Lab	AGT	60	M, S	PC, MTL, M	1966	86/173	20 TO 45 PSF	GYP	90080	64285	3	1	Ok as shelter with exception of High Bay areas	5
8201	Meteorology Building	NTOG	40	S, M	PC, MTL	1966	158/327		MTL	8637	6207	1	0	Ok as shelter	8
5008	Signal Conditioning Building	Rolls Royce		S, M/PC	MPC	1991	144 PSF	100 MPH	C	5128	4619	1	0	Ok as shelter	
8000	Emergency Operator Center (EOC)	NASA/FOSC	600	PC	PC	2009		155 MPH	MTL	78000		2	0	DESIGNED AS SHELTER	
9323/24/25	NCCIPS BUILDING	NAVY	40	C	C	1981	65/130	155	ROLLED	130,000	55,000	1	0	Ok as shelter	14

\* Sum of \* capacity = 480

Legend:

1 ROOF BLAST IS 1/2 WALL BLAST, TYP

2 WALLS FACING BLAST 144 PSF  
WALLS NOT FACING BLAST 77 PSF

378 PSF BLAST ONLY ON E/W  
4 EAST ADDITION BLAST 43/86 (YR 84) WIND 127 MPH  
5 UV lights inop if no power

6 Hardcore areas only, not in Hazardous areas

7  
A32 Proper use for shelter and then D Wing. Evacuee number limited to 120  
8 Wind on vertical surfaces only

9 South & West Doors 30 PSF - North & East Doors Blast 75 PSF

C - CONCRETE

LWC - LIGHT WEIGHT CONCRETE

M - MASONRY

MTL - METAL PANEL

PC - PRE-CAST CONCRETE

S - STEEL

GYP - POURED GYPSUM

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 9.E - SSC Hurricane Shelter Supply Kits**

THIS IS A LIST OF YOUR SSC HURRICANE SUPPLY KIT.

- |                                 |  |
|---------------------------------|--|
| _____PENCILS (12)               | _____LANTERNS (2)                              |
| _____CLIPBOARDS (1)             | _____LANTERN BATTERIES (2)                     |
| _____8 ½ X 11 PAPER TABLETS (1) | _____PAIRS OF WORK GLOVES (2)                  |
| _____STAPLER (1)                | _____FIVE-GALLON WATER COOLER (1)              |
| _____BOX OF STAPLES (1)         | _____2” MASKING TAPE (2)                       |
| _____BOX OF PAPER CLIPS         | _____ (1) SEWING KIT (1)                       |
| _____TUBE OF DRINKING CUPS (1)  | _____CAN & BOTTLE OPENER (1)                   |
| _____PAIR OF SCISSORS (1)       | _____SAFETY TAPE (1 ROLL)                      |
| _____FIRST AID KIT-8-10 MAN KIT | _____ (1) PAPER PLATES (1PK)                   |
| _____BOX OF TRASH BAGS (1)      | _____LATEX EXAM GLOVES (1PR)                   |
| _____BOX OF KAYDRYS (1)         | _____BOX OF PLASTIC FORKS, SPOONS & KNIVES (1) |
| _____FLASHLIGHTS (3)            | _____RAIN SUIT AND BOOTS – MANAGER ONLY (1)    |
| _____D SIZE BATTERIES (12)      |  |

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

j. Shelter lists shall be updated once a year. Any agency or contractor may establish additional shelters during the month of April of each year, as long as they meet minimum structural standards.

### **E.2.7 Docks and Vessels**

a. U.S. Government vessels will be given first priority for mooring space. Government vessels arriving for refuge 24 hours before gale force winds are expected will be accepted in the navigation lock and canal system. After that time, the NASA M/V Clermont II and pre-selected barges will be placed in the navigation lock, and the water level will be lowered. No vessels will then be accepted into the navigation lock and canal system.

b. If the projected hurricane intensity is at least a Category 4 (in excess of 130 mph winds) private vessels may be authorized. For authorization to be considered, the President of Gulf Coast Fisherman, Inc., must telephone the SSC EOC (228-688-3777) to request safe harbor. Gulf Coast Fisherman, Inc. must register the authorized representative with the SSC Emergency Director or the IC. Gulf Coast Fisherman, Inc. is responsible for briefing its members and others who may seek safe harbor at SSC and is responsible for their adherence to these rules.

c. Vessels will be permitted to muster in the construction dock area below the lock until the National Weather Service determines that hurricane landfall is expected within 24 hours. The lock and Bascule Bridge will be periodically operated to allow access until 12 hours prior to predicted landfall. After that time, vessels must remain below the lock. The Bascule Bridge will not be operated with winds in excess of 30 mph.

d. Anchor space will be made available on a "first-come" basis, whether or not a member of Gulf Coast Fisherman, Inc.

e. These vessels will not block canals. Personal Flotation Devices (life jackets) will be worn in the navigation lock and canal system. No fuel in containers will be permitted on boat decks.

f. Boat owners/captains are responsible for properly anchoring/docking and securing their vessels in order to prevent injuries and to prevent damage to other vessels and/or Government property. Boat owners are responsible for damage or injury that may result from this activity, including damage to private or Government property. Each boat owner must agree to relieve the Government of any liability thereof and to hold the Government, NASA, and its contractors, employees and agents harmless for any damage or injury that may result. The Government assumes no responsibility for damage to boats and/or injuries to persons as a result of this activity. (Table 10.E)

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 10.E - Official Notice to Watercraft Owners and Operators**

You are hereby notified that a limited number of watercraft may be permitted to seek harbor at SSC due to the National Weather Service’s projection that Category 4 hurricane conditions may occur in the local area within the next 24 hours. All watercraft permitted within SSC borders shall become subject to the orders and directions of the NASA/SSC Security Officer effective immediately, without notice. Owners and operators of such watercraft shall be liable to the U.S. Government for all damage caused to Federal property. The U. S. Government hereby advises that the SSC site conditions are hazardous to the safety of all watercraft and expressly disclaims any and all liability for damage to such watercraft and personal injuries to its owners, operators and crews. Within 72 hours after hurricane impact, watercraft must be moved to another mooring location outside the SSC canal. All watercraft not promptly removed from the SSC canal after that period shall be removed by the U. S. Government at the expense of the owner or operator thereof.

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NASA/SSC Security Officer

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 65 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

g. All vessels must be removed within 24 hours of cessation of hurricane winds or as otherwise directed by the SSC Emergency Director or his designee.

h. During both ingress and egress to the canal, road traffic will take precedence with regard to the operation of the Bascule Bridge. The SSC Emergency Director or his designee will determine priorities.

i. Other SSC federal/state agencies must take all precautions to ensure that vessels under their jurisdiction are secured.

### **E.2.8 Supplies**

a. Sandbags - Call the FOS Contract EMCS (Ext. 83293) and specify number of sandbags needed, location, and agency. Use to keep doors under control during high wind.

b. Hurricane Shelter Supply Kits - Shelter kits containing all supplies necessary for a shelter are maintained by the FOS Contract Logistics Operations Group. A list of items to be included in each kit is shown in Table 9.E. Point of contact for these kits is SSC/FOS Contract Logistics Operations, extension 83264, Building 2204.

NOTE: The Kits will be delivered by Supply personnel to only those buildings, which are declared by the EOC as a shelter. This will eliminate the need for the Shelter Manager to come to the warehouse for their kits/supplies. All other supplies must be ordered on a Material Request form (SSC Form-21). After the “all-clear” has been declared, Shelter Managers will prepare kit for pickup by Logistics personnel.

c. A list of emergency supplies that are maintained in the warehouse in Building 2204 is provided in Table 11.E.

### **E.2.9 Emergency Response Team**

a. The Emergency Response Team will be approved by the FOSC Emergency Support Coordinator and a copy of the Emergency Response Team list will be maintained in the EMCS.

## **E.3 Responsibilities**

The minimum tasks assigned to various personnel at SSC are as follows. These people should also perform any other tasks that could prevent injury to personnel or loss of equipment or damage to facilities.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 11.E - Emergency Supplies - Quick Reference**

**GENERAL PURPOSE HEAVY-DUTY**

4010-00-243-3595G FT CABLE, STEEL 1/4"  
4010-00-243-3598G FT CABLE, STEEL 5/16"  
4030-00-233-9568G EA CABLE, CLAMPS 1/4"  
4030-00-243-4438G EA CABLE, CLAMPS 5/16"  
4030-00-641-3851G EA ANCHOR GUY 3/4 X 54  
5530-00-129-7749 SH PLYWOOD, 3/8 X 48  
5510-00-220-6146G EA LUMBER, 2X4X16  
8105-00-285-4744G EA SANDBAG, EMPTY  
9330-00-579-6487G RO SHEET POLY, 12 X 100  
5340-00-619-0078G EA TURNBUCKLE 1/2"  
4020-00-289-8616G FT ROPE, 5/8"  
5110-00-224-7057G EA CABLE, CUTTER  
5120-00-224-4141G EA SLEDGE HAMMER  
5306-00-105-9098G EA EYE BOLT 1/2"  
5340-00-567-5686G BX SHIELD EXP 1/2"  
8135-00-285-4748G CL STEEL STRAPING  
8135-00-239-5288G EA SEAL STRAPING  
7510-00-266-6707G RO TAPE, 3"  
7510-00-266-6710G RO TAPE, 2"  
9390-01-071-5630G RO BARRICADE TAPE 3/4"

**PERSONAL PROTECTION SUPPLIES**

8415-00-634-4661G PR GLOVES, WK, REG  
8415-01-066-0392G SE RAINUIT, SM  
8415-01-066-0393G SE RAINUIT, MED  
8415-01-066-0394G SE RAINUIT, LG  
8430-01-066-3973G PR BOOT, SIZE 10  
8430-01-066-0397G PR BOOT, SIZE 12  
6135-00-971-8485G EA BATTERY, 9V  
6230-00-163-1856G EA FLASHLIGHT  
6135-00-835-7210G EA BATTERY, D  
6230-00-490-1173G EA LANTERN  
6135-00-050-3280G EA BATT. 6V  
6510-00-200-6000G RO BANDAGE, 4"  
6515-00-LNO-1008E SET PENU. SPLINT

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**SHELTER/BUILDING/CLEAN-UP SUPPLIES**

7240-00-160-0440G EA CAN, TRASH 32  
7240-00-161-1143G EA CAN COVER 32  
7240-00-160-0455G EA PAIL, 14 QT  
7240-00-060-6006G EA PAIL, 10 QT  
7240-00-240-6958G EA CAN, 5 GAL  
7920-00-224-8726 EA MOP, COTTON  
7920-00-291-8305G EA BROOM  
7920-00-205-3570G BE RAG, WIPING  
7230-01-449-2319G EA JUG WATER 5  
8540-00-530-3770G CT PAPER, TOILET  
6510-01-066-1160G CS PAD, SANITARY  
8540-01-091-3670G CS TOWEL PAPER RL  
7920-00-965-4873G EA SQUEEGEE  
7920-00-141-5452G EA HANDLE, SQUEEGEE  
8105-00-LN0-1043 BX BAG, TRASH (FOR COVERING COMPUTERS)  
7340-00-022-1315CS FORK, PICNIC  
7340-00-022-1316CS KNIFE, PICNIC  
7340-00-022-1317CS SPOON, PICNIC  
7350-00-082-5741CS CUP, DISPOSABLE 8OZ HOT/COLD  
7350-00-633-9743CS PLATE, PAPER  
7350-00-641-4592CS CUP, DISPOSABLE 12OZ COLD  
8105-01-331-6144EA SANDBAG, EMPTY 14' X26'  
8340-00-LNO-1007 EA TARPAULIN, HD, 9' X12'  
8340-00-LNO-1008 EA TARPAULIN, HD, 16' X20'

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### E.3.1 SSC IC

The IC will operate from the EOC in Room 113, B-8000. Announces SSC Hurricane Condition status to all on-site agencies and notifies the NASA Duty Officer (82-202-358-0006) and NASA Headquarters' Emergency Operations Center (82-202-358-0589) immediately after declaring a warning condition.

### E.3.2 Shelter Managers

Shelter Managers are responsible for the following tasks:

- a. Pre-warning Tasks
  - (1) Be familiar with this Plan.
  - (2) Be familiar with and implement the SSC Hurricane Shelter Managers Guide found in Appendix F.
- b. Condition IV (72 hours):
  - (1) Be familiar with layout of shelter and the locations of telephones, emergency telephone numbers, fire extinguishers, and power and light panels.
  - (2) Select shelter staff and gather supplies.
  - (3) Decide how the shelter will be operated, where people will be placed in the shelter, where emergency supplies will be stored, etc. Determine if additional supplies will be needed, such as janitorial supplies.
- c. Condition III (48 hours):
  - (1) Complete any requirements of Condition IV, which remain open.
  - (2) Call the Emergency Operations Center (Extension 83777) and report status.
- d. Condition II (24 hours):
  - (1) Report to shelter and prepare to open the shelter for occupancy.
  - (2) Receive Hurricane Shelter Kit from warehouse personnel as shelter is declared by EOC.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (3) Pick up radios from EOC in B-8000.
  - (4) Obtain logbook from EOC.
- e. Condition I (12 hours):
- (1) Ensure that only electrical equipment essential to the shelter remains connected to electrical outlets.
  - (2) Report readiness condition to the SSC Emergency Operations Center.
  - (3) Ensure that sensitive material is under lock and key before refugees arrive.
  - (4) Issue emergency supplies to shelter staff.
  - (5) At the direction of the SSC Emergency Operations Center, open the shelter to evacuees. This direction is usually given 12 to 18 hours before hurricane winds are anticipated.
  - (6) Register refugees as they enter.
  - (7) Select assisting staffs from among shelter occupants, select a high visibility location for them, and brief them. Possible tasks for assistants might include: fire wardens, sanitation, maintenance or order, safety, first aid, and others as necessary.
- f. Hurricane Period Tasks:
- (1) Operate the shelter in accordance with preplanned actions.
  - (2) Notify the SSC Emergency Operations Center of any problems.
  - (3) Immediately report damage, casualties, or requests for assistance to the SSC Emergency Operations Center. Make log entries indicating time of call, nature of call and response time.
- g. Post Hurricane Tasks:
- (1) Ensure that weather and road conditions will allow shelter occupants to safely proceed to their homes. Wait on “All Clear” status from the EOC.
  - (2) Secure the shelter as directed by the SSC Emergency Operations Center and the SSC Shelter Manager’s Guide. Make a log entry to that effect.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (3) Remain at shelter until released by the SSC Emergency Operations Center.
- (4) Perform damage assessment of area, note damage in logbook and inform EOC of damage.
- (5) Call the SSC/FOS Contract EMCS for pickup of unused supplies in shelter kits.
- (6) Return radios, logbooks, and refugee registration forms to EOC Building 1100.

### **E.3.3 Emergency Support Coordinator (SSC/FOS Contract Facility Manager Coordinator)**

The Emergency Support Coordinator will:

- a. Work under the direction of the SSC Emergency Director and SSC IC.
- b. Responsibilities include:
  - (1) Implementing the Hurricane Plan (this appendix).
  - (2) Coordinating employee activities relating to a hurricane emergency at SSC.
  - (3) Providing site readiness information to the SSC Emergency Director and SSC IC.
  - (4) Providing FOS Contract employees and equipment to assist other SSC organizations as directed by the SSC Emergency Director.
  - (5) Maintaining a log of events in a sequential order as they occur.
  - (6) Submitting a request to the SSC Emergency Director if additional staffing or equipment beyond the capabilities of FOS Contract is needed.
  - (7) Reporting all serious injuries or fatalities to the SSC Emergency Director.
  - (8) Verifying the readiness of SSC shelters
- c. At Condition IV (72 hours to landfall) the coordinator will:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (1) Notify the Security Dispatcher of the declaration of Condition IV and arrange for the receipt of weather advisories.
  - (2) Establish the SSC Emergency Operations Center in B-8000 and issue a "Watch List" to ensure that the center is manned as required.
  - (3) Establish Weather Advisories Board in Lobby of B-1100 and EOC.
  - (4) Initiate the Emergency Control Center Log.
  - (5) Initiate the Hurricane Tracking Chart and Log.
  - (6) Verify/update list of shelter managers.
  - (7) Ensure that all portable transceivers are charged and that all radios are available in the Emergency Operations Center as soon as condition III is declared.
  - (8) Assign custodial personnel to perform janitorial services in occupied shelters, including cleaning restrooms and restocking supplies, removing trash, and other custodial duties as requested by Emergency Support Coordinator or Shelter Manager.
  - (9) Place extra custodial supplies in janitorial closets to ensure that adequate supplies are available for occupied shelters.
- d. At Condition III (48 hours to landfall) the coordinator will:
- (1) Notify the Security Dispatcher of the declaration of Condition III.
  - (2) Obtain Site Status Report from FOS Contract Safety Office.
  - (3) Verify a list of members assigned to the Emergency Response Team from Emergency Support Specialist.
  - (4) Furnish the Food Services Unit with estimates of the number of employees who will be working during the hurricane emergency.
  - (5) Establish and maintain a Critical Items Status Board.
  - (6) Issue radios, hand receipt required.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- e. At Condition II (24 hours to landfall) the coordinator will:
- (1) Notify the Security Dispatcher of the declaration of Condition II.
  - (2) Notify management to release all non-essential personnel.
  - (3) Perform final site survey for unacceptable conditions.
- f. At Condition I (12 hours to landfall) the coordinator will:
- (1) Notify the Security Dispatcher of the declaration of Condition I.
  - (2) Submit a facility readiness status report to the SSC Emergency Director and SSC IC.
  - (3) Ensure generators are operating at B-8000 Clinic and Emergency Operations Center.
- g. Post-hurricane the coordinator will:
- (1) Provide SSC Emergency Director with an estimate of damage to facilities and equipment within eight hours.
  - (2) As necessary, a comprehensive follow-up report and supporting photographs should follow within 72 hours.
  - (3) Distribute findings according to the direction of the SSC Emergency Director.
  - (4) Release shelter managers.
  - (5) Release Emergency Response Team.

