



## WELCOME TO LONGVIEW STAGING

### Columbia Shuttle Support

Longview, Texas

April, 2003

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*We appreciate the work you have done, or the work you are preparing to do in support of the Columbia Shuttle Recovery. It is our mission to support you from your arrival in Longview until you return safely back home. The following are some of our expectations for all individuals assigned to the incident.*

#### ***Incident Commander Expectations:***

- ***Provide for safety first in all incident operations:*** *Safety* will be the responsibility of everyone on the Team. All of us will make safety our goal.
- ***Service to the Host Agency:*** We are committed to *excellence in service* to the Host Agency. We will do all we can to meet their direction and expectations.
- ***Professionalism:*** *We are all professionals here.* We will conduct ourselves accordingly on this incident, and adhere to agency policy prohibiting alcohol and illegal drugs in camp and in the workplace. We will meet the intent of the work rest guidelines.
- ***Respect:*** *We will treat all individuals associated with the incident and affected by the incident with respect.* We are guests in this location and we need to act accordingly.

***Thank you for your service!***

***ALLEN CHRISMAN***

Incident Commander

#### ***Camp Conduct Expectations:***

There is **ZERO tolerance** for inappropriate behavior while assigned to this staging area. This includes conduct such as:

- Drug and alcohol use
- Unsafe actions
- Discrimination
- Sexual Harassment
- Hostile work environment
- Misuse of government vehicles and property
- Curfew violations
- Breach of security protocols
- Violation of any local, state or federal laws or regulation

### LONGVIEW STAGING CREW INFORMATION

- Manifest scheduling will take place upon arrival.
- Crew telephones are available to the Old Coca-Cola facility. These are for 1-800, or collect calls only. Phones are limited to 10 minutes maximum, and shut down at 2200 when it is lights off.
- Shower times are 0500 to 1100 and 1300 to 2300.
- Crew boss contact for needs and questions during shift will be Operations Section Chief, camp security afterwards.
- Curfew is 2200; Must be back inside camp.
- Quiet time is 2200 and lights will be turned off.
- Meal times are:
  - Breakfast 0500-0800
  - Lunch Bag available at breakfast
  - Supper 1800-2100
- Sleeping area is tight. Please conserve space by using only designated area for your crew.
- For your safety, please stay within the camp area (see map)--other areas of this complex are off limits. We appreciate your cooperation in this goal.
- Only Crew Bosses can check out equipment during the crew's stay in Longview.
- CREWS ARE NOT TO DISCUSS SPECIFIC SEARCH LOCATIONS OR ITEMS DISCOVERED WITH MEDIA.

## **LONGVIEW STAGING CREW SAFETY MESSAGE**

- **Your safety is our top priority! Make it yours too.**
- **Review the Fire Evacuation and Safety Plan (attached) and familiarize yourself with your surroundings. Note the location of the closest fire extinguisher and exit to your sleeping area.**
- **No smoking in the sleeping area or any buildings. Smoking is allowed in designated areas only.**
- **Hand washing is required before eating. Use good hygiene to prevent the spread of sickness.**
- **Scorpions may be present! Check sleeping bags before bedding down. Check shoes & boots too! Fire Ants are present! The fire ant mounds are marked with pink pin flags. Leave them alone, don't mess with them. Even though we are in town, the skunk population is high!**
- **Watch for vehicle traffic & tripping hazards.**
- **Crew weight limits, and travel restriction requirements for Demob will not be exceeded.**
- **A Medical Unit Leader is available (see map). After hours, security can contact him. EMT's are on station 24 hrs a day at the Coca-Cola plant.**
- **No portable heaters allowed in sleeping areas.**
- **No Frisbee, football, etc. playing on asphalt or concrete areas. Use grassy area for those type activities.**

## HUMAN RESOURCE MESSAGE

**We expect everyone assigned to the incident to conduct themselves in a reasonable manner inappropriate actions or behavior or comments will not be tolerated. You have a responsibility to stop inappropriate actions or behavior or comments immediately upon becoming aware of such.**

