

Stennis OSA / LSA

**Severe Weather Evacuation
And
Accountability Plan**

September 20, 2005

Approved By: _____

A large, stylized handwritten signature in black ink is written over the signature line. The signature is highly cursive and loops around itself.

CIIMT3 Incident Commander

Date: _____

9/20/05



Stennis OSA / LSA Severe Weather Evacuation and Accountability Plan

The purpose of this plan is to describe the procedures and activities necessary to safely and effectively protect personnel working at the Stennis OSA/LSA in the event of a tropical weather system affecting our area.

There are two options:

- Evacuate the impacted area
- Shelter in place

The decision to implement these actions will be made by Area Command in conjunction with the Incident Commanders.

Evacuation Levels

- **Condition 4** - Personnel in this level will begin evacuation when notified that a 72-hour notice has been given for Tropical Storm or higher projected landfall in our area.
- **Condition 3** – Personnel in this level will begin evacuation when notified that a 60-hour notice has been given for Tropical Storm or higher projected landfall in our area.
- **Condition 2** – Personnel in this level will begin evacuation when notified that a 48-hour notice has been given for Tropical Storm or higher projected landfall in our area.
- **Condition 1** – Personnel in this level will proceed to pre designated shelter site when notified that a 12-hour notice has been given for Tropical Storm or higher projected landfall in our area.

Shelter In Place

- The personnel that are to shelter in place will take personal gear and go to the pre-approved building at Stennis Space Center when designated.
- Logistics will be responsible for ensuring that adequate amounts of food and water will be available at the shelter location.
- Section Chiefs will be responsible for the accountability of their personnel.
- All personnel will remain in the shelter until cleared by the Incident Commander.
- A contingency plan will be developed and attached later to address local residents seeking shelter at Stennis Space Center,

Evacuation

- All personnel will travel to Ft. Smith AK (see attached map).
- Safety of all personnel is number one priority.
- We may have to drive **much slower** than the posted speed limits on all roads.
- We may encounter bad weather, especially heavy rain and high winds.
- Roads will be littered with debris and we may have to take detours.
- There may be traffic delays and bumper to bumper traffic
- With a convoy of 20+ vehicles, it will take longer.
- Each driver will only be behind the wheel for ten (10) hours and total duty day will
- not exceed 16 hours.
- It is estimated that the trip will take at least 12 hours.
- All team members need to bring all their gear/computers.

Roles and Responsibilities

Incident Commander

- Is responsible for seeing that every Team member is completely briefed.
- Must have a list of all drivers and passengers before travel starts.
- Must have a phone number for at least one passenger in each vehicle.
- Makes the final decision to start evacuation or shelter in place.

Safety Officer

- Is responsible for identifying all safety issues and potential problems and hazards that will/might affect Team members during the trip.
- Is responsible for identifying all mitigation measures for identified problems and hazards.

Logistics Section Chief

- Is responsible for making all arrangements for any Rest-Over-Night (RON) stops.
- Is responsible for supplying RON information to Plans for mapping purposes.
- Is responsible for supplying water and food for each vehicle.
- Is responsible for securing a cache of supplies for the team to shelter in place.

Planning Section Chief and Ground Support Unit Leader

- Prepare a master list that identifies the following:
 - All vehicles by make, model, color and license plate (i.e. state and number).
 - All assigned drivers (primary and secondary).
 - All passengers assigned to each vehicle.
 - The designated "Chief-of-Party" (COP) for each vehicle.
 - Cell (or satellite) phone numbers for at least one person in each vehicle.
 - Provide a current manifest of team members still assigned to the incident.

- Provide a copy of this plan to each Chief of Party and Section Chief.

Situation Unit Leader

- Responsible for making all travel maps for all drivers. Maps must show:
 - Designated travel route and any possible alternate routes.
 - Known and suspected "detours".
 - All designated check-in stops and/or any RON stops.
 - Provide appropriate state maps for all vehicles or obtain and distribute enroute to destination.

Ground Support Unit Leader

- Is responsible for securing all rental vehicles for transportation of Team members.
- Will be responsible for making sure that all Team members have a ride from the Incident.