#### **E.3.4 Emergency Team Leader(s)**

Emergency Team Leaders will:

- a. At Condition IV (72 hours):
- (1) Verify FOSC/FSD Emergency Response Team list and provide update to Emergency Support Specialist.
  - (2) Assemble Emergency Response Team and hold briefing.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (3) Oversee FSD crew hurricane preparations.
- b. At Condition III (48 hours):
  - (1) Provide oversight and direction to FOSC/FSD crews during hurricane preparation.
  - (2) Report hurricane preparation progress to the Emergency Support Specialist.
- c. At Condition II (24 hours):
  - (1) Provide oversight and direction to FOS Contract/FSD crews.
  - (2) Report work status to the EOC hourly.
- d. At Condition I (12 hours):
  - (1) Assign tasks and direct final hurricane preparations with FSD Crews.
  - (2) Provide personnel to respond to work request from EOC and EMCS.
- e. Post-Hurricane - Provide direction to FSD work crew to repair and cleanup damage caused by the hurricane.

### **E.3.5 Emergency Support Specialist**

The Emergency Support Specialist will:

- a. At Condition IV (72 hours):
  - (1) Establish/staff the radio console in the SSC Emergency Operations Center as required.
  - (2) Establish EOC/EMCS personnel schedule as required.
  - (3) Use all available resources for obtaining Hurricane information to maintain a hurricane-tracking chart with related weather information.
  - (4) Contact key employees and keep them posted on any significant change in hurricane status.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (5) Inform the Emergency Team Coordinators for SSC Agency Activities of current events as directed by the Emergency Support Coordinator.
  - (6) Receive and coordinate requests for assistance in completing hurricane preparations.
  - (7) Confirm that shelter manager kits are stocked and ready for issue as directed in Condition II.
  - (8) Report site readiness to the SSC/FOS Contract Emergency Support Coordinator.
  - (9) Ensure that the Condition IV checklist in Attachment E-9 is completed and report that completion to the Emergency Support Coordinator.
  - (10) Update SSC site status on SSC websites.
- b. At Condition III (48 hours):
- (1) Establish/staff console in the SSC Emergency Operations Center as required.
  - (2) Establish EOC/EMCS personnel schedule as required
  - (3) Ensure that the Condition III checklists in Attachment E-10 have been completed and report that completion to the Emergency Support Coordinator.
  - (4) Update SSC site status on SSC websites.
- c. At Condition II (24 hours):
- (1) Staff the console in the SSC Emergency Operations Center.
  - (2) Coordinate final hurricane preparations and site readiness status.
  - (3) Verify that Emergency Response Team are ready and that adequate communication arrangements have been made.
  - (4) Receive requests for additional manpower and equipment.
  - (5) Keep the Emergency Support Coordinator current on all events that occur.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (6) Maintain communications with the Emergency Response Team and provide assistance to all locations as directed by the Emergency Support Coordinator.
- (7) Perform radio checks with shelters and Emergency Response Team to verify communications.
- (8) Ensure that Condition II checklist in Table 14.E has been completed and report that completion to the Emergency Support Coordinator.
- (9) Update SSC site status on SSC websites.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 12.E - Emergency Operations Center Condition IV Checklist (72 Hours)**

STORM NAME: \_\_\_\_\_

CONDITION IV DECLARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CONSOLE OPERATOR: \_\_\_\_\_

**TIME COMPLETED**

- \_\_\_\_\_ Establish the Emergency Operations Center
- \_\_\_\_\_ Contact the Security Dispatcher and instruct him to make the appropriate announcements. Instruct him to also advise Shift Captain and Fire Chief/Fire Captain on duty (X83636)
- \_\_\_\_\_ Initiate the Emergency Control Center Log and the Hurricane Tracking Chart and Log.
- \_\_\_\_\_ Notify FOS Contract Safety to conduct site wide survey for loose equipment and materials, and send to each custodian. (FOS Contract Safety Office, X83277)
- \_\_\_\_\_ FOSC Emergency Coordinator will have work order issued for labor and materials.
- \_\_\_\_\_ Notify Management/Supervisory personnel to ensure that all Government vehicles are refueled at the end of each shift. (x1887 Distribution List 1 and 2)
- \_\_\_\_\_ Verify/update list of shelter managers' availability. (X81887 Distribution List 2)
- \_\_\_\_\_ Notify Facility Managers to initiate preparatory actions by identifying any items that require securing and report to EMCS at X83381.
- \_\_\_\_\_ Ensure that Shelter Log Books and Shelter Registration Forms are available in the Emergency Operations Center. B-8000
- \_\_\_\_\_ Recall all available radios and ensure that they are being charged. (Communications X87228)
- \_\_\_\_\_ Contact the Manager, Institutional Services, X83264 and request availability status of emergency supplies and Hurricane Shelter Supply Kits.
- \_\_\_\_\_ Notify the NASA/SSC Emergency Director as to compliance with the above requirements.
- \_\_\_\_\_ Direct all tenants to fuel all government vehicles.
- \_\_\_\_\_ Building 4400 Diesel Fuel tanks are "topped off"

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Condition IV Checklist Items completed: Date & Time \_\_\_\_\_

Signature \_\_\_\_\_  
Emergency Console Operator

Emergency Support Coordinator notified: Date & time: \_\_\_\_\_

Condition IV Terminated: Date & Time: \_\_\_\_\_

Condition Declared: All Clear \_\_\_\_\_ or Condition III \_\_\_\_\_

Declared by: \_\_\_\_\_

NOTE: All condition checklists must be followed through completely regardless of condition change.

Remarks:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 13.E - Emergency Operations Center Condition III Checklist (48 Hours)**

STORM NAME: \_\_\_\_\_ CONDITION III DECLARED BY:  
\_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CONSOLE OPERATOR:  
\_\_\_\_\_

TIME COMPLETED: \_\_\_\_\_

\_\_\_\_\_ Upon notification that SSC is in Condition III contact the Security Dispatcher and instruct him to make the appropriate announcements. Instruct him to also advise Shift Captain and Fire Chief/Fire Captain on duty. (X83636)

\_\_\_\_\_ Notify Facility Managers to obtain plastic and tape for covering critical equipment and computers from the Warehouse Building 2204.

\_\_\_\_\_ Contact EMCS, and obtain a list of members assigned to the Emergency Response Team. (Fax No. 83797)

\_\_\_\_\_ Contact EMCS, and request a report when all small and large craft have been lifted out of the water and/or are secured with adequate mooring lines.

\_\_\_\_\_ Receive report from EMCS that all equipment is serviced and in an operable condition.

\_\_\_\_\_ Ensure that NASA/SSC Emergency Director is informed as to compliance with the above requirements.

\_\_\_\_\_ Advise Redistribution to close yard and begin securing material. (X82172)

\_\_\_\_\_ Have refueling personnel check propane tanks for Buildings 3203 and 3205 emergency generators. If fuel remaining falls below 30%, call to refuel.

Condition III Checklist Items completed:

Date & Time \_\_\_\_\_

Signature \_\_\_\_\_

EOC Console Operator

Emergency Support Coordinator notified: Date & Time: \_\_\_\_\_

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Condition III Terminated:

Date & Time: \_\_\_\_\_

Condition Declared: All Clear \_\_\_\_\_ or Condition II \_\_\_\_\_

Declared by: \_\_\_\_\_

NOTE: All condition checklists must be followed through completely regardless of condition change.

Remarks:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 14.E - Emergency Operations Center Condition II Checklist (24 Hours)**

STORM NAME: \_\_\_\_\_ CONDITION II DECLARED BY:  
\_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CONSOLE OPERATOR:  
\_\_\_\_\_

TIME COMPLETED: \_\_\_\_\_

\_\_\_\_\_ Notify the Security Dispatcher that the SSC is in Hurricane Condition II and instruct them to make the appropriate announcements. Instruct him to also advise Shift Captain and Fire Chief/Fire Captain on duty.

\_\_\_\_\_ Contact EMCS and obtain a list of all employees that are actually engaged in work operations. Fax #83739.

\_\_\_\_\_ Notify management to inform all personnel to unplug/disconnect all electrical equipment and release non-essential personnel.

\_\_\_\_\_ Distribute radios to Shelter Managers, and have them to pick up emergency kits, log books and refugee forms and initial logbooks.

\_\_\_\_\_ Perform radio checks with shelters and Emergency Response Team to verify radio communications.

\_\_\_\_\_ Ensure that Hurricane Shelter Supply Kits are delivered by Supply to those shelters that have been declared open.

\_\_\_\_\_ Ensure that the NASA/SSC Emergency Director is informed when all of the above is complied with.

\_\_\_\_\_ Notify Management to relocate all Government Vehicles away from trailer, trees, power lines or other potentially hazardous structures.

\_\_\_\_\_ Notify EMCS and Emergency Personnel of the current satellite phone numbers.

\_\_\_\_\_ Verify that all emergency generators are in place.

\_\_\_\_\_ Disconnect power to H-1/Riverfront/North Gate area. Building 2411 (Cypress House) to be placed on generator power.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Condition II Checklist Items completed: Date & Time \_\_\_\_\_

Signature \_\_\_\_\_  
EOC Console Operator

Emergency Support Coordinator notified: Date & Time: \_\_\_\_\_

Condition II Terminated: Date & Time: \_\_\_\_\_

Condition Declared: All Clear \_\_\_\_\_ or Condition I \_\_\_\_\_

Declared by: \_\_\_\_\_

NOTE: All condition checklists must be followed through completely regardless of condition change.

Remarks:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- d. At Condition I (12 hours):
- (1) Man console in the SSC Emergency Operations Center.
  - (2) Ensure that the Condition I checklist in Table 15.E has been completed and report that completion to the Emergency Support Coordinator.
  - (3) Perform radio communication check with designated key personnel such as shelter managers, stand-by crews, and Emergency Response Team.
  - (4) Update SSC site status on SSC websites.
- e. Post Hurricane - Initiate a Post Hurricane Damage Survey and report the findings to the Emergency Support Coordinator within 24 hours after the "All Clear" has been announced.

### **E.3.6 Facility Manager**

The Facility Manager will:

- a. At Condition IV (72 hours):
- (1) Survey exterior of building and secure all loose material, report findings to FOS Contract EMCS at extensions 83381 or 83293 to be forwarded to emergency team leader.
  - (2) Survey roof of building if accessible. Secure loose material.
- b. At Condition III (48 hours):
- (1) Remove all material away from window and door areas.
  - (2) Obtain plastic and tape for use in protecting critical equipment from the warehouse, building 2204.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 15.E - Emergency Operations Center Condition I Checklist (12 Hours)**

STORM NAME: \_\_\_\_\_ CONDITION I DECLARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CONSOLE OPERATOR: \_\_\_\_\_

TIME COMPLETED: \_\_\_\_\_

\_\_\_\_\_ Notify the Security Dispatcher that the SSC is in Hurricane Condition I and instruct him to make the appropriate announcements. Instruct him to also advise Shift Captain and Fire Chief/Fire Captain on duty.

\_\_\_\_\_ Notify Management to release personnel that are not scheduled to remain at the SSC during the Hurricane.

\_\_\_\_\_ Verify that all emergency supplies have been issued to all personnel remaining on duty.

\_\_\_\_\_ Verify that all electrical equipment and machines have been disconnected from electrical outlets.

\_\_\_\_\_ Verify that elevators at B1002, B1100, B1111, B1200, B4220, B4120, B4122 and B8000 are shut down 4 hours before hurricane winds will arrive.

\_\_\_\_\_ Determine the status of the Hurricane Preparations and submit a readiness facility status report to the NASA/SSC Emergency Director.

\_\_\_\_\_ Ensure that all motor vehicles have been fueled.

\_\_\_\_\_ Perform radio communication check with DESIGNATED KEY PERSONNEL such as SHELTER MANAGERS, STAND-BY CREWS, EMERGENCY RESPONSE TEAMS AND THE EMCS.

\_\_\_\_\_ Generators providing power at B-1100 and B-8000.

\_\_\_\_\_ Notify Procurement Officer (PO) when site is to close except for personnel remaining on duty in order for PO to officially notify contractors of administrative leave.

\_\_\_\_\_ Notify Chief Financial Officer (CFO) when site is to close except for personnel remaining on duty in order for the CFO to provide proper charge codes to contractor financial managers.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Condition I Checklist Items Completed:

Date & Time \_\_\_\_\_ Signature \_\_\_\_\_  
EOC Console Operator

NASA/SSC Emergency Director Notified: Date & Time: \_\_\_\_\_

Hurricane Condition I Terminated: Date & Time: \_\_\_\_\_

Condition Declared: All Clear \_\_\_\_\_ or

Condition II \_\_\_\_\_ or

Condition III \_\_\_\_\_

Declared by: \_\_\_\_\_

Authorizing Official \_\_\_\_\_

NOTE: All condition checklists must be followed through completely regardless of condition change.

Remarks:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **E.3.7 Security Dispatcher**

The Security Dispatcher will:

- a. Pre-warning - Notify the SSC Emergency Director of impending hurricane conditions.
- b. At Condition IV (72 hours) - Every 2 hours, announce the declaration of Condition IV over the Public Address System.
- c. At Condition III (48 hours) - Every 2 hours, announce the declaration of Condition III over the Public Address System.
- d. At Condition II (24 hours) - Every 2 hours, announce the declaration of Condition II over the Public Address System.
- e. At Condition I (12 hours) - Every 2 hours, announce the declaration of Condition I over the Public Address System.

### **E.3.8 Medical Staff**

The FOSC Medical Director shall assign two registered nurses to operate the Medical Clinic. They will provide medical assistance, obtain Medical Director assistance to disposition any fatalities, and advise the Emergency Support Coordinator when off-site medical assistance is needed. They will contact the FOS Contract Fire Department if Emergency Medical Technicians support or emergency ambulance service is needed.

### **E.3.9 FOS Contract (FOSC) Safety Office**

The FOSC Safety Office is responsible for the following tasks:

- a. Pre-warning:
  - (1) Assign Safety Office Staff member to act as the SSC Shelter Manager Coordinator.
  - (2) Ensure SSC Shelter Manager's Guide is updated to reflect latest site information.
  - (3) Hold annual training for all SSC Shelter Managers at the beginning of hurricane season.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

b. At Condition IV (72 hours) - Perform an independent survey of the site to identify buildings, systems, equipment and materials which may be endangered or create a hazard in the approaching storm. Record findings and inform facility managers of matters that need attention in their area of responsibility. Place particular emphasis on situations where additional personnel or equipment may be needed to accomplish hurricane preparations. Report problem areas to the SSC/FOS Contract Emergency Support Coordinator.

c. At Condition II (24 hours) - Report to the FOS Contract EMCS, B-8000.

d. At Condition I (12 hours) - Ensure Medical and Fire services are available.

e. Post Hurricane - Function as members of the damage assessment team and provide assessment to the Emergency Support Specialist at the EOC at extension 81887.

### **E.3.10 FOSC, Institutional Services**

The FOSC Manager of Institutional Services is responsible for the following tasks:

a. At Condition IV (72 hours):

(1) Ensure that the Site Maintenance Cafeteria in Building 2201 is operational for food service during Condition I. Times will be specified dependent upon the situation.

(2) Provide food for persons working on the site, and Emergency Response Team immediate family members based on employee number estimates provided by the SSC/FOS Contract Emergency Support Coordinator.

(3) Maintain 24-hour warehouse capability.

(4) Ensure Hurricane Shelter Supply Kits are ready for issue as shelters are declared.

(5) Ensure that the Redistribution Yard at Building 2204 is closed.

(6) Ensure that all emergency supplies are available for issue.

b. At Condition II (24 hours) - Deliver Hurricane Supply Kits to those Shelter Managers whose shelters have been declared.

c. Post Hurricane - Pick up Hurricane Supply Kits from those shelters that were open. Re-stock as appropriate.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **E.3.11 FOS Contract Fire Chief or Fire Captain on duty**

The Fire Chief or the Fire Captain is responsible for the following:

- a. Coordinate fire fighting, rescue, emergency medical services, and hazardous material response activities and request assistance from off-site fire departments through the SSC/FOS Contract Emergency Support Coordinator, as needed.
- b. Provide Emergency Medical Technicians to support the Medical Clinic as needed and provide emergency ambulance service.
- c. The Fire Chief will initiate an inspection of all buildings to be utilized as a shelter to ensure against the possibility of fire and that all fire suppression systems are available and functional.