**All allegations of sexual harassment must be reported to your immediate supervisor and the Incident Human Resource Specialist within 24 hrs. of the incident taking place. If you are a supervisor and you are made aware of an incident of sexual harassment, you must report it immediately to the IC, or Human Resource Specialist. Retaliation of individuals who report discrimination including sexual harassment will not be tolerated**

# **Fire Evacuation Plan**

This Fire Evacuation Plan is prepared to provide for the life safety of all personnel working, lodging, or visiting the Longview Staging Area for the Columbia Recovery Incident. This plan is designed to provide the critical information necessary to provide for safe escape and/or evacuation of this Area in the event of an emergency. All information contained is prepared in accordance to the 2000 International Fire Codes guidelines, which are the adopted codes utilized and enforced by the City of Longview (Texas) Fire Department Fire Marshal's Office.

## **Alert or Notification System**

Longview Staging Area does not have a fire alarm system installed. Therefore, the North Idaho Zone Interagency Incident Management Team has developed a Fire Watch System to serve as the alert system for this facility. Notify City of Longview Fire Department by:

1. 911 via public or cellular telephones
2. USDA-Forest Service Law Enforcement/Security utilizing radio communication to contact the Gregg County (Texas) Sheriff's Office.

A Fire Watch will be maintained at all times when personnel are sleeping in the Longview Staging Area. This watch shall consist of USDA-Forest Service security personnel, a Radio Operator (Communications Unit), and EMT's walking/patrolling the interior and exterior of the Staging Area Facility. These personnel will be equipped with whistles, portable radio and/or cellular phone communications.

In the event of a fire emergency, the following actions will be initiated:

1. Immediately sound 3 loud blasts of the whistle
2. Contact 911 by one of the three methods described above. Describe what the nature of the emergency and location:
  - The "old Coke Plant" at 1403 West Cotton Street
  - Dresser Staging at 110 Industrial Drive
  - Mobilization center at Gregg County Airport.
3. Contact other Fire Watch personnel for assistance. Remain in the area to direct the evacuation if you can do so safely. If a fire is small, the Fire Watch should attempt to suppress with the closest extinguisher.
4. Begin directing complete evacuation of the building. This should be done in an orderly manner by directing personnel to the closest exit.
5. Upon notification, Crew Bosses will lead their crewmembers to the nearest exit in a calm and orderly manner. (See Attached Fire Evacuation Map).
6. Evacuees for Coke Plant will gather in the field on the east side of the building. Evacuees will remain in the field area until directed to return to the building by Fire Department personnel. Dresser Staging personnel should gather in the bus parking area, Airport Mobilization Center personnel should gather behind the MOB center in the grass.
7. Crew Bosses will perform a headcount for their crew. In the event that a Crew Boss cannot account for everyone in the crew, the Crew Boss will notify 'Security' immediately with the missing individual(s) name and last known location.
8. The Safety Officer and Logistics Section Chief will be contacted by phone or radio and made aware of this situation.
  - Safety Officer: Dennis Talbert 202-431-8586
  - Logistics Chief: Gary Cole 903-641-7097

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*Dennis Talbert, Safety Officer*

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*Allen Chrisman, Incident Commander*  
North Idaho Zone Interagency IMT

## Severe Thunderstorm/Tornado Action Plan

This is the season for severe thunderstorms and tornado activity in East Texas. The Longview-Kilgore area does not typically experience tornadoes. The typical severe weather for this area is downburst or "crosswind" type winds. Winds speeds may reach or exceed 100 mph, heavy/intense rainfall and large hail may be experienced. Storms typically do not last more than 45 minutes, although rain may continue for hours.

The Incident Meteorologist at Lufkin will monitor weather conditions to provide warnings to Longview Staging. The Kilgore Fire Chief has provided details on local weather. In the event of tornado activity in the area, the Longview Central Dispatch office sets off local warning sirens. There are sirens close to the Coke Plant.

In the event of severe weather, all personnel on site will be promptly notified. First notification will be to 'Communications' for immediate broadcast to all personnel. 'Security' at the Coke Plant and Dresser Staging, and Airport Mob Center 'Operations' personnel will proceed through each facility to notifying all personnel in a timely manner. Emphasis will be placed on notifying caterer and shower contractors.