Communications Unit Leader

- Is responsible for supplying one HT and spare batteries to the COP for each vehicle.
- Will ensure that all satellite phones that the team has brought with them are appropriately distributed. Example: one with the "advance" car, one with the main group of cars and one at the end.

Driver

- Is responsible to make sure that his/her vehicle is ready for the trip. This will include:
 - Being sure that the vehicle has a FULL tank of fuel and has been given a quick SAFETY inspection (i.e. brakes, lights, horn, and tires-**including spare**-are in safe working condition; all mirrors are set, window glass is clean and all engine fluids are at the proper/"full" level). Try to always keep at least half a tank of fuel.
 - There is adequate water for all passengers.
 - Each vehicle has all maps and any designated stop and/or RON information.
 - Ensuring that there is a WORKING HT (or mobile) radio and spare batteries in the vehicle.

Key Considerations and Actions

1. Each vehicle will be marked on the back with an appropriate symbol, so that drivers can identify "Team" vehicles.
2. If the Team is traveling with a large van with supplies (e.g. "hurricane 72 hour necessities"), the van will be fully loaded and a driver, or drivers, assigned. The supply truck will leave WITH the rest of the vehicles and will be placed in the middle of the caravan.

3. No vehicles will begin travel until there has been one final briefing by Safety, Logistics, Plans/Situations and the IC. All drivers and "navigators" MUST be sure that they know WHERE they are going, including all of the check-in stops and have ALL of the tools to get there SAFELY!
4. As dictated by the number of vehicles, the weather and road conditions and the length of the drive, there may be a need for "check-in" stops along the travel route. This MUST be:
 - Clearly identified on the travel map(s).
 - Made known to all drivers and "navigators".
 - Best established where there is fuel, food/snacks and restrooms.
5. Chief of Party will check in with the Incident Commander every 2 hours.

RON Stops

- Logistics will be responsible for making all arrangements for RON stops, if needed.
- Information needed by all drivers is the exact location of all RON stops. RON stop(s) will be clearly shown on the travel maps provided by Plans. In addition, address(s) and phone number(s) for all RON stops must be provided to each driver.

Emergency Contact Procedures

- In the event you are cut off from the rest of your party:
- Call your Section Chief or
- **Call SACC # 770-514-2588**

Appendices

- Appendix I*** ***CIIMT3 Travel Communication Plan***
- Appendix II*** ***CIIMT3 Travel Medical Plan***
- Appendix III*** ***CIIMT3 Vehicle Assignments***
- Appendix IV*** ***CIIMT3 Travel Maps***
- Appendix V*** ***Evacuation Briefing Paper***
- Appendix VI*** ***Garner Evacuation Plan***
- Appendix VII*** ***DOT and LANDSTAR Evacuation Plan***
- Appendix VIII*** ***FEMA Evacuation Plan***
- Appendix IX*** ***USACE Evacuation Plan***
- Appendix X*** ***Florida Area Command Evacuation Plan***
- Appendix XI*** ***Lockheed Martin Evacuation Plan***