### **E.3.12 FOSC Manager, Finance**

The FOSC Manager of Finance will, at the declaration of Condition IV, ensure that a charge number is issued for labor and materials during the hurricane emergency. Report number to the EMCS at extension 8-3381.

### **E.3.13 Test Complex Welding Shop Supervisor**

The Test Complex Welding Shop Supervisor will, at the declaration of Condition III, align welding and cutting equipment to allow emergency departure from the shop area and verify that equipment is serviced and operational.

### **E.3.14 FOSC Supervisors of Facilities Systems Department**

The FOSC Facility System Supervisors will perform the following:

- a. Condition III - Facility Maintenance Building (2201) (48 hours):
  - (1) Ensure that all equipment is fueled and fuel storage is adequate.
  - (2) Ensure that all portable pumps and generators are serviced and operable.
- b. Condition III - Potable Water Systems and Sewage Systems (48 hours):
  - (1) Identify all needed equipment that is inoperable and take appropriate action to restore.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (2) Check sewage lift station sump pumps, pumps and ejectors for proper operation.
  - (3) Check sewage lagoon effluent trenches for obstructions.
  - (4) Check and fill chlorine mixing and supply tanks. Clean suction strainers.
  - (5) Check elevated tank altitude valves and perform operating tests on pumps, chlorinators and flow meters.
- c. Condition III – Equipment Operations/Maintenance (48 hours)
- (1) Ensure that all permanent installed emergency generators are serviced and operable.
  - (2) Ensure that all mobile equipment is serviced and operable
  - (3) Ensure that tanks for emergency generators are continuously refueled.
  - (4) Ensure that all equipment is fueled.

### **E.3.15 Marine Operations Supervisor**

The Marine Operations Supervisor will at Condition III (48 hours):

- a. Ensure all cryogenic barge mooring devices have operable toggle and locking pins.
- b. Ensure that all manholes, portholes, and hatch covers are in place and properly dogged down.
- c. Secure all floating vessels with adequate mooring lines.
- d. Place pre-selected barges and the NASA M/V Clermont II in the navigation lock and reduce the water level in the lock. (This applies only to barges and small craft that cannot be lifted ashore.)
- e. Assign berths to all transient vessels seeking refuge. Log in and provide vessel owners Exhibit E1 formally notify owners/operators of transient vessels that they are at SSC at their own risk; that they are in fact trespassing; and that as soon as conditions permit, they are expected to depart the site.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **E.3.16 FOSC High Voltage Systems Engineer/Electric Shop Supervisor**

The High Voltage Systems Engineer will perform the following:

- a. Condition III - Main Substation and Electrical Distribution System (48 hours):
  - (1) Survey all overhead lines. Check for leaning trees, loose guy wires, and damaged arrestors, insulators and cross arms.
  - (2) Verify position of all switches and cutouts for the dispatcher.

The Electric Shop Supervisor will perform the following:

- b. Condition II (24 hours):
  - (1) Ensure that all portable generators are in place, including adequate cable hook-up when required. Report completion of task to EOC
  - (2) Recommend to Technical Support Contractor, to start generators and separate from commercial power when conditions warrant and report completion to the EOC.
- c. Condition I (12 hours) - Make recommendations to FOSC EMCS when to place critical generators at Building 1100 in operation.

### **E.3.17 Technical Support Contractor Supervisor, Telecommunications**

Telecommunications will maintain switchboard capability.

### **E.3.18 Test Operations Contractor (TOC)**

The TOC will perform the following:

- a. Condition IV – HPIW Complex - Top off fuel tanks for Norberg Diesels and report to EOC.
- b. Condition III - HPIW Complex (48 hours):
  - (1) Check operability of Nordberg and Auxiliary pumps.
  - (2) Ensure that the Cooper Bessemer diesels are serviced and operable.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 90 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- c. Condition II - Shuttle Services (24 hours):
  - (1) Ensure that the blast doors on the test stands are secured.
  - (2) Ensure that all boom cranes are lowered into their cradles and tied down.
- d. Condition II - Scale House (24 hours) - Discontinue all except emergency truck unloading. Provide follow-up to ensure doors are closed and hand brakes set on all LN2, LO2, LH2, and HE cars.

### **E.3.19 Resident Agencies and Contractors**

All agencies and contractors at SSC are responsible for the following:

- a. Designate a representative to attend all SSC Emergency Council meetings.
- b. Designate a Shelter Manager to maintain control over their areas of operations/shelters. The Shelter Manager will stay in contact with the SSC Emergency Operations Center at X83777.
- c. Designate a Shelter Manager and Alternate for each shelter. All SSC agencies are responsible for providing shelters and Shelter Managers for agency employees and their dependents.
- d. Construction and services contractors should work with their contract monitors to understand how to respond to emergency situations. All personnel are to respond appropriately to alarms, warnings, emergency announcements, and other warnings outlined in this plan. This is in addition to any other site, safety requirements placed on construction and other service contractors by contract provisions.
- e. Condition IV (72 hours):
  - (1) Advising personnel of hurricane location and movement.
  - (2) Assuming a general state of readiness and review Hurricane Plan.
  - (3) Surveying assigned buildings and grounds and noting actions necessary to secure that area if the hurricane becomes more of a threat.
  - (4) Reporting all survey results to SSC EMCS/Service Desk at extension 83381/83293.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (5) Review work and vacation schedules. Adjust staffing levels to accommodate emergency requirements.
  - (6) Ensuring that all assigned Government vehicles are refueled at the end of each shift.
- f. Condition III (48 hours):
- (1) Order sandbags if needed
  - (2) Survey the interior and exterior of your building to identify materials and equipment, which must be stored or tied down.
  - (3) Ensuring that all housekeeping discrepancies are corrected and loose items are tied down or placed in secure storage.
  - (4) Notifying personnel to place all classified and sensitive material in approved containers and place containers in building vaults, if applicable.
  - (5) Ensuring that a list is maintained of the address and telephone number where each employee will stay during the hurricane.
  - (6) Ensuring that valuable equipment/instruments are moved away from windows wherever possible. Cover remaining items with plastic. Ensure that each computer user makes backups of any critical files. If computers are in a highly vulnerable area for damages, remove all connections and move computer to a safe place.
  - (7) Advising all personnel of the hurricane's location and direction of movement.
- g. Condition II (24 hours):
- (1) Directing all non-essential personnel to leave SSC.
  - (2) Ensuring that all electrical equipment and machines have been disconnected from electrical outlets.

### **E.3.20 Chief of Security, Security Contractor**

The Security Contractor is responsible for the following tasks:

- a. Condition IV (72 hours):

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (1) Ensuring that gate guards receive clear instructions.
  - (2) Equipping gate guards with counters to record the number of persons seeking shelter on the site.
  - (3) Insuring that the FOS Contract Emergency Support Coordinator is given an accurate hourly count of refugees/dependents after the shelters are open and a total count after the "All Clear" is declared.
  - (4) Insuring that 2 officers are formally designated to the Emergency Team with the following responsibilities: routing patrols (weather permitting); access controls as required; radio relay of information on emergency conditions; direct refugees to appropriate shelters; open the site to through traffic at the instruction of the FOS Contract Emergency Support Coordinator.
  - (5) Assigning Security personnel to major shelter buildings to provide crowd control and assist Shelter Managers after they are relieved of their initial duties of traffic control.
- b. Condition II (24 hours) - Assigning 2 four-wheel drive units as additional vehicle support.
- c. When the hurricane shelters are opened to the general public:
- (1) Doubling gate guards for the processing of evacuees.
  - (2) Assigning a Security supervisor to each gate to coordinate assignment of evacuees to shelters and to control vehicles to be escorted to shelters. If possible, vehicles will be escorted in groups of 10 or more.
  - (3) Establishing traffic control at the intersection of A and J Roads.
  - (4) Assigning guards to control parking at designated shelters and to direct evacuees to the Shelter Manager.
  - (5) Brining all Security actions, changes in requirements, and/or requests for additional security guards to the attention of the Security Supervisor.
  - (6) After security personnel are relieved of traffic control duty, assigning them to shelters as deemed necessary to assist the shelter manager in crowd control.
- d. After "All Clear" is declared:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (1) Establishing control of traffic departing SSC.
- (2) Assisting as required in the clearing refugees from shelters.
- (3) Conducting inspections to insure there are no pilferage and/or theft of Government/Company property.
- (4) Assisting Emergency Teams in recording and reporting any damage to structures, roadways, power lines, vehicles, equipment, etc.
- (5) Performing a security inspection of all buildings and reporting any personal items found to the FOS Contract Emergency Support Coordinator. Items will be turned into the Security Director's office.

### **E.3.21 FOSC Industrial Hygiene Office**

FOSC Industrial Hygiene is responsible for the following:

- a. Pre-Hurricane Activities
  - (1) Maintaining inventory locations of radiation sources, satellite accumulation areas, exterior chemical storage locations, and potable water monitoring locations.
  - (2) Assisting the FOS Contract Safety Office with conducting facility readiness before impact of storms.
- b. Post-Hurricane Activities:
  - (1) Providing assistance, field work, and trend updates to the Medical Clinic in areas of public health.
  - (2) Ensuring that all registered radioactive sources are accounted for.
  - (3) Surveying satellite accumulation areas and other exterior chemical storage areas for chemical spills or releases.
  - (4) Conducting surveys of all NASA facilities for water intrusions and other potential hazards. Priority will be ranked as follows:
    - (a) Buildings that house sheltering individuals.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

(b) Building 1100, 1200, 2201 and 2102 will be assessed due to the presence of spray-applied asbestos containing insulation. NOTE: Building 1000 also contains spray-applied asbestos containing insulation; however, it is controlled by the U.S. Navy.

(c) Test area facilities and buildings which are critical for mission success.

(d) All other NASA owned facilities/tenant occupied facilities.

(5) Conducting food service inspections of the cafeterias monitored by the FOS Contract if they are to be operated.

(6) Coordinating with the FOS Contract Plumbing Shop and the SSC Measurement Science and Calibration Laboratories (MSCL) to ensure that the potable water system is operating with acceptable limits. Measurements and other relative information will be relayed to the Medical Clinic, State Departments, and the EOC.

(7) Informing the EOC of all investigation findings.

#### E.4 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX F – SSC HURRICANE SHELTER MANAGER’S GUIDE**

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### F.1 Responsibilities

- a. Your responsibility. As Shelter Manager, you are responsible to the SSC IC. You have complete authority for operating this shelter, including organizing the shelter layout and staff, and making and enforcing rules and procedures. The safety and well being of those persons occupying your shelter depend on capable leadership. Take charge.
- b. The Assistant Shelter Manager shall automatically assume the authority as the Shelter Manager in the absence of the Shelter Manager.
- c. “Up Front”, tell any members of the Emergency Response Team and any employees who may want to bring families to your shelters the following rules:
  - (1) They must provide mattresses, bedding, and essential diet/medications.
  - (2) Pets are not allowed.
  - (3) They must bring food and ice chests.
  - (4) All evacuees (including employees) must register upon arrival at an SSC Shelter.
  - (5) Evacuees must remain in the shelter unless authorized to leave by the shelter manager.
  - (6) Evacuees will not be allowed to freely move about the Center once they are in a shelter.
- d. At Time of Shelter Entry, place evacuees in the safest areas. Basement and center core areas are the best shelter spaces. People shall be permitted to bring into the shelter only those items that increase shelter habitability and create no extra management problem. All weapons shall be confiscated. No alcoholic beverages will be allowed. No pets or animals, except service animals for the disabled, shall be allowed. Special health foods and medicines must be identified. The Shelter Manager may later want to place them under centralized control for safekeeping. Information on the best methods for sheltering people is provided in section 4.0. Brief instructions for shelter managers, to give people entering the shelter can be found in section 4.0.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## F.2 Procedures for Shelter Use

a. Get Organized. You cannot run a shelter by yourself. Make sure that you have adequate assistance to run the shelter. An Assistant Shelter Manager is absolutely essential in case you are not available (vacation, business trip, etc.). It is also wise to appoint a shelter Warden to enforce rules and provide crowd control.

b. A Shelter Kit will be supplied/delivered to you when your building is declared a shelter by the Emergency Operations Center (EOC). This will contain necessary supplies for the shelter. In addition, you must:

- (1) Review this guide and the NASA/SSC Hurricane Plan (Appendix E).
- (2) Be familiar with the shelter area, including:
  - (a) Entrances
  - (b) Telephones (Emergency Telephone Numbers)
  - (c) Radio Communication
  - (d) Fire Extinguishers (Location, Type, and Usage)
  - (e) Toilet Facilities
  - (f) Power and Light Panels
- (3) Ensure that sensitive material is under lock and key prior to arrival of those seeking shelter.

c. The following is a list of responsibilities by Condition Classification. If circumstances occur which involve “jumping” a Condition classification you must combine the responsibilities.

### **Condition IV – Tropical or hurricane force winds expected within 72 hours.**

- (1) Inspect the shelter for fitness.
- (2) Call the EOC (extension 83778) and report status upon completion of the above requirements or report difficulties.

### **Condition III – Tropical or hurricane force winds expected within 48 hours.**

- (1) Complete any requirements of Condition IV that remain open.
- (2) Call the EOC (extension 83778) and report status.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Condition II – Tropical or hurricane force winds expected within 24 hours – Prepare to open shelter.**

- (1) Pick up radio and shelter log from the EOC in B-8000.
- (2) Initiate a Log of Activities by entering date and time you inspected the shelter. The performance of each requirement and all other significant occurrences shall be entered into the log.
- (3) Brief shelter staff on their duties.
- (4) Receive Shelter Kits from Warehouse Emergency Response Team.
- (5) Post copy of Evacuee Instructions (see section F.4) and Shelter Operations Rule and Regulations (see section F.5) in shelter.
- (6) Call the EOC (extension 83778) and report readiness of shelter for occupancy when all of the above requirements have been satisfied. Also report any difficulties.
- (7) Open Shelter upon direction of the EOC.
- (8) Register all evacuees using the Evacuees Register (see Table 16.F).

**Condition I – Tropical or hurricane force winds expected within 12 hours.**

- (1) Operate shelter in accordance with preplan actions.
- (2) Report any difficulties to the EOC (extension 83778) immediately.
- (3) Report damage, casualties or requests for assistance.
- (4) Make hourly reports to EOC (extension 83778) of conditions and number of refugees in shelter.

**Post Hurricane Tasks**

- (1) Upon receiving direction to release those seeking shelter from the EOC, brief them concerning possible hazards that they may encounter such as:
  - (a) Downed live electrical wires
  - (b) Snakes

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (c) Polluted water
- (d) Spoiled food at home
- (e) Flooding
- (f) Tornados
- (g) Fallen trees or tree limbs



Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (2) Secure shelter only upon the direction of the EOC.
- (3) Prepare Shelter Kit for pickup.
- (4) Remain at shelter until released by the SSC EOC.
- (5) Perform damage assessment of area, note damage in logbook and inform the EOC of damage.
- (6) Return radios, logbooks, and evacuee registration forms to the EOC.

### F.3 Best Shelter Areas

The best shelter areas are (1) below ground, (2) on the ground floor and (3) on the second and third floor. Below ground areas are by far the safest. At or above ground level, the best shelter spaces are near interior walls and corners away from windows.

### F.4 Evacuee Instructions

The following instructions will be provided to all evacuees:

- a. Register, tag all luggage and personal belongings and tag all food containers.
- b. All shelter rules and regulations must be obeyed.
- c. Stay in areas designated by the Shelter Manager.
- d. Stay away from windows on the windward side of the buildings.
- e. Report any illness or injury immediately.
- f. Pets are not allowed in any Shelter.
- g. Do not leave the shelter until notified that it is safe by the Shelter Manager.

### F.5 Shelter Operations Rules and Regulations

#### F.5.1 Safety and Fire

- a. All occupants shall turn in knives, firearms, flammable liquids (such as Canned Heat, ether or alcohol), alcoholic beverages or other potential safety hazards. Smoking is not allowed in any buildings. Smoking areas may be designated outside a building but can only

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

be used with permission of the Shelter Manager who will monitor outside conditions for safety.

b. Occupants shall watch for and report any potential fire hazard such as careless use of combustible materials, electrical equipment, faulty wiring, outlets, and switches. Use fire extinguishers only if you are familiar with their proper use.

### **F.5.2 Law and Order**

- a. Generally, all existing laws shall be enforced in this shelter.
- b. Evacuees shall use the shelter areas assigned by shelter officials.
- c. Shelter officials shall resolve personal conflicts.
- d. Alcohol, firearms, knives, and illicit drugs will be confiscated and the individuals involved will be turned over to local authorities.
- e. Evacuees will not enter office spaces under any circumstances.
- f. Children shall be kept under control at all times.
- g. Remember that you are a guest and act accordingly. Be considerate of others in the shelter.
- h. Shelter officials and/or Security Personnel shall deal with violations. Continued violations will result in expulsion from the shelter.