### Safety Zones:

Coke Plant --- Interior rooms which do not have windows or doors opening to the outside. The downstairs hallways and interior rooms near the Hospitality Room and Medical Unit. Crews should assemble in the cooler and the rooms behind that do not have exterior walls.

Dresser Staging --- Interior rooms which do not have windows or doors opening to the outside. Storm shelter signs are posted, directing personnel to this interior room.

Airport Mob Center --- Interior rooms that do not have windows or doors opening to the outside.

Incoming crews will be briefed for severe weather and Safety Zones. Longview Staging management personnel are briefed on severe weather notification and procedures from this plan, and/or IMT meetings, and periodic Tornado Warning drills.

Communications will broadcast the "All Clear" at the completion of the weather emergency.

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*Dennis Talbert*, Safety Officer

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*Allen Chrisman*, Incident Commander  
North Idaho Zone Interagency IMT

# ATTENTION

Due to heightened security level, all persons are reminded of the following security requirements:

- **NO** unattended bags or packages are allowed. Keep all bags and packages in your immediate possession at **ALL** times
- **ALL** unattended bags and packages are subject to immediate seizure and search.
- Immediately report any unattended bags or packages or any suspicious activity to the nearest law enforcement officer

*Thank you for your assistance and cooperation*

## ***COKE PLANT-DRESSER HAZMAT EVACUATION PLAN***

High use railroad lines pass close to both the Longview Staging ICP at the Coke Plant and the Dresser Facility. This brief plan has been developed to guide procedures to safely evacuate personnel from this area in the event of a rail accident involving a Hazardous Materials spill. The plan addresses both the evacuation of people from the affected area, and the need to isolate them from others due to potential contamination.

**Longview ICP at the Coke Plant:** In the event of a major railroad accident near the Coke Plant Area:

- Security will immediately direct all overhead and crews to evacuate to the south end of the soccer field (located south of Cotton Street approximately 800 yards).
- Dresser Staging will be contacted to dispatch 10 busses (via South Eastman Road to Road 1841) to the south end of the soccer field for possible evacuation from the area.
- Until directed by either the Logistics Section Chief or Longview Fire Department Hazardous Materials Response Team, personnel will remain grouped at the south end of the soccer field.
- If evacuation from the area is warranted (as determined by the IC, LSC, SOF, or Longview Fire Department), personnel will load on waiting busses for transport to directly to the Gregg County Airport Mob Center.
- Upon arrival at the airport, vehicles will be directed to a common parking area near the Airport Annex (where the Mob Center is located). Personnel will remain in vehicles until directed by OPS, IC, or SOF.
- Decontamination of affected personnel will be at the direction of the Longview Fire Department HAZMAT Team.

**Dresser Facility:** In the event of a major railroad accident near the Dresser Staging Area:

- Security will immediately direct all staging personnel (overhead and crews) to evacuate the building and proceed to the parking lot.
- Personnel will load into buses or vans. Once loaded, personnel will "shelter-in-place", by remaining inside their vehicle (windows and doors fully closed) and ready to depart.
- Personnel will remain inside their vehicles at Dresser Staging until directed by either the Logistics Section Chief or Longview Fire Department Hazardous Materials Response Team.
- If evacuation from the area is warranted (as determined by the IC, LSC, SOF, or Longview Fire Department), personnel will remain in their vehicles for transport to directly to the Gregg County Airport Mob Center.
- Upon arrival, vehicles will be directed to a common parking area near the Airport Annex (where the Mob Center is located). Personnel will remain in vehicles until directed by OPS, IC, or SOF.
- Decontamination of affected personnel will be at the direction of the Longview Fire Department HAZMAT Team.

Critical elements of this plan include full and timely:

- 1) Evacuation of ALL Coke Plant and Dresser Facility personnel to a common location;
- 2) Confinement of ALL personnel for possible immediate transport to safe site;
- 3) Control of ALL personnel from scene to safe area; and
- 4) Control of ALL personnel at safe area for possible medical treatment and/or decontamination.

***Dennis E. Talbert***

Safety Officer

***Allen Chrisman***

Incident Commander

***Gary Cole***

Logistic Section Chief