Appendix I CIIMT3 Travel Communication Plan

Designated Radio Travel Frequency will be 168.200

9/20/2005						
	NAME	JOB	UNIT	SAT PHONE	NEXTEL	DIRECT CONNECT
COMMAND						
	Pincha-Tulley, Jeanne	ICT1	TNF	254-381-9313	504-202-5029	146*128*546
	Opliger, Rocky	ICT2	BDF		504-202-5035	146*128*564
	Snow, Dan	SOF1	BDF		504-202-5794	146*128*1482
	Downing, Judith	IOF1	TNF		504-202-5754	146*128*1437
	Olson, David	IOF1	R4-BOF		504-202-5738	146*128*1416
	Broyles, Geroge	IOF1	CABDF		504-202-5728	146*128*1403
OPERATIONS						
	Joseph, Carlton	OSC1	CNF	254-377-8489	504-202-5032	146*128*560
	Froggatt, Jack	OPBD	KRN		504-202-5028	146*128*555
	Torrez, Art	DIVS	R5		504-202-5034	146*128*562
	Larsen, JoAnn	AOBD	STF		504-202-5042	146*128*575
	Disney, Jerry	HBMG			504-202-5041	146*128*576
	Childers, Chris	DIVS			504-202-5038	146*128*569
	Carlisle, Bruce	DIVS			504-202-5031	146*128*559
PLANS						
	Cooper, Dennis	PSC1	SMR		504-202-5040	146*128*573
	Cavasso, Elizabeth	PSC2	MDF		504-202-5027	146*128*554
	Duvally, Nick	RESL	LAC		504-202-5022	146*128*574
	Dennett, Carrie	SITL	NPS		504--202-5933	146*128*1654
	Richter, John	CTSP				
	Taylor, Heather	GIST	SNF			
LOGISTICS						
	Gruhot, Frank	LSC1	SQF	254-381-0526	504-202-5897	146*128*1602
	Savage, Larry	Deputy Logs			504-202-5033	146*128*561
	Turner, Richard	FACL	KRN	254-377-5415	504-202-5039	146*128*571
	Harper, Kevin	COML	KRN		504-202-5044	146*128*579
	Bonilla, Sal	COM			504-202-5025	146*128*553
	Flad, Clay	COM			504-202-5021	146*128*545
	Kean, Steve	SPUL	MUR		504-202-5030	146*128*557

	Junette, Jim	GSUL	STF		504-202-5730	146*128*1406
	McKenney, Scott	MEDL	SAC		504-202-5036	146*128*566
	Taylor, Darren	THSP	SAC		504-202-5732	146*128*1408
	Silva, John	EQIN	SQF		504-202-5791	146*128*1478
FINANCE						
	Bennett, Sherri	FSC1	SQF		505-202-5043	146*128*578
	White, Jennifer	TIME	SQF			
	Metcalfe, Ruby (AD)	EQTR	KNF		504-202-5043	146*128*578
	Disney, Joan	COST	STF			
	Wilson, Lori	FACL			504-202-5888	146*128*1592
	Ackerman, Mark	FEMA			504-202-5761	146*128*1446
	Communications Unit				504-202-5037	146*128*568
	Satellite Pod Phones					
		58		254-543-1724		
		Bayou Talla		254-543-1725		
		Gulf View		254-543-1726		

Appendix II CIIMT3 Travel Medical Plan

Goal

To provide medical care to incident personnel who relocate and for those personnel who are assigned to shelter in place for 48 to 72 hours.

Trigger Point

72 hours:

The Armstrong, Buzz, and Glenn Medical Units will implement the contingency actions listed below at the direction of the Logistics Chief. Contingency readiness will be implemented by the MEDL to assure that the plan can be accomplished in the time frame listed below.

Personnel to move:

48 Hours:

(Option 1) All Medical Unit personnel except for MEDL Scott McKenney will move to Ft Smith Arkansas. Frank Abel will assume responsibility of the personnel who move. They will take one case of MREs and one case of water in each vehicle and comfort medication for 50 personnel for 48 hrs.

(Option 2)

Medical Unit personnel except for MEDL Scott McKenney will demob and return to their home units.

Time Frame

The plan should be executed with no disruption in medical support with-in 3 hours of receiving orders from the Logistics Chief. The contingency readiness check list should be completed by Wednesday the 21nd 1200 hrs.

Contingency Readiness

- Brief all medical team members on the plan
- Pack a support box of comfort medical supplies for 50 personnel to be left in the 72 hour cache truck remaining at Stennis (using the medical supplies at Buzz Medical) and restock/pack all 100 person medical kits.
- Notify and prep Armstrong Medical so that they can breakdown and move equipment to the Supply Unit.
- Have all EMTs ready there personnel supplies so that they can break camp and get enroute option 1 or 2 with in 1 hr of notification.
- Review transpiration plan to assure that all medical team personnel have transportation to Arkansas or to their home unit.
- Notify Kings Daughter Ambulance of the potential move.
- Develop a "Weather/flood" medical evacuation plan and review contents with Safety.

- Check with all personnel who are remaining at Stennis ICP to assure that there are no preexisting medical conditions that need to be addressed prior to being effected by the storm. (medications for 7 days min.)