### **F.5.3 Health and Sanitation**

The following rules will be observed:

- a. Persons with contagious diseases shall be isolated immediately. The SSC Medical Staff will determine continued placement of such persons.
- b. A daily sick call schedule will be observed.
- c. Shelter floors shall be kept clean of waste materials.
- d. Restroom areas shall be kept clean at all times.
- e. Waste containers shall be emptied as soon as filled.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- f. Drinking cups, towels, etc. shall be maintained by the individual occupants.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX G – FREEZE CONDITIONS PLAN**

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### G.1 Purpose

The objectives of this plan are to provide work assignments to prepare for freezing weather hazards at SSC and for a safe method to remove and/or control of icing conditions. The plan also provides guidance for the protection and preservation of all SSC equipment and systems when freezing temperatures occur for a sustained period of time.

Control over operations during sustained freezing temperature conditions at SSC may be complex due to potentially limited visibility, possible snowfall, variable wind conditions, unpredictable duration of the low temperatures, and traffic hazards from vehicle operators inexperienced with icing. It is imperative that the necessary preplanning be accomplished to minimize the effect of freeze conditions to equipment and personnel at SSC.

The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Director
- SSC IC
- SSC Facility Managers
- FOSC Emergency Support Coordinator
- FOSC HVAC Supervisor
- FOSC High Voltage Supervisor
- FOSC EMCS Operator
- SSC Test Ops Contractor
- FOSC Plumbing Shop Supervisor
- FOSC Heavy Equipment Supervisor
- FOSC S&MA
- FOSC Finance Manager

### G.2 Concept of Operations

a. Developing weather conditions, which may result in freezing rain, sleet, or other hazardous freeze conditions are normally announced by the National Weather Service. Such notification to SSC may be received over the NWS teletype in the Security Office, Building 2201, or by phone to the NASA/SSC Security.

b. This Plan will be implemented under the direction of the SSC/FOS Contract Emergency Support Coordinator based upon advisories and information provided by the SSC Emergency Director. It is not anticipated that freezing conditions will occur to the degree that full-time operation of the SSC Emergency Operations Center will be required. Therefore, the

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

SSC/FOS Contract Emergency Support Coordinator will handle coordination of ice control and related activities through the SSC/FOS Contract Emergency Support Center upon notification to do so.

### G.3 Responsibilities

#### G.3.1 SSC/FOS Contract Emergency Support Coordinator:

The FOSC Emergency Support Coordinator will:

- a. Notify and keep informed key SSC/FOS Contract Project and subcontractor personnel of conditions, requirements and actions to be taken.
- b. Instruct the Emergency Support Center to notify emergency contacts that the freeze plan is being implemented by FOS Contract contractor and notify emergency contacts when coming out of freeze plan conditions.
- c. Request that SSC Facility Managers survey their areas and identify any necessary actions. Special emphasis must be placed on identifying steps, sidewalks and other walkways that may become iced, creating dangerous slipping hazards.
- d. Determine the need to spread sand on roadways/ bridges and salt or sand on walkways; notify the supervisors of the facility maintenance shops, base operations and maintenance of the actions required.

#### G.3.2 FOSC Supervisor, HVAC Shop will ensure that the following actions are taken:

##### G.3.2.1 HVAC Systems

- a. The HVAC Shop and EMCS will place heating, ventilating and air conditioning (HVAC) equipment in a recirculation air mode with outside air dampers in a closed position to prevent water coils from freezing.
- b. The HVAC Shop will coordinate with EMCS operator as to the actions taken relative to HVAC equipment configuration for freeze protection. They will also visually observe that the outside air dampers are in a closed position.
- c. The EMCS operator will monitor the various air distribution systems, air handling units and heating ventilation units for mixed air temperatures / low alarms below 40°F. Local freeze stats should be set for approximately 35°F to stop the unit for protection of the heat exchanger coil. **NOTE:** In the event a unit does not trip on the freeze stat safety, the EMCS

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

Operator shall immediately attempt to position all control valves to a min position to allow water flow through both the coils and the by-pass to make one final attempt to prevent the water coils from freezing until the unit can be reset.

d. The EMCS operator will monitor all hot water heating systems to assure proper operation. Basic hot water heating systems are set to maintain approximately 160°F supply hot water at low fire. The high fire set point is set to come in at approximately 180°F supply hot water.

e. The EMCS operator will monitor all hot water heating systems to assure that no system is operating with a return water temperature below approximately 135°F to minimize fire side condensation/corrosion of the heat exchanger.

f. The HVAC Shop will establish a continuous bleed on cooling tower make-up lines if temperature lows are expected to be **below 30°F for approximately 8 -24 hours**. Cooling towers to be monitored and checked are listed in Table 17.G below:

g. The HVAC shop shall isolate and drain cooling tower potable water make-up lines, cooling tower cold water basin sumps, outdoor condenser water pump casings, strainers and other piping components subject to damage from a **“hard freeze”** if temperature lows are expected to be **below 25°F for approximately 24 - 48 hours**. Additionally, it is recommended that during a **“hard freeze”** B-3305 High Pressure Gas Plant is either completely secured and all Fluid Cooler Systems drained or that the plant is manned with a **“Freeze Ride Out Crew”** and the plant compressors operated to protect the Fluid Cooler open and closed loop water systems from damage.

h. The EMCS operator will assure that NO condenser water pump is on and running if the respective chiller is not running. Note: Running of the condenser water pump in this condition will cause the chiller to migrate liquid refrigerant and oil to the condenser heat exchanger.

i. Additionally, the EMCS operator will monitor on line chiller systems for **low alarm condenser water return temperatures below approximately 75°F**. The HVAC supervisor will request support from Mechanical/Plumbing Shop if required.

j. The HVAC Shop and the EMCS operators shall configure and operate the 1200/1201 chiller plant using the 100 ton rotary chiller 2 during mild to low outdoor ambient temperatures. This chiller shall operate and run continuous if temperature lows are expected to be below 25°F for approximately 8 - 48 hours. (Note: This 100 ton rotary chiller 2 is supported by the building generator. The 200 ton centrifugal chiller 1 is NOT.) Therefore, for reliable operation during freezing conditions and possible power outages this chiller 2 and Cooling Tower 2 shall be configured to run.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

k. Portable chillers evaporator heat exchangers shall be drained if they are not in use.  
(Carrier 100 Ton, Trane 300 Ton and Trane 380 Ton)

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 17.G - Cooling Tower Listing for Freeze Conditions**

1000 Cooling Tower 1 (North 1200 Ton Plant)  
 1000 Cooling Tower 2 (North 1200 Ton Plant)  
 1000 Cooling Tower 3 (North 1200 Ton Plant)  
 1000 Cooling Tower 1A (South 800 Ton Plant)  
 1000 Cooling Tower 1B (South 800 Ton Plant)  
 1000 Cooling Tower 2 (South 800 Ton Plant)  
 1032 Cooling Tower 1 (Both Cooling Tower Cells)  
 1100 Cooling Tower 1  
 1100 Cooling Tower 2  
 1103 Cooling Tower 1  
 1105 Cooling Tower 1  
 1111 Cooling Tower 1  
 1111 Cooling Tower 2  
 1111 Cooling Tower 3  
 1201 Cooling Tower 1 (200 Ton Centrifugal Chiller 1)  
 1201 Cooling Tower 2 (100 Ton Rotary Chiller 2 / Do not Drain)  
 2102 Cooling Tower 1  
 3203 Cooling Tower 1  
 3305 Fluid Cooler 1  
 3305 Fluid Cooler 2  
 3305 Fluid Cooler 3  
 4110 Cooling Tower 1  
 4110 Cooling Tower 2  
 4210 Cooling Tower 1  
 4210 Cooling Tower 2  
 8100 Cooling Tower 1  
 8100 Cooling Tower 2

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

l. The chilled water pump shall be run continuously to provide protection of air-cooled chillers. This operational configuration shall be implemented to protect equipment from damage associated with a **hard freeze** if temperature lows are expected to be below 200°F for approximately 24 hours. All chilled water piping is insulated and should be protected above this temperature. However, small fittings and gauges could be subject to damage during a hard freeze.

m. The EMCS operator shall monitor chilled water system water pressures and temperatures to indicate a loss of water and/or water flow due to a possible leak. Outside Air Cooled Air Chillers are located in the following buildings listed in Table 18.G.

n. Cooling towers that must be operated during freezing conditions ice accumulation will be observed.

o. Systems will be reconfigured for utilization of outside air should an excessive ice build-up occur.

**Table 18.G - Air Chiller Listing for Freeze Conditions**

- 1009 Chiller 1
- 1011 Chiller 1 (Glycol Treated Chilled Water System)
- 1011 Chiller 2 (Glycol Treated Chilled Water System)
- 1022 Chiller 1
- 1029 Chiller 1
- 1111 Computer Room Unit 3 Outdoor Section (Glycol Treated)
- 1111 Computer Room Unit 4 Outdoor Section (Glycol Treated)
- 1103 Chiller 2 (South Addition 60 Ton)
- 1210 Chiller 1
- 2040 Chiller 1
- 2101 Chiller 1
- 2105 Chiller 2
- 2205 Chiller 1
- 2205 Chiller 2
- 2463 Chiller 1
- 2602 Chiller 1
- 2603 Chiller 1
- 2607 Chiller 1
- 2607 Chiller 2
- 2609 Chiller 1
- 3101 Chiller 1
- 3202 Chiller 1
- 3202 Chiller 2

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

3204 Chiller 1  
3225 Chiller 1  
4010 Chiller 1  
4010 Chiller 2  
4080 Chiller 1  
4400 Chiller 1  
8000 Chiller 1  
8000 Chiller 2  
8110 Chiller 1  
8301 Chiller 1

### **G.3.2.2 Critical Storage Areas**

- a. The HVAC Shop will ensure that the heating system in Building 2203, Flammable Storage Building is operating to prevent damage from freezing temperatures.
- b. The HVAC Shop will ensure that the heating system in warehouse area of Building 2204 maintains a temperature just above 32 degrees Fahrenheit during off-duty hours to prevent the sprinkler systems from freezing.

### **G.3.2.3 Power Distribution System**

The FOSC Supervisor, High Voltage will:

- a. Conduct regular surveillance of overhead electrical power lines to detect icing or ice laden tree limbs that could lie across lines and cause a short circuit.
- b. Isolate systems and implement corrective actions for power restoration should a failure occur.

### **G.3.2.4 Energy Management Control Systems (EMCS)**

The FOSC EMCS Operator will upon notification that Freeze Plan is implemented, configure HVAC equipment controlled by EMCS to a heating mode. EMCS will allow for continuous run of HVAC equipment during the freeze mode.

### **G.3.2.5 Test Complex**

The SSC Test Operations Contractor will:

- a. Develop and implement a freeze protection procedure, which will delineate plans to adequately protect all piping, vessels and equipment within the test complex.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- b. Implement the freeze protection plan for the Test Complex.

### G.3.3 Plumbing

The SSC/FOS Contract Supervisor, Plumbing Shop will take actions as outlined in Table 19.G:

**Table 19.G - Mechanical Plumbing Listing for Freeze Conditions**

Car Wash	B2201	Close valve in Carpenter Shop. Open hose bib on outside wall to drain system (including valves on East side of car wash).
Safety Shower	B2205, 2203 2204	Close cut-off valve and open drain valve to empty line.
Butler Complex		Leave hose bib running on well.
Cypress House	B2411	Close valve and drain system.
Red School House	T2409	Leave valve dripping on well.
Trailers	B8110	Close valves in ladies restroom.
Safety Shower	B1105	Close valve in first room in "E" Corridor valve in ceiling.
Rouchon House	B2425	Leave outside faucets running.
River House	B2420	Leave outside faucet on north side running.
Hi-Bay	B3203	Shower on Level 2, valve off on Level 1 west side, inside building.
Paint Shop	B2206	Secure and drain water jacket on air compressor.
Magnetic Area	B2437	Secure and drain pump, tank and system.
Trailers	D-road	Turn off water and drain.
Loading Dock	B-1100	Valve off system and drain.

### G.3.4 Heavy Equipment

The FOSC Supervisor, Heavy Equipment will:

- a. Provide a minimum of 50 cubic yards of sand for use in roadway/bridge ice control.
- b. Apply sand applications to roadways/bridges as directed by the SSC/FOS Contract Emergency Support Coordinator.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### G.3.5 FOSC Safety Office

The FOSC Safety Office will:

- a. Perform an independent survey of the site to identify those areas, which may create a hazard as a result of freeze conditions.
- b. Notify respective Facility Managers of any hazards identified.
- c. In those instances where the required action is beyond the capabilities of personnel assigned to that particular area, the FOSC Emergency Support Coordinator will be advised and asked to dispatch the appropriate assistance.

### G.3.6 SSC Labor and Materials

The FOSC Manager, Finance will ensure that the Accounting Office issues a charge number to the Emergency Support Coordinator for labor and materials for the duration of the freeze.

### G.3.7 SSC Personnel

- a. In preparation for freeze conditions, SSC personnel should:
  - (1) Inspect vehicles/equipment to ensure that lights, brakes, windshield wipers, exhaust systems and tires are in proper operating condition.
  - (2) Ensure that vehicles contain a proper ratio of water/antifreeze in the coolant system.
- b. During freeze conditions, SSC personnel should:
  - (1) Observe traffic laws and roadway hazard warning signs/lights.
  - (2) Observe extreme caution while driving vehicles.
  - (3) Prevent fire hazards due to overheated or improperly located heater.
  - (4) Stay indoors, if possible; dress appropriately for outdoor work assignments.

### G.4 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX H – FLOOD PLAN

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### H.1 Purpose

a. The topography of the SSC is generally low and flat with elevation varying from essentially sea level to 35 ft. above sea level in the northern part. The southeastern portion of the SSC Fee Area is prone to severe flooding due to its low, marsh type soil and the Pearl River, which bounds the SSC on the east. The Pearl River drains about 8,760 square miles of the State of Mississippi, and at flood stage, utilizes both the East and West branches for discharge into the Rigolets. Much of the natural and constructed drainage of the SSC Fee Area depends upon alternate discharge into the East Pearl River. Therefore, the above circumstances dictate the need for continued preparedness at SSC, particularly in the spring and early summer, to protect property and personnel during high stage periods of the Pearl River.

b. This Plan serves as a guide for FOSC and subcontractor personnel conducting operations necessary for the protection of life, real property and equipment during flooding conditions at SSC.

c. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Director
- SSC IC
- SC Security Contractor
- SSC Facility Managers
- FOSC Emergency Support Coordinator
- FOSC Institutional Services Manager
- FOSC Environmental Services
- FOSC Project Supervisors
- FOSC Grounds Subcontractor

### H.2 Concept of Operations

a. The National Weather Service River Forecast Centers and River District offices based issue flood forecasts and warnings upon heavy rainfall or flash flooding conditions. Such notification to SSC may be received over the National Weather Service teletype in the Security Office, Building 2201 or by phone to NASA/SSC. Additionally, the US Geological Services operates a Streamside Sensing Facility, Building T2415 on the East Pearl River at SSC and may provide direct indications of flooding potential to the SSC staff.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

b. This Plan will be implemented under the direction of FOSC Emergency Support Coordinator based upon advisories and information provided by the SSC Emergency Director. It is not anticipated that any degree of flooding will occur at the SSC requiring activation of full-time operation of the EOC. Therefore, coordination of all activities as preparation for, during and recovery after a flood situation at SSC will be handled through the EOC upon notification to do so by the SSC/FOS Contract Emergency Support Coordinator.

### H.3 Responsibilities

#### H.3.1 FOSC Emergency Support Coordinator

##### H.3.1.1 Imminent Flooding

Upon determination that flooding of SSC areas is imminent, the FOSC Emergency Support Coordinator will:

- a. Establish the Emergency Support Center with appropriate topographic maps of the SSC, depth charts of the Pearl River and current level data in the SSC canal and lock system.
- b. Initiate and maintain a log of advisories and other weather and water stage data received and actions taken at SSC.
- c. Notify and keep informed key SSC/FOS Contract Project and subcontractor personnel of conditions, requirements and actions taken.
- d. Request SSC Facility Managers in areas to be effected by flooding to survey their area and identify any needed actions.
- e. Place the Emergency Team Units on alert to the pending situation and direct and record their actions as appropriate. The Emergency Support Specialist of the Emergency Team will conduct site surveys of potentially affected areas identifying equipment and material to be moved to safe areas and monitoring the distribution of any emergency supplies and other flooding preparations.
- f. Require Institutional Services to establish a pool of the following supplies in the Warehouse, Building 2204:
  - (1) Plywood sheets
  - (2) Plastic sheeting

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (3) Lumber (2 x 4 studs)
- (4) Flashlights
- g. Direct the Manager, Institutional Services to issue sandbags.
- h. Notify the Security Contractor to provide barricades.

**H.3.1.2 Flood Conditions**

During flood conditions, the FOSC Emergency Support Coordinator will:

- a. Notify Security to place barricades and roadblocks as necessary.
- b. Dependent upon conditions, determine the need for storing drinking water in closed containers and direct such action by the off-site water contractor.
- c. Maintain communications with the SSC Emergency Director and contact through the Emergency Support Center with FOSC units if necessary.

**H.3.1.3 Post Flooding**

Upon recession of floodwaters from the SSC, the FOSC Emergency Support Coordinator will:

- a. Request support from the FOSC Environmental Services of the Emergency Team to achieve potable water sampling as required.
- b. Have the Electro-Mechanical Unit of the Emergency Team survey flooded areas for electrical and mechanical damage.
- c. Direct and assist the Emergency Support Specialist in conducting a survey of flooded areas to assess damage to structures, systems and equipment. Particular attention will be given to areas where there is potential for further deterioration, any hazards to personnel or loss of essential utilities.
- d. Provide a preliminary estimate of damage to facilities and equipment within 24 hours to the SSC Emergency Director.
- e. Prepare a comprehensive written report on precautions taken, damage assessed and corrective action taken/required, with photographs and sketches if appropriate, to the SSC Emergency Director within five (5) workdays.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### H.3.2 FOSC Supervisors and Personnel

- a. All SSC/FOS Contract Project supervisors will keep their personnel informed of flood conditions and any alternate routing required in the performance of their duties and will respond to requirements from and report results to the FOSC Emergency Support Center.
- b. The nature of conditions associated with the flooding of the SSC dictate special attention to requirements by the FOSC Manager, Institutional Services, FOSC Supervisor, Electro-Mechanical Systems and FOSC Grounds Subcontractor.
- c. Individual FOSC Project employees will follow instructions from their supervisor relative to work area assignments, transportation to, from or around flooded areas, and remain away from affected areas except as specifically assigned for precautionary, monitoring or clean up and recovery activity.

### H.3.3 SSC Personnel

- a. During flood conditions, personnel should:
  - (1) Not attempt to cross flowing streams or drainage ditches by foot.
  - (2) Not drive over flooded roads except in authorized vehicles.
  - (3) Abandon stalled vehicles in flowing or rising waters and seek higher ground.
- b. After flooding in an area, personnel should:
  - (1) Not handle or operate electrical equipment in wet areas until it has been checked and dried by authorized personnel.
  - (2) Use flashlights rather than lanterns or torches to examine facilities since gas or flammables may be released inside.
  - (3) Be especially watchful for snakes, alligators, or other wild game since rising waters force these creatures into areas they do not normally occupy.

### H.4 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX I – FIRE AND EXPLOSION PLAN

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### I.1 Purpose

- a. In cases of fire and explosion emergencies, experience shows that effectiveness is primarily contingent upon the ability to respond quickly and to confine the fire to manageable limits before it reaches the disaster state. This calls for a pre-disaster plan of action for emergency management, designed to keep life and property loss held to a minimum.
- b. This Plan has been prepared to guide personnel in the corrective action required for the protection of life and property from fire further complicated by the threat or occurrence of an explosion. This type of disaster is normally a Class I Emergency, requiring only Emergency team action. Should the situation require assistance from neighboring fire-fighting activities, the emergency will be classified as Class II.
- c. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Emergency Director
  - SSC IC
  - FOSC Fire Chief or Fire Captain on duty
  - FOSC Fire Department Personnel
  - FOSC Environmental
  - SSC Facility/Area Managers

### I.2 Concept of Operations

- a. Upon receipt of a report that a fire/explosion threatens or is occurring at SSC, every employee will take prompt action according to this Plan. Although major fire fighting actions are to be carried out only by trained Fire Department personnel, certain emergency actions, as outlined in the Plan, may be required of all employees.
- b. In the event that a Class II situation develops and fire-fighting requirements exceeds our capabilities, offsite assistance will be requested in accordance with the Mutual Aid Fire Fighting Agreement. This agreement is maintained at the FOSC Fire Department.
- c. Because fire prevention measures can conceivably preclude an actual fire or explosion disaster, various fire prevention responsibilities are also addressed in this Plan.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 117 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### I.3 Responsibilities

#### I.3.1 FOSC Fire Chief/Duty Lieutenant

The FOSC Fire Chief or Fire Captain on duty will:

- a. Deploy personnel, apparatus and equipment necessary for protection of life and property and the extinguishment of fires at SSC, and when requested offsite upon direction of the NASA/SSC Emergency Director.
- b. Provide technical administration of Fire Protection Services, ensuring that personnel, equipment, supplies and training are available.
- c. Ensure that an adequate fire prevention and protection program is implemented which will include, but not be limited to, equipment inspections, testing of sprinklers, standpipe systems, hydrants and fire extinguishers.
- d. Maintain records and reports for all fire systems equipment and devices.
- e. Review and approve all building fire evacuation plans. Maintain a copy on file.
- f. Participate in the municipal mutual aid agreement.
- g. Organize, train and equip fire function teams.
- h. Direct the conduct of damage surveys.
- i. Assist in various disaster functions whenever possible by:
  - (1) Coordinating the pumping of flooded areas.
  - (2) Coordinating the administration of first aid to casualties.
  - (3) Coordinating the hosing of areas/streets to clean away debris, spills, etc.
  - (4) Coordinate the containment, neutralization, and clean up of spills or leaks of any hazardous material.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **I.3.2 FOSC Fire Department**

The FOSC Fire Department will:

- a. Respond to all fire alarms and emergency calls. Operate equipment, extinguish fires and take the necessary precautions to prevent re-ignition.
- b. Perform regular testing and inspections and perform minor maintenance on all Fire Department equipment.
- c. Conduct fire inspections and patrols and submit appropriate reports to the Fire Chief or Fire Captain on duty.
- d. Participate in SSC mutual aid responsibilities.
- e. Drive or accompany the driver of an ambulance and/or administer first aid. (These services will be performed only in the absence or unavailability of medical technicians, nurses or a doctor.)
- f. Perform any other fire prevention/protection duties or other emergency services or duties necessary for the protection of life or property or essential to the efficient operation of the fire protection program.
- g. Maintain an awareness of the location of all PCB (polychlorinated biphenyl) contaminated transformers at SSC. In the event a PCB contaminated transformer becomes involved in a fire, fire department personnel shall ensure that the affected area remains evacuated until the area is verified safe by FOSC Safety/Industrial Hygiene. PCB-contaminated fluid, when burning, emits highly toxic fumes and creates an extremely toxic residue.
- h. Perform annual drills per SPLN-8838-002.

### **I.3.3 Security Dispatcher**

The SSC Security Contractor will receive emergency call on 911 system and notify FOSC Fire Department, SSC Security personnel, and FOSC Medical unit.

### **I.3.4 SSC Employees**

All SSC employees will:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 119 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- a. Promptly report all fires at SSC via 911 system including fires extinguished by individual employees.
- b. Activate manual alarms if available.
- c. Provide the following details when reporting a fire:
  - (1) Location (Building Number/Room Number)
  - (2) Hazard to Life (Yes or No)
  - (3) Name of Person Reporting
  - (4) Location and Phone Number Where Reporting From
- d. Use portable fire fighting equipment to extinguish fires or to hold them in check until the arrival of the Fire Department, providing the employee has been trained to do so and such action does not endanger the life of the individual employee.
- e. Keep work areas free from potential fire hazards and promptly report all potential hazards to respective supervisors, facility or area manager, and/or the Fire Department, extension 8-3639.
- f. Upon notification of a fire, assist in the quick and orderly evacuation of the area involved.

### **I.3.5 Facility/Area Managers**

Facility/Area Managers at SSC will:

- a. Coordinate with the Fire Chief or Fire Captain on duty and prepare fire evacuation plans for their building(s) and post them in high visibility areas. Emergency telephone numbers will also be prominently displayed.
- b. Coordinate with the Fire Chief or Fire Captain on duty and conduct annual evacuation drills to ensure all employees are familiar with existing procedures.
- c. In emergencies, ensure that a representative is available to meet and direct the Fire Department to the fire/emergency location, and information of special hazards or conditions.
- d. Inform the Fire Department in emergencies or evacuation drills of the status of the building evacuation.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

e. Take prompt corrective action to eliminate all structural fire hazards reported within their areas of responsibility.

### **I.3.6 Guidelines for Evacuation of Individuals with Special Needs**

Physically impaired occupants and individuals with special needs must be addressed when evacuating buildings. Affected individuals may include:

- Persons using wheelchairs
- Persons using crutches, canes, etc.
- Persons recovering from surgery
- Pregnant women
- Persons with significant hearing or sight impairment
- Cases of extreme obesity

#### **I.3.6.1 Assistance Monitors**

Person designated to assist physically impaired individuals should be pre-determined and have knowledge of how to safely evacuate the people they are assigned to.

Person designated to assist physically impaired individuals should maintain a listing of those physically impaired individuals needing assistance with telephone and room numbers.

#### **I.3.6.2 Evacuation**

In an emergency, physically impaired individuals should be transported to the nearest stairwell. There are two options at this point:

- Send someone to advise the floor / building coordinator / incident commander / fire department of your location and await further assistance.
- Once all the floors have been moved past your location, take the person to the assembly area as outlined in Section 6.0

#### **I.3.6.3 Information for Physically Impaired Individuals**

- Be familiar with your coordinator / buddy system.
- Be familiar with the nearest fire alarm location and how to activate it.
- Be familiar with all exits and alternate exits to be used during an emergency evacuation.
- **NEVER use elevators during an emergency.**
- Instruct co-workers how they can assist you.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- In an emergency, do not hesitate to inform others you need assistance, if your regular assistant is absent. Inform people unfamiliar with your needs how to assist you.

#### I.4 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX J – SERIOUS ACCIDENT PLAN

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### J.1 Purpose

- a. In the event of a serious accident, this Plan details procedures which must be initiated to provide medical aid and evacuate injured personnel, secure the accident scene, investigate and prevent further injuries and property damage and assist in returning the accident scene to normal.
- b. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
- SSC Emergency Director
  - SSC IC
  - FOSC Manager, S&MA
  - FOSC Medical Director
  - FOSC Fire Chief or Fire Captain on duty
  - FOSC Fire Department
  - SSC Security Contractor

### J.2 Concept of Operations

- a. The SSC serious accident response is initiated through the use of Emergency Telephone Number extension 911. By calling this number, SSC Medical, Fire Department and Security are immediately notified that an emergency condition exists. It is vital that the caller provide essential information concerning the exact location and type of emergency. In addition, the Emergency Director, IC, and SSC/FOS Contract Safety will be notified of all emergency situations.
- b. The emergency response team will take the following action as appropriate:
- (1) Provide medical aid.
  - (2) Protect property and equipment.
  - (3) Control access into area.
  - (4) Direct traffic.
  - (5) Investigate accident.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

c. The FOSC Safety office will keep the Emergency Director, IC, FOSC Project Manager, and NASA/SSC Safety and Mission Assurance Office advised of the status of the emergency.

d. In the event a site emergency is resultant from a mishap, mishap safeguarding shall be coordinated with the IC. Follow-on investigation of the mishap shall be performed in accordance with the SSC Mishap Preparedness and Contingency Action Plan through an Investigation Board. Independent operations of both the EOC and Investigation Board shall be maintained; however, SSC activity by either the EOC or the Mishap Investigation Board shall be properly coordinated.

### J.3 Responsibilities

#### J.3.1 FOSC Medical Director

The SSC/FOS Contract Medical Director is responsible for:

- a. Providing emergency medical care with the assistance of qualified Medical and Fire Department personnel.
- b. Coordinating with Fire Department personnel to evacuate seriously injured personnel and fatalities to the appropriate Medical facility.

#### J.3.2 FOSC Fire Chief/Duty Lieutenant

The FOSC Fire Chief or Fire Captain on duty will dispatch the emergency response team to ensure that emergency situations are brought under control, prevent further property damage and render assistance in providing emergency medical care to any injured personnel. The FOSC Fire Chief or Fire Captain on duty will contact the FOSC Manager, S&MA to notify him of accident.

#### J.3.3 FOSC Safety and Mission Assurance

The FOSC Manager, S&MA will dispatch additional personnel to coordinate control of the emergency, investigate the emergency to identify causes and necessary corrective actions to prevent recurrence, and make formal reports as required. The FOSC Manager, S&MA will contact the Emergency Director and Emergency Coordinator, FOSC Project Manager, and NASA/SSC S&MA to advise them of accident and plan of action.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 124 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### J.3.4 SSC Security Contractor

- a. The SSC Security Contractor Dispatcher will receive emergency call on 911 systems and notify FOOSC Fire Department, SSC Security personnel, and FOOSC Medical unit.
- b. The SSC Security Contractor will participate in the securing of the accident area and the resulting investigation efforts.

### J.4 General

Except for rescue and emergency measures, the accident scene shall not be disturbed until the investigating official has released it. All accidents will be investigated as reported in accordance with established requirements.

### J.5 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 125 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX K – CIVIL DISTURBANCE PLAN

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### K.1 Purpose

- a. Riots, demonstrations, violent picketing and disturbances to the missions of NASA and other Government agencies on SSC may occur as a result of action by the civil sector. When such action threatens the safety of SSC employees, Government property or the ability to conduct operations at SSC, or when civil authorities request assistance from NASA due to disturbance in the local community, this Plan will be placed into effect as guidance to actions required of SSC personnel.
- b. In a civil disturbance emergency at SSC, the FOSC will provide support to SSC Security Contractor to prevent injury to personnel and to protect FOSC Project personnel who may be called upon to render assistance in such a situation.
- c. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Security Contractor
  - SSC Security Contractor Dispatcher
  - SSC Emergency Director
  - SSC IC
  - SSC Emergency Support Coordinator
  - FOSC Medical Director
  - FOSC Institutional Services Manager
  - FOSC Contracts
  - SSC Public Affairs Office
  - SSC Contracts Administrator

### K.2 Concept of Operations

- a. The SSC Security Contractor conducts principal actions during a Civil Disturbance.
- b. When a civil disturbance exists or it becomes apparent one is impending; responsibility for coordinating FOSC Project actions for NASA/SSC rests with the FOSC Project personnel who may be called upon to render assistance in such a situation.
- c. Activation of the SSC EOC in Building 1100 will depend upon the type and degree of disturbance involved. To coordinate actions, record and serve as a status reporting point, the FOSC Emergency Support Coordinator will activate the FOSC Emergency Support Center in Building 2201.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### K.3 Responsibilities

#### K.3.1 SSC Security Contractor

The SSC Security Contractor will exercise the following:

- a. Notify the SSC Emergency Director when a civil disturbance is observed or reported.
- b. Provide security services at civil disturbance site to ensure the safety of SSC employees and Government property.
- c. Provide increased security awareness procedures as outlined in section K.4.
- d. Provide bomb scene procedures as outlined in section K.5.
- e. Respond to bomb threat calls as outlined in section K.6.

#### K.3.2 FOSC Personnel

- a. The FOSC Emergency Support Coordinator will activate the Emergency Operations Center in Building 1100 as directed by the SSC Emergency Director and shall direct any support activities of FOSC Project and subcontractor personnel.
- b. The FOSC Medical Director shall provide medical care as required.
- c. The FOSC Institutional Services Manager will provide the following services upon request:
  - (1) Special food services in the Main Cafeteria.
  - (2) Photography services.
  - (3) News releases as coordinated with the SSC Public Affairs Officer and the Contracts Administrator.
  - (4) Assist in the processing of NASA/SSC equipment or material loaned to civil authorities.
- d. The SSC Legal Office will provide legal advice and assistance as required.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **K.3.3 SSC Personnel**

a. The SSC Personnel will exercise Bomb Threat Call Procedures (section K.6) by immediately reporting actual or suspected disturbing civil activity to the Security Dispatcher at extension 911.

b. The very nature of civil disturbances that may dictate activation of this Plan poses major threats to the personnel and property of SSC and may cause extreme difficulty to NASA, the FOSC Project and other law enforcement authorities called upon to maintain and restore order. Accordingly, all SSC employees are expected to remain away from the scene or area of civil disturbance and avoid secondary or actual participation except as directed in an official capacity by the FOSC Emergency Support Coordinator.

### **K.4 Increased Security Awareness Procedures**

These procedures will be implemented when circumstances dictate the need for increased security awareness at the SSC. Potential situations to which these instructions may apply include civil disturbances and bomb threats on the installation.

#### **K.4.1 Actions Required**

a. Entry to and exit from the SSC will be controlled by:

- (1) Establishing a single auto lane at both main gates.
- (2) Doubling the guard assignments to each gate.
- (3) Closing the North and South Gate Reception Centers.
- (4) Requiring proper identification of all individuals entering and exiting.

b. Patrol surveillance of SSC will be doubled.

c. Guards and/or auto patrols will be established at critical points identified by the situation.

d. Surveillance in the Shuttle Engine Test Complex will be increased as appropriate to the situation including posting of a patrolman in the High Pressure Industrial Gas and High Pressure Industrial Water Plants, Building 4400 and Building 4995.

e. All through site traffic will be halted except for designated emergency vehicles.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 128 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

f. Leaflets regarding vehicle searches (NPD 1600.1) will be distributed to vehicles entering the installation.

#### **K.4.2 Potential Special Actions Required**

- a. If the civil disturbance/bomb threat occurs during non-working hours at SSC, personnel may need to be called in or reassigned to staff unoccupied buildings.
- b. Non mission-related activities at SSC such as those sponsored by the SSC Recreation Association or USM study courses may need to be curtailed during the period of the increased security awareness.
- c. In the event of bomb threats, notification to occupants of and evacuation of personnel in buildings may be required and a search of the buildings and notification to an appropriate ordnance disposal team made (See Sections K.5 and K.6).