Contingency Plan Check List:

- If not demobing. Frank Abel and Dynah Geissal to moved as soon as possible to recon coordinate and establish with facilities the Medical Unit at Ft. Smith Arkansas.
- Ralf Bango and Sharon Reagan will remain at Stennis to help relocate all supplies and then leave for Ft Smith.
- Contingency medical supplies and 10 sleeping bags will be moved to Glenn Medical.
- The only Medical Unit will be at the building housing Glenn Medical with ALS capability Staff by Scott McKenney with 72hr kit remaining in the truck.
- Kings Daughters Ambulance will be released.

Transportation Plan:

- If demobed directly home Sharon Reagan, Ralf Bango, and Dynah Geissal will take E208 to the departure airport and turn in the rental car. Frank Abel will drive to his home unit in his POV E234. Scott McKenney will remain with the team with the team rental car.
- If the Medical Unit is moved to Ft Smith Arkansas Frank Abel with ALS equipment will travel with convoy to provide initial care in the event of a medical emergency (see 206).

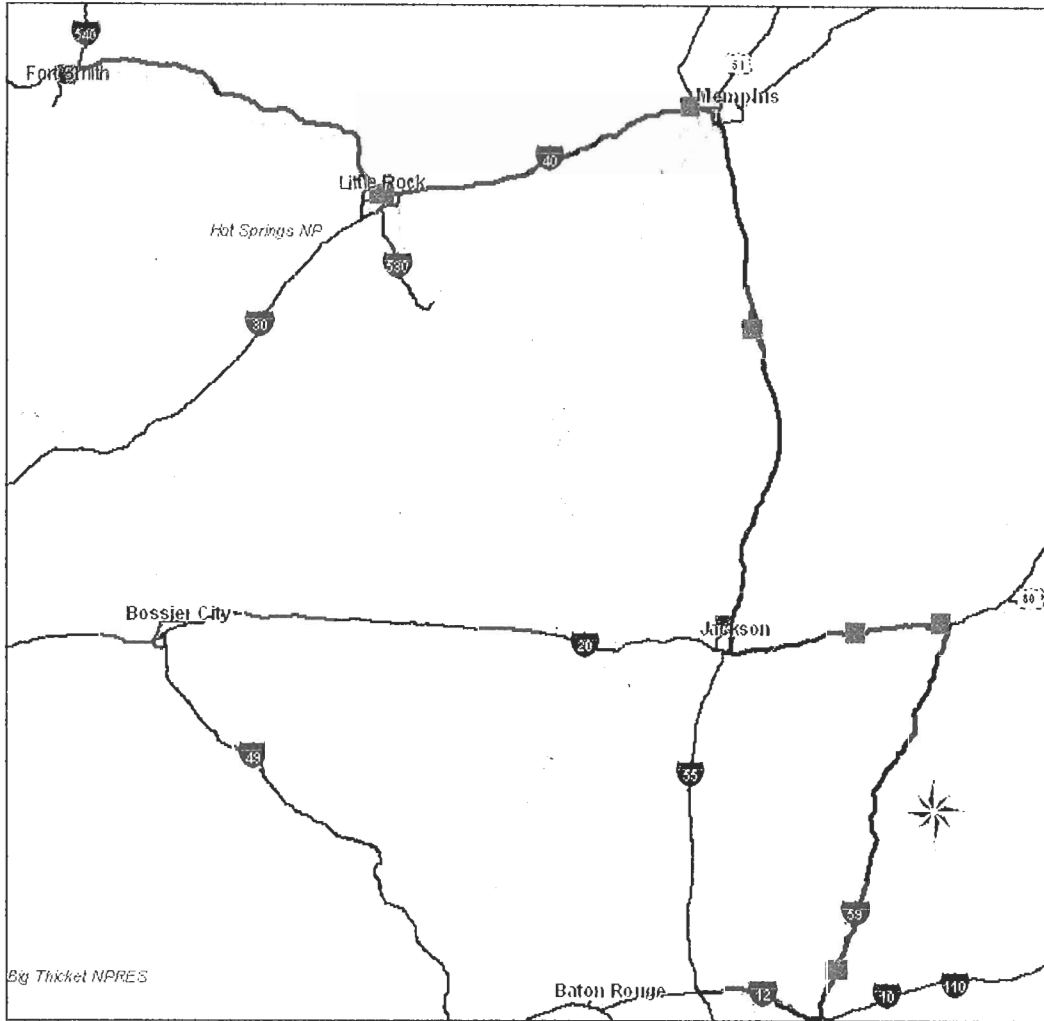
MEDICAL PLAN	1. INCIDENT NAME Katrina Evacuation to FT Smith	2. DATE PREPARED 09/20/05	3. TIME PREPARED 1600	4. OPERATIONAL PERIOD Travel to Ft. Smith				
	5. INCIDENT MEDICAL AID STATIONS							
MEDICAL AID STATIONS	LOCATION			PARAMEDICS				
				YES	NO			
ALS Kit with Frank Abel	Traveling with Convoy			X				
6. TRANSPORTATION								
A. AMBULANCE SERVICES								
NAME	ADDRESS	PHONE	PARAMEDICS					
			YES	NO				
Ambulances	Throughout Route	911	XX					
B. INCIDENT AMBULANCES								
NAME	LOCATION			PARAMEDICS				
				YES	NO			
7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO
Slidell Mem Hosp	1001 Gause Blvd, Slidell, LA	--	10mi n	(228) 643-2200	X			X
Mississippi University MC	1225 N State St, Jackson, MS		2 min	(601)973-1661	X			X
Regional Med Center	877 Jefferson Ave, Memphis TN		4 min	(501) 686-7000	X			X
Univ of Arkansas MC	4301 W Markham St Little Rock AK		3 min		X			X
8. MEDICAL EMERGENCY PROCEDURES								
In the event of a medical emergency enroute to FT Smith start first aid and call 911								
Advance Life Support Pack and will be available with Frank Abel request cell phone (423)595-1578.								
Contact Scott McKenney MEDL (504) 202 5036 for workers comp paperwork.								
ICS 206 8-78	9. PREPARED BY (MEDICAL UNIT LEADER)				10. REVIEWED BY (SAFETY OFFICER)			
	Scott McKenney MEDL				Jack Froggatt, SFO2			