#### **K.5 Bomb Scene Procedures**

In the event a bomb has been placed at one of the buildings at SSC, the following actions will be taken:

##### **K.5.1 Building Evacuation**

- a. In the event a bomb threat indicates that the bomb will not explode within a 30 minute period from the time the threat is received, the SSC Security Officer will consult with the SSC Emergency Director and give notice to evacuate a building if deemed appropriate.
- b. In the event a bomb threat indicates that a bomb will explode in an SSC building within a period of less than 30 minutes from the time the threat is received, the SSC Security Officer will direct a Security Patrolman to the building where the building evacuation alarm will be sounded or an oral announcement made over the building PA system. Details as to the reason for the required evacuation will not be given.
- c. Building evacuation plans should require all occupants to move a safe distance from the building whenever an evacuation alarm is sounded or oral announcement is made. IT MAY MEAN A BOMB THREAT AND NOT A FIRE.

##### **K.5.2 Bomb Search**

- a. During the Fire Marshal/Warden orientation period, the building occupants who are selected to serve as members of the search team will be instructed to assemble in one location immediately after evacuation.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 129 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

b. In the event of an evacuation, the Search Team Supervisor will immediately determine that the Search Team has assembled and thereafter be watchful for, and meet with, the SSC Emergency Director, Security Chief or other authorized personnel when they arrive on the scene.

c. If it is decided that the building is to be searched, the Search Team Supervisor will direct the Team's effort from outside the building, but will remain close to the main entrance.

(1) The sequence of search will be exterior, basement (if any), first floor, etc. The First Floor Search Unit, assisted by members from each of the other Search Units, will search the exterior of the building with the First Floor Warden in charge of the effort.

(2) As each succeeding floor is searched, the respective Floor Warden will position himself/herself at the point from which the search pattern is started so that he/she can be readily contacted should a suspicious object be located.

d. If a suspicious object is located, the Floor Warden will send a member of the Search Unit to inform the Search Team Supervisor of the finding. The search will continue and the person who located the suspected object will remain with the Floor Warden.

e. The Search Team Supervisor will consult with the SSC Security to investigate the suspect object. If required, Security will additionally coordinate with the SSC/FOS Emergency Support Coordinator to call in an Explosive Ordnance Disposal Team.

f. Special care should be taken to avoid the use of radios, walkie-talkies, etc., in the area of a suspected bomb or during search operations.

g. Receive emergency call on 911 systems and notify FOSC Fire Department, SSC Security personnel, and FOSC Medical unit.

#### K.6 Bomb Threat Call Procedure

Any SSC employee receiving notice that a bomb has been planted at the SSC should record the time of notification and advise the Security Dispatcher, extension 911 immediately. Sometimes mail or courier receives such notice; often the notice is through discovery of a "suspicious" item such as an unmarked package "left behind," taped to a chair or toilet, hidden in trash, etc. Suspicion can be aroused by location, oddness of circumstances, shape or ticking sound of the package, etc. More normally, bomb threats are received by phone and actions to be taken by the person receiving the call are as specified below.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **K.6.1 Phone Threats**

Upon receiving a bomb threat by phone, SSC personnel should:

- a. Attempt to keep the caller in conversation and, if possible, signal someone else to notify the SSC switchboard.
- b. Attempt to ascertain from the caller:
  - (1) When the bomb will go off
  - (2) Where the bomb is located
  - (3) What the bomb looks like
  - (4) Why the bomb was planted
- c. Speak calmly and under no circumstances break the circuit of the call.
- d. Pay close attention and try to record the caller's exact words.
- e. Attempt to determine:
  - (1) The sex or general age of the caller
  - (2) Tone and regional accent of the caller
  - (3) Familiar sounds or background noises
- f. When the circuit is broken, personnel receiving a bomb threat call should:
  - (1) Record information and impressions per the above and the time of the call.
  - (2) Telephone the above information directly to the Security Dispatcher, extension 911.

### **K.6.2 Suspicious Items**

- a. When discovering a suspicious item on SSC or receiving a suspicious package, SSC personnel should not touch, move or disturb the item, but notify Security as noted above.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

b. Upon receiving any type notice of a bomb scare at SSC, personnel should follow the guides above, not discuss matters with other personnel and prepare themselves for debriefing by federal or SSC/FOS authorities.

c. Special care should be taken to avoid the use of radios, walkie-talkies, etc., in the area of a suspected bomb or during search operations.

#### K.7 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX L – CIVIL DEFENSE PLAN

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### L.1 Purpose

- a. Attacks on the United States by unfriendly forces may be directed at civilian space centers as well as military and industrial targets. Nuclear strikes against targets within 600 miles of the SSC may subject the SSC to radioactive fall-out. In preparation for such a disaster, NASA has established and provisioned fallout shelters for use by SSC employees, their dependents and possible escape by people from the surrounding communities.
- b. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Director
  - SSC Emergency Director
  - SSC IC
  - FOSC Emergency Support Coordinator
  - FOSC Fire Chief or Fire Captain on Duty
  - SSC Security Contractor Dispatcher

### L.2 Concept of Operations

- a. The operation of SSC Shelters will be the responsibility of the SSC organization with normal assignment for operation of the facility. The senior SSC manager for that organization will designate Shelter Managers and Radiation Monitors for each.
- b. Direction to implement this Civil Defense Plan upon receipt of a Civil Defense Warning will be given by the SSC Director or Emergency Director.
- c. This Plan will not be activated for Exercise Alerts. Receipt of such alerts will be passed to selected SSC and FOSC management and not commenced generally at SSC.
- d. Announcements of Civil Defense Conditions (DEFCON's) will be made as defined by the NASA Emergency Director over the site-wide PA system. For DEFCON ONE all SSC employees will proceed directly to designated shelter areas.
- e. Outside normal SSC work hours, Civil Defense Warnings may be received over radio/television media in which case FOSC employees may proceed, if possible, with their dependents directly to the designated Shelter Area at SSC.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 133 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### L.3 Responsibilities

This Plan identifies responsibilities in maintaining readiness for and conducting an organized shelter management system should deteriorating national conditions warrant implementation.

#### L.3.1 SSC Director or SSC Emergency Director

Direction to implement this plan upon receipt of a Civil Defense Warning will be given by the SSC Director or SSC Emergency Director.

#### L.3.2 SSC Fire Chief/Duty Lieutenant

The FOSC Fire Chief or Fire Captain on duty, will, when notified:

- a. Assemble adequate emergency fire protection equipment at a specially designated area serving as the Civil Defense Command Post in Building 4995 (see section L.4).
- b. Place firemen in each occupied shelter equipped to provide emergency fire protection, supervision and rescue services for personnel within.
- c. Maintain contact with the FOSC Emergency Support Coordinator.

#### L.3.3 SSC Emergency Director

- a. If time permits (defined by DEFCON Code), the SSC Emergency Director may elect to temporarily activate the SSC EOC in Building 1100 to coordinate preparation activities for the pending attacks.
- b. If time does not, he may immediately establish the Civil Defense Command Post.
- c. In either case, the FOSC Emergency Support Coordinator will be responsible for directing FOSC Project activities either directly from the SSC established center or through activation of the FOSC Emergency Support Center in Building 2201.

#### L.3.4 FOSC Emergency Support Coordinator

FOSC Emergency Support Coordinate duties shall include:

- a. During pre-attack phase:
  - (1) Store and maintain Civil Defense Emergency Kits in the SSC shelters.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 134 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (2) Monitor the National Warning System in the Security Dispatch Office, notify the SSC Emergency Director when an alert is received, and make announcements of Civil Defense conditions over the site wide PA system when directed by the Emergency Director.
  - (3) Activate the SSC Civil Defense Command Post when directed by the SSC Emergency Director or when a site wide warning is received.
  - (4) Move emergency, fire, medical and security equipment into the Data Acquisition Facility Civil Defense Command Post, Building 4995.
  - (5) Direct Emergency Team Units to prepare for or report to, as appropriate, the SSC Civil Defense Command Post.
  - (6) Initiate and maintain a log of all events.
- b. During Fall-out phase:
- (1) Conduct periodic radiation surveys inside and outside of the shelter areas (when feasible) during the fallout phase.
  - (2) Maintain current information on fallout patterns as received from the NAWAS or other sources and from predictions made as a result of local weather conditions.
- c. Upon determination of an "All Clear" by the SSC Emergency Director:
- (1) Assess or perform a survey of SSC facility, utility and system status.
  - (2) Initiate the Disaster Recovery Plan for SSC as specified by the SSC Emergency Director.

### **L.3.5 SSC Security Contractor**

The SSC Security Contractor dispatcher will monitor the National Warning System (NAWAS).

### **L.4 General Information**

- a. Depending upon the warning time available prior to attack upon the SSC or surrounding area by unfriendly forces, the seeking of shelter for oneself and his/her dependents is an individual responsibility except for those FOSC Project employees with assigned duties as specified in this Civil Defense Plan.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 135 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- b. The SSC Emergency Director shall determine shelter identifications and capacities.
- c. The Civil Defense Command Post at SSC is located in the EOC which is located in Building 8000.
- d. Civil Defense Warnings will be received at SSC through the National Warning System (NAWAS) monitored by the SSC Security Dispatcher, the establishment of Defense Readiness Conditions (DEFCON's) through the Federal Office of Emergency Preparedness, from the State of Mississippi Emergency Management Agency or other NASA organizational authority.

L.5 Definitions

See Appendix A

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX M – CHEMICAL, BIOLOGICAL OR RADIOLOGICAL ATTACK PLAN**

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### M.1 Purpose

- a. This plan details procedures that must be followed in the event of a chemical, biological or radiological (CBR) release to protect and secure building air environments, to minimize and evaluate the spread of the agent used in the attack and to evaluate personnel and provide medical aid.
- b. Terrorism events have increased interest in the vulnerability of workplaces to airborne chemical, biological or radiological threats. Of particular concern are the airflow patterns and dynamics in buildings, specifically the building heating, ventilating and air conditioning (HVAC) systems. These systems can become an entry point and a distribution system for hazardous contaminants, particularly CBR agents.
- c. This plan will also provide guidance on preparing in advance for effective decisions in the midst of a CBR incident.
- d. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Emergency Director
  - SSC Security Contractor
  - SSC Facility Managers
  - FOSC Emergency Support Coordinator
  - FOSC EMCS
  - FOSC HVAC

### M.2 General

- a. Preventing terrorist access to targeted facilities requires physical security of entry, storage, roof, and mechanical areas, as well as securing access to the outdoor air intakes of the building HVAC system.
- b. The physical security needs of each building should be assessed.
- c. Facility managers should become familiar with their buildings to understand what assets require protection and what characteristics about the building or its occupants make it a potential target.
- d. Some physical security actions are applicable to many building types; i.e., preventing access to outdoor air intakes, establishing a security zone around outdoor air intakes;

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

preventing public access to mechanical areas; isolating lobbies, mailrooms, loading docks, and storage areas; securing return air grilles; and restricting access to building information.

### M.3 Responsibilities

#### M.3.1 FOSC Emergency Support Coordinator

The FOSC Emergency Support Coordinator will:

- a. Advise Emergency Management & Control Systems (EMCS) to regulate or shut off airflow and pressure within building(s) on an emergency response basis to avoid the introduction of a CBR agent from outside or prevent the spread of a CBR agent released in the building and/or ensure the safety of egress pathways. HVAC systems should be isolated and the areas maintained at a negative pressure relative to the rest of the building, but at positive pressure relative to the outdoors. Physical isolation of these areas is critical to maintaining the pressure differential. HVAC personnel can assist in determining if the recommended isolation is feasible for the area.
- b. Assess filtration such as investigating high filtration efficiency, upgrading filtration, etc.
- c. Ensure periodic HVAC Shop staff training in system operation and maintenance is conducted. This training should include the procedures to be followed in the event of a suspected CRB agent release, health and safety aspects for maintenance personnel, and potential health consequences to occupants of poorly performing systems.
- d. Ensure current, accurate HVAC diagrams and HVAC system labeling is addressed.
- e. Ensure preventive maintenance schedules are followed for cleaning and maintaining ventilation system components.

#### M.3.2 SSC Security Contractor

The Security Contractor will:

- a. Monitor building access, paying particular attention to preventing public access to outdoor air intake areas.
- b. Perform increased surveillance of lobbies, mailrooms, loading docks and storage areas.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

c. Provide security checks of individuals and packages prior to site entry and/or entry into secure areas per established layered levels of security access and in accordance with established procedures.

d. In the event of a suspect or actual incident, make key notifications to the following:

- FOSC-Fire Department
- NASA Security Office
- FOSC Safety
- NASA External Affairs
- NASA Legal\*
- NASA S&MA\*
- NASA Emergency Coordinator\*
- SSC Medical\*

\*Only called by the direction of the IC or the Emergency Director.

### **M.3.3 SSC Facility Managers**

SSC Facility Managers will:

a. Be familiar with their buildings and understand what assets require protection and what characteristics about the building or its occupants make it a potential target. Managers should first look for items that are most vulnerable and can be addressed easily. Additional measures should be implemented as feasible. The goal is to make each building an unattractive target for a CBR attack and to maximize occupant protection should an attack occur.

b. Conduct a walk-through inspection of their respective building(s) and its systems, including the HVAC, fire protection, and life-safety systems. During this inspection, facility managers should compare the most up-to-date design drawings available to the configuration of the existing systems. If discrepancies are noted, an evaluation by a qualified HVAC professional should be conducted to establish a useful baseline. Items to be considered in this walk-through inspection are:

- (1) What is the mechanical condition of the equipment?
- (2) What filtration systems are in place? What are their efficiencies?
- (3) If all equipment appropriately connected and controlled? Are equipment access or mechanical equipment room (MER) doors and panels in place, appropriate sealed and locked?

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (4) Are all dampers (outdoor air, return air, bypass, fire and smoke) functioning? Check to see how well they seal when closed.
  - (5) How does the HVAC system respond to manual fire alarm, fire detection, or fire-suppression device activation?
  - (6) Are all supply and return ducts completely connected to their grilles and registers?
  - (7) How is the HVAC system controlled? How quickly does it respond?
  - (8) How is the building zoned? Where are the air handlers in each zone? Is the system designed for smoke control?
  - (9) How does air flow through the building? What are the pressure relationships between zones? Which building entryways are positively or negatively pressurized? Is the building connected to other buildings by tunnels or passageways?
  - (10) Are utility chases and penetrations, elevator shafts, and fire stairs significant airflow pathways?
  - (11) Is there obvious air infiltration? Is it localized?
  - (12) Does the system provide adequate ventilation given the building's current occupancy and functions?
  - (13) Where are the outdoor air louvers? Are they easily observable? Are they or other mechanical equipment accessible to the public?
  - (14) Do adjacent structures or landscaping allow access to the building roof?
- c. Ensure mechanical equipment rooms (MER's) are locked to restrict access and tampering with facility's centralized mechanical systems (HVAC, elevator, water), including filters, air handling units and exhaust systems.
  - d. Identifying suitable "shelter-in-place" areas (if they exist) and personal protective equipment.
  - e. Establish appropriate procedures for communicating instructions to building occupants and directing emergency evacuations.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

f. Ensure staff is trained, particularly for those with specific responsibilities during an event and those with special needs (e.g., medical conditions, disabilities, etc.). This training should cover both internal and external events.

g. Perform periodic practice drills, similar to the common fire drill, to test the effectiveness of established plans and procedures and evaluate building occupant and support personnel responses.

### **M.3.4 Fire Department**

The Fire Department will:

a. Treat this response as a Hazmat Response and the Hazmat Team will follow guidelines established in SWI-1740-0026, Hazardous Materials Incidents and Response Plan.

b. The Hazmat Team will perform the following actions as appropriate:

- (1) Incident Assessment
- (2) Initial Notifications
- (3) Scene Control/Perimeter Establishment/Area Isolation
- (4) Product Identification/Information Gathering
- (5) Selection of appropriate PPE
- (6) Zone Establishment
- (7) Entry Preparation
- (8) Entry/Rescue/Sample Collection
- (9) Decontamination
- (10) Medical Support
- (11) Patient Transport
- (12) Incident Stabilization
- (13) Re-Assessment of Authority/Jurisdiction\*

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 141 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (14) Record keeping/reporting
- (15) Post-Incident Analysis
- (16) Termination Notification

\* May occur at any time during the incident response. Depending on the circumstances of the incident, it may be necessary to rapidly involve local, state, and federal agencies.

c. If a terrorism event is confirmed, the IC will establish a Unified Command (UC) with Site Security. Security will treat the area as a crime scene. Access to the incident area will be strictly limited and enforced. Personnel who are not part of the Emergency Response Team will not be allowed access in the area without the permission of both Unified Commanders.

d. If a terrorism event is confirmed, the IC will notify the Hancock County Emergency Management Agency, the Hancock County Sheriff's Office, the FBI (Gulfport Office) and the NASA Office of the Inspector General.

#### M.4 BIO-Terrorism Events

a. In the event that a suspicious material is identified, the SSC Fire Department Hazmat Team will utilize sample collection and Ruggedized Advance Pathogen Identification Device (R.A.P.I.D) analysis, as appropriate, to verify the presence/absence of the anthrax-producing organism. (Bacillus Anthracis).

b. Prior approval must be obtained from the on-scene Law Enforcement Authority to ensure that the crime scene and evidence are preserved.

c. The (2) R.A.P.I.D. FOSC IH operator will be notified for sample analysis support.

d. The Hazmat Team will collect a representative sample, utilizing an evidence container issued by the Security Commissioner.

e. The Hazmat Team will decontaminate the external sample container and submit the sample to SSC Security for transport to the R.A.P.I.D Laboratory, Building 1105. (Security will complete the Chain of Custody form provided as Attachment A.)

f. Security will deliver the sample to the R.A.P.I.D. Laboratory and transfer custody of the sample to the R.A.P.I.D. Operator.

g. R.A.P.I.D. Operator will prepare and analyze the sample and report results to the IC.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

h. The Medical Clinic will examine all personnel exposed to the agent, and record all actions taken.

M.5 Definitions

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX N – POTABLE WATER CONTAMINATION PLAN**

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### N.1 Purpose

- a. Over a period of time several neighboring communities have received threats of chemical contamination of their water systems. This plan will provide guidance to personnel in the investigative and corrective actions required for the protection of the SSC potable water system in the event of a threat by chemical injection.
- b. This Plan serves as a guide to all FOSC Project personnel who may be called upon to render service in the implementation of corrective measures required to alleviate any danger to all SSC personnel.
- c. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Emergency Director
  - SSC IC
  - SSC Security Contractor
  - FOSC Emergency Support Coordinator
  - FOSC Utility Systems Supervisor
  - FOSC Safety and Mission Assurance
  - FOSC Environmental Services

### N.2 Concept of Operations

- a. Upon receipt of a report that the SSC potable water system has been threatened, the FOSC Emergency Support Coordinator will secure the system, notify the Fire Department of the need to switch to the alternate water supply to maintain adequate fire protection and dispatch units to investigate the various system indicators for signs of foul play.
- b. This Plan will be implemented under the direction of the FOSC Emergency Support Coordinator based upon the advice and information obtained from the SSC Emergency Director. If federal or local law enforcement officials/investigators are requested by the SSC Emergency Director to come to SSC, SSC Security will cooperate with and assist such units to the maximum degree.

### N.3 Responsibilities

#### **N.3.1 FOSC Emergency Support Coordinator**

FOSC Emergency Support Coordinator will:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- a. Notify and keep the key FOSC Project and subcontractor personnel informed of the situation, requirements and actions to be taken.
- b. Notify the SSC Emergency Director of all findings and coordinate further actions.
- c. Request the services of additional personnel if required.
- d. Submit a report to the SSC Emergency Director that will include documentation of manpower utilized, cost and corrective actions taken.
- e. Request the SSC Security Contractor to provide personnel to control access into the area.

### **N.3.2 Utility Systems**

The FOSC Supervisor, Utility Systems will:

- a. Dispatch personnel to each vulnerable component of the water system for verification of foul play per the established detection indicators.
- b. Report the investigative results to the Emergency Support Coordinator.

### **N.3.3 FOSC Manager, S&MA and Environmental Services**

The FOSC Manager, S&MA and Environmental Services will:

- a. Request support required to collect water samples for analysis.
- b. Coordinate with Facilities Systems Departments to ensure that the potable water system remains in shut-down status until determined to be safe.
- c. Provide technical advice and assistance to the FOSC Emergency Support Coordinator.
- d. Investigate and document the incident.

### **N.4 Definitions**

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX O – POWER FAILURE PLAN

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### O.1 Purpose

The possibility exists for a major power failure at SSC. This may result from failure of an off-site source or from an on-site malfunction. This Plan provides for the control of such emergency conditions during the location and correction of such a failure.

This Power Failure Plan provides for corrective measures to control emergency conditions and restore electrical service in the event of a major power failure.

The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:

- SSC Emergency Director
- SSC IC
- FOSC Emergency Support Coordinator
- FOSC Emergency Team Leader
- FOSC High Voltage System Engineer
- TOC Electrical Generator Operator

### O.2 Concept of Operations

a. Site-wide power failures can result from failures to off-site or on-site electrical distribution systems. The extent of corrective actions is determined by the predicted duration of the power outage, the time of day and whether or not the generators at the high pressure industrial facility (HPIW) are on line at the time of the failure. It should be noted that the generators would not be on line during a power failure unless advance warning of an imminent power failure is given.

b. The sequence of activity required during a loss of commercial power is determined by the status of the generators in the HPIW facility. The course of actions follows:

(1) Electrical Generators Off-Line:

(a) The TOC Electrical Generator Operator will notify the FOSC High Voltage System Engineer of the power failure.

(b) The FOSC High Voltage System Engineer will check with Mississippi Power Company Dispatcher in Gulfport, MS to determine the estimated duration of the power outage.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

(c) If the power outage is to be LESS THAN THIRTY MINUTES DURATION, the Electrical Generation Plant will not be placed in service.

(d) If the power outage is to be IN EXCESS OF THIRTY MINUTES DURATION, the Electrical Generation Plant will be placed in service.

(2) Electrical Generation Plant On-Line:

(a) The TOC Electrical Generator Operator will notify the FOSC High Voltage System Engineer of the power failure.

(b) Once minimum power requirements for Shuttle support activities are met, the TOC Electrical Generator Operator will incrementally restore service to other critical areas. Proper positioning of main station switching, as directed by the FOSC High Voltage System Engineer will restore service to these areas.

c. An on-site malfunction resulting in circuit power failures to a building or area requires that the Supervisors of the affected areas notify EMCS at 83381. The FOSC High Voltage System Engineer will then initiate the appropriate actions to isolate and repair the problem.

O.3 Responsibilities

**O.3.1 FOSC Emergency Support Coordinator**

The FOSC Emergency Support Coordinator is responsible for:

- a. Immediately following the notification requirements as listed on Table 20.O.
- b. Coordinating with the SSC Emergency Director.
- c. Requesting the services of additional Emergency Team members if required.
- d. Submitting to the SSC Emergency Director a report of the power failure, which includes documentation of manpower, utilized, materials expended, costs, damage to property and the extent of repairs affected.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 20.O - Power Failure Plan Notification List**

Emergency Generation  
Plant Operator  
688-3695

SSC/FOS Contract High Voltage  
System Engineer  
688-1499

FOS Contract Emergency Support  
Coordinator  
688-3807

SSC Emergency  
Director  
688-1417 / 688-2004

FOS Contract Project Manager  
688-6588

FOS Contract Manager S&MA  
688-6578

Security Dispatcher  
688-3636

Fire Department Chief  
688-3639

SSC IC  
688-2144

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### **O.3.2 FOSC Emergency Team Leader**

The FOSC Emergency Team Leader is responsible for:

- a. Coordinating the activities of the Emergency team if services of the Team are requested by the FOSC Emergency Support Coordinator.
- b. Assessing the situation in the power failure area to determine additional support requirements required to control the situation.

### **O.3.3 FOSC High Voltage Systems Engineer**

The FOSC High Voltage System Engineer is responsible for:

- a. Immediately notifying the FOSC Emergency Support Coordinator of the power failure.
- b. Directing the effort to affect electrical distribution system repair.
- c. Submitting a detailed report to the FOSC Emergency Support Coordinator including particulars of the failure such as manpower and material requirements, costs, damage assessments and repairs.

### **O.3.4 Electrical Generation**

The Electrical Generator Operator on duty in the Electrical Generation Plant, B4400, at the time of the failure is responsible for:

- a. Immediately notifying the FOS Contract High Voltage System Engineer of the failure.
- b. Assisting in emergency control and system repair as directed.

### **O.4 Definitions**

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 21.O - Emergency Power Connection Procedure (B1100)**

POWER

REQUIREMENTS

CONNECTION INSTRUCTIONS

BUILDING 1100, WEST WING, CAFETERIA, PANEL 1 5R

GEN: 100KW

WIRE: 4/0

VOLT: 277/480

3 PHASE

1. EMERGENCY POWER HOOK-UP LEADS FROM PORTABLE GENERATOR TO TOP LUGS ON DISCONNECT LOCATED OUTSIDE WEST MECHANICAL ROOM (INSIDE FENCED AREA WITH 13.8 PAD MOUNT TRANSFORMERS).
2. CONNECT GROUND-TO-GROUND ROD.
3. OPEN OPERATOR DISCONNECT ON GENERATOR, CHECK FOR PROPER VOLTAGE, IF CORRECT CLOSE DISCONNECT AND CHECK PHASE ROTATION AT 400 A DISCONNECT.
4. AT TRANSFORMER SWITCH IN MECHANICAL ROOM, OPEN NORMAL POWER BREAKER, CLOSE GENERATOR POWER BREAKER AND OPEN OTHER LOAD BEARING BREAKERS AT TRANSFER SWITCH. CLOSE DISCONNECT OUT BY 13.8 TRANSFORMERS. THEN CLOSE LOAD BEARING BREAKERS AT TRANSFER SWITCH.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 22.O - Emergency Power Connection Procedure (B-2203)**

POWER

REQUIREMENTS

CONNECTION INSTRUCTIONS

BUILDING 2203, CO2 SYSTEM

GEN: 30KW

WIRE: 12/5

CABLE

VOLT: 208

3 PHASE

1. EMERGENCY POWER CONNECTION IS TO BE MADE AT DISCONNECT SWITCH FOR CO2 SYSTEM.
2. TURN OFF DISCONNECT THAT FEEDS CO2 SYSTEM.
3. ARRANGE FOR ACCESS TO OFFICE AREA AND PANEL "LG".
4. TURN OFF 3 PHASE BREAKER #9-11-13 IN PANEL #LG, LOCK AND TAG.
5. DISCONNECT LINE SIDE OF CO2, DISCONNECT AND TAPE LEADS.
6. HOOK UP GENERATOR LEADS TO LINE SIDE OF CO2 DISCONNECT, CONNECT GROUND-TO-GROUND ROD.
7. OPEN DISCONNECT ON GENERATOR, START GENERATOR, CHECK FOR PROPER OUTPUT VOLTAGE, IF CORRECT, CLOSE DISCONNECT, CHECK PHASE ROTATION AT CO2 DISCONNECT, IF CORRECT, CLOSE CO2 DISCONNECT.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 151 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX P – ENVIRONMENTAL INTEGRATED CONTINGENCY PLAN**

The Environmental Integrated Contingency Plan is provided in SCWI-8500-0020-ENV and is incorporated here by reference.

The Fire Department Operations Plan is provided in SWI-8838-0001 and is incorporated here by reference. Fire Protection/Prevention Program Plans have been prepared for each building at Stennis Space Center, a copy of which is maintained by the Fire Department. Procedures for accounting for employees, contractors and visitors are covered under each individual Fire Protection / Prevention Plan and the Reporting Process Evacuation Plan, SSP 8838-0002.

Procedures and training for operating critical equipment in responding to the above emergency plans are maintained either in the above plans, as standard operating procedures for operating the critical equipment, or in SWI-8834-0001, Lifting Devices and Equipment Management Plan.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX Q – COMMUNITY DISASTER / RECOVERY PLAN**

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### Q.1 Purpose

- a. The possibility of a threat or occurrence of a disastrous situation, which could threaten communities that surround SSC, requires that certain preliminary plans be established to allow for the timely response to the needs of those communities. The FOSC Project will assist these communities as requested by SSC by furnishing those resources at its disposal as required by local governments.
- b. This plan identifies and establishes policies which will be adhered to by all SSC employees and subcontractors to support relief efforts for local communities, and alleviate any suffering and damage resulting from natural or man-made disasters.
- c. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Emergency Director
  - SSC IC
  - FOSC Emergency Support Coordinator
  - FOSC Emergency Team Leader
  - FOSC Institutional Services Manager
  - FOSC Human Resources Manager
  - FOSC Alternate Emergency Support Coordinator
  - FOSC Contracts
  - FOSC Utility Management Supervisor
  - FOSC Medical Director

### Q.2 Concept of Operations

- a. In the event of a community disaster, the EOC in Building 1100 may be activated by the SSC Emergency Director.
- b. The FOSC Emergency Support Coordinator will initiate the Emergency Teams and set up the Emergency Support Center in Building 2201.
- c. The Emergency Support Coordinator will obtain approval for any action requiring the use of NASA funds for the community disaster relief from the SSC Emergency Director.
- d. The Emergency Support Coordinator will discharge the various Emergency Teams to accomplish the following:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 153 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (1) Clear of debris and wreckage blocking public access.
- (2) Assist in the distribution of foods and other consumables.
- (3) Provide emergency shelter at the SSC facilities.
- (4) Provide emergency communications from the community to outside the disaster area.
- (5) Utilize automotive equipment and services in support of establishing communication outside the disaster area.
- (6) Make emergency procurement in support of the foregoing.
- (7) Distribute medical services including medication and immunization. These services shall be administered under the direct supervision of the SSC Medical Director.

### Q.3 Responsibilities

#### Q.3.1 FOSC Emergency Support Coordinator

The Emergency Support Coordinator will be responsible to the FOSC Project Manager for coordinating all activities performed by all FOSC employees in support of site readiness preparations and damage control. The FOSC Emergency Support Coordinator will work under the direction of the SSC Emergency Director and will be responsible for:

- a. Implementing the SSC Community Disaster/Recovery Plan.
- b. Coordinating all activities of SSC/FOS Contract employees (i.e., Emergency Teams) engaged in this plan.
- c. Providing labor pools for the disaster relief operations.
- d. Selecting a team to provide logistic support.
- e. Segregating respective costs, with supporting documentation of conducting community disaster operations directed by the NASA/SSC.
- f. Taking appropriate action to restore functional capability to support SSC operations, obtaining NASA approval where such recuperative action entails use of NASA funds.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

g. Staffing a 24-hour, 7-day per week EOC Center, Building 1100, for the SSC Emergency Director for control of disaster relief operations.

h. Broadcasting announcements on the site-wide paging system when requested by the SSC Emergency Director.

i. Maintaining all radio communications networks.

### **Q.3.2 FOSC Emergency Team Leader**

The FOSC Emergency Team Leader will:

a. Coordinate with the Technical Services contractor to restore telephone service between the SSC and the stricken areas, and reestablish, where disrupted, SSC communications in NASA networks.

b. Fulfill vehicle requests from Emergency Teams.

c. Maintain status of off-site vehicles through trip tickets, custody cards, or other control systems.

### **Q.3.3 FOSC Institutional Services**

The FOSC Manager, Institutional Services, will:

a. Arrange for emergency warehouse issues.

b. Provide and implement emergency procurement procedures for emergency materials.

c. Inform FOSC Emergency Support Coordinator of all equipment and/or supplies available for utilization in relief activities.

### **Q.3.4 FOSC Human Resources**

The FOSC Manager, Human Resources will:

a. Set up a recovery office and promulgate routine bulletins for advising FOSC employees requiring disaster assistance.

b. Establish contact with local offices of the Federal Disaster Assistance Administration, National Red Cross, Small Business Administration and similar agencies.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- c. Advise FOSC employees where and how individual emergency needs may best be met.

### **Q.3.5 FOSC Alternate Emergency Support Coordinator**

The FOSC Alternate Emergency Support Coordinator(s) will:

- a. Receive, evaluate and fulfill requests from Emergency Teams for additional personnel.
- b. Maintain FOSC Emergency Support Center in Building 2201 and status of Emergency Team personnel.
- c. Dispatch work parties, each under the direction of a qualified lead.
- d. Fill work force needs from pools as authorized.
- e. Equip and instruct work parties adequately for assignments.

### **Q.3.6 FOSC Contracting**

The FOSC Contracting Office will provide guidance to outside purchase limitations.

### **Q.3.7 FOSC Utility Management**

The FOSC Supervisor, Utility Management, will dispatch personnel and equipment to assist in providing temporary utilities.

### **Q.3.8 FOSC Medical Director**

The FOSC Medical Director will:

- a. Coordinate medical and sanitation support with local, county and state health authorities.
- b. Plan for the eventuality of care for evacuees on site.
- c. Coordinate with the SSC/FOS Contract Emergency Support Coordinator at all times.

### **Q.4 Definition**

See Appendix A.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX R: PANDEMIC RESPONSE**

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### R.1 Purpose

This appendix is now incorporated into SPLN-1040-0005, Continuity of Operations Program Plan. It was deleted from this plan due to employee sensitive information.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## APPENDIX S: SECURITY EMERGENCIES

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### S.1 Purpose

- a. Violence including armed assault, simple assault, intrusions, barricaded person(s), hostage situations, robbery, escaped inmates, shootings and other hazard specific (security) disturbances to the missions of NASA and other Government agencies on SSC may occur. When such action threatens the safety of SSC employees, Government property or the ability to conduct operations at SSC, or when civil authorities request assistance from NASA due to disturbance in the local community, this Plan will be placed into effect as guidance to actions required of SSC personnel.
- b. In a security emergency at SSC, the FOSC will provide support to the SSC Security Contractor to prevent injury to personnel and to protect FOSC Project personnel who may be called upon to render assistance in such a situation.
- c. The following SSC key personnel and/or SSC Contractor personnel will be involved in the coordination of this plan:
  - SSC Security Contractor
  - SSC Security Contractor Dispatcher
  - SSC Emergency Director
  - SSC IC (Security Officer or his/her designated representative)
  - SSC Emergency Support Coordinator
  - FOSC Medical Director
  - FOSC Institutional Services Manager
  - SSC Public Affairs Office
  - SSC Contracting Officer
  - SSC Legal Office

### S.2 Concept of Operations

- a. SSC Security Contractor conducts principal actions during security emergencies.
- b. When a security emergency exists or it becomes apparent one is impending; responsibility for coordinating NASA/Contractor/other resident agencies for NASA/SSC rests with the FOSC Project personnel who may be called upon to render assistance in such a situation.
- c. Activation of the SSC EOC in Building 1100 will depend upon the type and degree of disturbance involved. To coordinate actions, record and serve as a status reporting point, the FOSC Emergency Support Coordinator will activate the FOSC Emergency Support Center in Building 2201.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

d. Situation and assumptions

(1) Situation - Threat analyses and security assessments, both internal and external; have identified possible risks and hazards to SSC and employees working there. Each contingency is addressed specifically in planning documents maintained by the Security Office that are entitled internal SSC Security Office Management Directives, SSC Common Work Instructions and the “NASA Contingency Plans for Stennis Space Center.”

(2) Assumptions - The response of SSC security personnel to an emergency Situation may involve the expansion and reorganization of routine services. If site capabilities are exceeded, support will be available from local, state, and federal law enforcement agencies. Concurrent jurisdiction enables a multi-agency response to enforce laws at SSC. There are no *Mutual Aid Agreements* or documents necessary for the allocation of these resources.

e. General

(1) The Center Security Officer or designated representative will be the IC for SSC responses to security contingencies; i.e., hostage situations, barricaded person, armed assault, robbery, intrusions, and all incidents which can be defined as a security contingency. Security will be involved with “Workplace Violence” issues as long as the possibility for violence is present at the scene of the incident.

(2) SSC security emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.

(a) The ICS includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope

(b) Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management

f. Implementation of NIMS/ICS

(1) The first official responder on the scene of an emergency situation should initiate the ICS and establish an EOC. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.

(2) During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multi-agency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the EOC. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

g. Phases of Management

(1) The SSC Security Office divides mitigation into two periods as follows:

(a) *Normal Preparedness Period:* All organizations that have responsibilities under this *Plan* should prepare supporting plans that are compatible with this document. These plans include checklists for disposition of resources, and current notification and call-back lists

(b) *Increased Readiness Period:* This period is initiated upon receipt of warning, such as advanced intelligence of a protest demonstration. In this phase, all organizations named in this document should initiate an immediate review of this *Plan* and supporting plans, increase training of personnel, inspect and issue equipment, and consider increasing or decreasing public information efforts

(2) Preparation and response

Security Office preparations include the following:

(a) *Pre-impact Phase:* Actions taken during this phase are generally associated with minimizing damage from developing contingency situations. Countermeasures taken during this phase are designed to protect personnel and property as much as possible before the emergency reaches the next phase. Security actions during this phase include:

- Warning SSC personnel who are endangered by a developing emergency
- Advising appropriate agencies or organizations to activate resources

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- Preparing the affected area for the full impact of the developing emergency
- Establishing contact with local outside agencies to facilitate response if it becomes necessary

(b) *Immediate Impact Period:* This period is associated with actions taken to protect personnel and material during the peak of an emergency. Supporting SSC organizations will act according to the provisions of appropriate sections in this *Plan, and/or internal Management Directives* of the organization that apply. Typical actions taken during this period include:

- Disseminating warning, emergency public information, and other instructions to SSC personnel
- Inspecting and evaluating the emergency situation. This action will be assumed by the IC (IC) or designated representative. The IC will ensure all precautions are taken to protect lives, the environment, and property
- Take steps to contain or neutralize any pending threat
- Mobilizing, allocating, and staging personnel and equipment
- Conducting evacuation and assisting in rescue operations as needed
- Insuring Medical Units are requested for the care and treatment of the injured and/or casualties
- Providing vehicle and crowd control
- Restoring essential functions, facilities, systems, and services

(c) *Sustained Emergency Period:* This period begins after immediate, essential actions have been taken to protect personnel and property. During this period, the emphasis is on rehabilitating people and property affected by the emergency.

### (3) Recovery

During this phase, management priority is given to identifying and satisfying recovery needs. Actions taken during this phase are intended to restore mission-critical services and equipment, to reinstate conditions for the comfort and security of

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

personnel, and to examine and critique the procedures followed during the emergency to improve future performance in similar situations.

### S.3 Responsibilities

#### S.3.1 SSC Security Contractor

SSC Security Contractor will exercise the following:

- a. Notify the SSC Emergency Director (or his/her representative) when a security emergency is observed or reported
- b. Provide security services at security emergency site to ensure the safety of SSC employees and Government property
- c. Provide increased security awareness procedures as outlined in Section S.4

#### S.3.2 FOSC Contract Personnel

- a. The FOSC Emergency Support Coordinator will activate the Emergency Operations Center in Building 1100 as directed by the SSC Emergency Director and shall direct any support activities of FOSC Project and subcontractor personnel
- b. The FOSC Medical Director shall provide medical care as required
- c. The FOSC Institutional Services Manager will provide the following services upon request:
  - (1) Special food services in the Main Cafeteria
  - (2) Photography services
  - (3) News releases as coordinated with the SSC Public Affairs Officer
  - (4) Assist in the processing of NASA/SSC equipment or material loaned to civil authorities
- d. The Legal Office will provide legal advice and assistance as required

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 162 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### S.3.3 SSC Personnel

- a. SSC Personnel will immediately report actual or suspected civil disturbance activity to the Security Dispatcher at extension 911.
- b. The very nature of security emergencies that may dictate activation of this Plan includes a major threat to the personnel and property of SSC and may cause extreme difficulty to NASA, and resident contractors and agencies as well as other law enforcement authorities called upon to maintain and restore order. Accordingly, all SSC employees are expected to remain away from the scene or area of security emergencies (Hot Zone) and avoid secondary or actual participation except as directed in an official capacity by the FOSC Emergency Support Coordinator.

### S.4 Increased Security Awareness Procedures

These procedures will be implemented when circumstances dictate the need for increased security awareness at SSC. Potential situations to which these instructions may apply include security emergencies and bomb threats on the installation.

#### S.4.1 Actions Required

- a. Entry to and exit from SSC will be controlled by:
  - (1) Establishing a single auto lane at both main gates
  - (2) Doubling the guard assignments to each gate
  - (3) Closing the North and South Gate Reception Centers
  - (4) Requiring proper identification of all individuals entering and exiting the site
- b. Patrol surveillance of SSC will be doubled
- c. Guards and/or auto patrols will be established at critical points identified by the situation
- d. Surveillance in the Test Complex will be increased as appropriate to the situation including posting of a patrol in the High Pressure Industrial Gas and High Pressure Industrial Water Plants, Building 4400 and Building 4995
- e. All thru-site traffic will be halted except for designated emergency vehicles

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

f. Leaflets regarding vehicle searches (NPD 1600.1) will be distributed to vehicles entering the installation

**S.4.2 Potential Special Actions Required**

- a. If the security event occurs during non-working hours at SSC and exceeds on-site staffing levels, personnel will be called in or reassigned to staff unoccupied buildings
- b. Non mission-related activities at SSC such as those sponsored by the SSC Recreation Association or college-level study courses will be curtailed during the period of the increased security awareness
- c. In the event of a security emergency, notification to and evacuation of personnel in buildings may be required and a search of the buildings will be required (See Sections S.5 and S.6)

**S.5 Security Emergency Procedures**

In the event of a security emergency at/in one of the buildings at SSC, the following actions will be taken:

**S.5.1 Building Evacuation**

- a. In the event notification of a potential security incident indicates a 30-minute (or more) period prior to the security incident from the time the threat is received, the SSC Security Officer will consult with the SSC Emergency Director and give notice to evacuate a building if deemed appropriate.
- b. In the event notification of a potential security incident indicates a period of less than 30 minutes from the time the threat is received, the SSC Security Officer will direct a Security Patrol to the building where the building evacuation alarm will be sounded or an oral announcement made over the building public address (PA) system. Details as to the reason for the required evacuation will not be given.
- c. In an actual security incident, the building evacuation alarm will be sounded or an oral announcement made over the building PA system. Details as to the reason for the required evacuation will not be given. Security will attempt to evacuate non-involved personnel to a safe distance (usually the fire marshalling area for the building unless otherwise instructed). Local/regional authorities will be contacted for assistance.

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### S.5.2 Security Incident Search

- a. Hancock County Sheriff's Office personnel and/or appropriate Federal authorities are briefed upon arrival and assisted in any way possible during the security incident.
- b. Personnel evacuated from the building will assemble in an area a safe distance away (usually the fire marshalling area unless otherwise specified). Supervisors/facility managers will then verify personnel location.
- c. In the event of an evacuation, the Search Team Supervisor will immediately determine that the search team has assembled and thereafter be watchful for, and meet with, the SSC Emergency Director, Security Officer or other authorized personnel when they arrive on the scene.
- d. If it is decided that the building is to be searched, the search team supervisor will direct the team's effort from outside the building, but will remain close to the main entrance.
  - (1) The sequence of search will be exterior, basement (if any), first floor, etc. The search team, assisted by members from each of the other search teams, will search the exterior of the building with the Search Team Supervisor in charge of the effort.
  - (2) As each succeeding floor is searched, the respective designated representative knowledgeable of the area will position himself/herself at the point from which the search pattern is started so that he/she can be readily contacted should a suspicious object be located.
- e. The Search Team Supervisor will consult with SSC Security to investigate the suspected object. If required, Security will additionally coordinate with the SSC/FOSC Emergency Support Coordinator to call in an Explosive Ordnance Disposal Team.
- f. Special care should be taken to avoid the use of radios, walkie-talkies, etc., during search operations and/or in the area of a suspected bomb.

### S.6 Hazard-Specific Contingencies

The SSC Security Office has identified several hazard-specific contingencies which may pose a threat to SSC personnel, facilities, or resources. The following is an outline of those identified hazards and of documentation designed to provide general guidance:

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

### S.6.1 Hostage Situations

A hostage situation can take place anytime, anywhere and without warning. The SSC Security Office will take all steps possible to ensure the safety of personnel in the vicinity, especially the hostage(s). SSC Security will utilize whatever resources necessary to resolve the incident.

- a. Individual employees in the vicinity of a hostage situation should do the following:
  - (1) If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred. The employee should insure their safety and be prepared to assist SSC Security in their investigation of the incident
  - (2) If possible, evacuate the immediate area
  - (3) Do not attempt a rescue
  - (4) Remain calm
  - (5) Do not initiate discussions with the perpetrator if you are in the immediate area

### S.6.2 Barricaded Person

The SSC Security Office may be called upon to respond to a building or facility on-site where a person is barricaded in. The immediate Security Office response will be to ensure the safety of personnel in the affected area. This is a potentially volatile situation that will be handled with the utmost respect and care.

SSC Security will utilize whatever resources necessary to resolve the incident.

- a. Individual employees in the vicinity of a barricaded person situation should do the following:
  - (1) If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred. The employee should insure their safety and be prepared to assist SSC Security in their investigation of the incident
  - (2) If possible, evacuate the immediate area

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 166 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (3) Remain calm
- (4) Do not initiate discussions with the perpetrator if you are in the immediate area

### **S.6.3 Armed Assault**

An armed assault at SSC could take several forms, occur at any time, and vary in severity. In all cases, armed assaults will necessitate a coordinated response to control the situation, gather evidence and reduce the risk factor. The SSC Security Office will take all steps possible to ensure the safety of personnel and property. SSC Security will utilize whatever steps are necessary to resolve the incident.

- a. Individual employees in the vicinity of an armed assault should do the following:
  - (1) If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred.
  - (2) If possible, evacuate the immediate area. If this cannot be done safely, employees should ensure their safety by remaining concealed from the threat until help arrives.
  - (3) Remain calm.
  - (4) Be prepared to assist SSC Security in their investigation of the incident.

### **S.6.4 Robbery**

Robbery situations at SSC will be handled immediately. The SSC Security office initial response will ensure the safety of personnel in the area after which they will eliminate or reduce losses and turn perpetrators over to appropriate agency. SSC Security will utilize whatever resources are necessary to resolve the incident.

- a. Individual employees in the vicinity of a robbery situation should do the following:
  - (1) Remain Calm
  - (2) Do not agitate the perpetrator(s)
  - (3) Do not converse unless you are asked a question

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Page 167 of 171		
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

- (4) Cooperate with the perpetrator(s)
- (5) Do not give the perpetrator(s) reason to believe they are being threatened
- (6) If possible, employees on SSC should call 911 or (228) 688-3636 immediately and provide a detailed explanation of what has occurred
- (7) If possible, evacuate the immediate area
- (8) Be prepared to assist SSC Security in their investigation of the incident

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

**Table 23.S– Security Emergency Resource Listing**

<b>SECURITY OFFICE (NASA/SSC)</b>		228-688-2004
Center Security Officer		228-688-2985
Physical Security Officer		228-688-3529
Personnel Security Officer		228-688-3592
<b>SSC Security Duty Officer/Dispatch</b>	<b>911</b>	<b>228-688-3636</b>
<b>Other On-Site Security Contacts</b>		
Naval Oceanographic Office (NAVO)		228-688-4161
National Data Bouy Center (NDBC)		228-688-3844
Naval Research Lab (NRLDET)		228-688-4876
Pratt Whitney Rocketdyne (PWR)		228-688-3572
Office of the Inspector General		228-688-2324
24-Hour Hot Line		800-424-9183
<b>FEDERAL BUREAU OF INVESTIGATION</b>		228-864-6131
Duty Officer (Suspected Terrorist Attacks ONLY)		601-948-5000
<b>FIRE DEPARTMENT</b>	Emergency	<b>911</b> 228-688-3636
	Non-Emergency	228-688-3639
<b>LAW ENFORCEMENT</b>	Emergency	<b>911</b> 228-688-3636
	Hancock County Sheriff	<b>911</b> 228-467-5101
Pearl River County Sheriff	<b>911</b>	601-403-2300
Louisiana State Police	Cell *577	985-893-6250
Mississippi Highway Patrol (MHP)	<b>Cell *MHP or 911</b>	228-432-0195
Air Force, OSI (Keesler, AFB)		228-377-3040
Army, CID (Huntsville, AL)	General Crime	256-842-2455
	After Hours	256-876-2222
Office of Security & Program Protection (OSPP)		202-358-2010
Navy (NCIS)		228-871-2222
<b>OTHER AGENCIES</b>		
Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF)		800-283-4867

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	

Responsible Office: Center Operations Directorate

**SUBJECT: Emergency Management Plan**

CSX Transportation Police Department	Railroad Police (Emergencies)	800-232-0144
Drug Enforcement Administration (DEA)		228-863-2992
Federal Emergency Management Agency(FEMA)		800-621-3362
Forest Fires		800-240-5161
Mississippi Poison Control Center		601-354-7660
National Response Center	Toxic Chemical & Oil Spills	800-424-8802
Poison Control Center		800-222-1222
US Secret Service (MS)		601-965-4436
<b>COAST GUARD SEARCH &amp; RESCUE</b>		
	Gulfport	228-863-5818
	Pascagoula	228-761-2600
	Mobile	251-441-6212
	New Orleans	504-589-6225
<b>EMPLOYEE ASSISTANCE PROGRAM/OCCUPATIONAL HEALTH</b>		228-688-3005
<b>MEDICAL CLINIC</b>		228-688-3810
<b>EMERGENCY MANAGEMENT</b>		
<i>Emergency Operations Center</i>		228-688-3777
<b>HOSPITAL EMERGENCY ROOMS</b>		
Hancock Medical Center, Bay St. Louis, MS		228-467-8600
North Shore Regional Hospital, Slidell, LA		985-649-7070
Memorial Hospital, Slidell, LA		985-6612659
Memorial Hospital, Gulfport, MS		228-867-4000
Garden Park Hospital, Gulfport, MS		228-575-7000
Biloxi Veterans Affairs Hospital		228-532-5000
Biloxi Regional Medical Center		228-432-1571
<b>LEGAL OFFICE</b>		
		228-688-2164
<b>PUBLIC AFFAIRS OFFICER (PAO)</b>		
		228-688-3249

Stennis Plan	SPLN-1040-0006	Rev. 5
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 18, 2010	
	Expiration Date: May 18, 2015	
Responsible Office: Center Operations Directorate		
<b>SUBJECT: Emergency Management Plan</b>		

## **APPENDIX T- RESERVE / NEUTRAL GATE PROCEDURES**

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### T.1 Purpose

The John C. Stennis Space Center Reserve/Neutral Gate Procedures, SPG 5200.1, is incorporated by reference into this Emergency Management Plan.