Appendix III CIIMT3 Vehicle Assignments

Module	Chief of Party	Party Members	E-Number	License Plate	Cell
1	Dennis Cooper	Jeanne Carlton Kevin John S.	E-30 E-30 E-32 E-32 E-32		504 202-5040
2	Jack	Carrie Rocky Steve Richard	E-77 E-77 E-77 E-31 E-31		504 202-5028
3	Dan	Art Heather Sal Sherri Jon Pelton	E-33 E-33 E-33 E-45 E-45 E-45		504 202-5794
4	Jim J	Judith Joann Jeff Clay Sandra Lopez	E-24 E-24 E-24 E-210 E-210 E-210		504 202-5730
5	George	Bruce Elizabeth Larry Jennifer	E-144 E-144 E-144 E-232 E-232		504 202-5728
6	Chris	David Frank Jerry Joan	E-235 E-235 E-235 E-11 E-11		504 202-5038
7	Scott	Nick Ruby Darren John R. Rob T.	E-27 E-27 E-27 E-34 E-34 E-34		504 202-5036

Appendix IV CIIMT3 Travel Maps

**Evacuation Plan
Stennis Space Center, MS - Fort Smith, AR**



1. Depart Stennis Space Center, MS on Saturn Dr. - go 0.8 mi
2. Turn Right on MS-607 North - go 7.8 mi
3. Turn right onto I-59 North - go 67.0 mi
4. Take exit # 67B onto US-49 North toward Jackson - go 82.7 mi
5. Bear Right onto I-20 West - go 1.1 mi
6. Take exit #46 onto I-55 North toward Grenada/N Jackson - go 216.7 mi
7. Take left fork onto I-40 West - go 268.9 mi

**STENNIS CENTER
SATELLITE NEWSLETTER
California Team 3 & Florida State Green Team**



A PRECAUTIONARY EVACUATION PLAN FOR HURRICANE RITA

The California Interagency Incident Management Team 3 (CIIMT3) and the Florida Green Team are preparing a precautionary contingency evacuation plan in the event that Hurricane Rita turns towards the gulf area. The CIIMT3 and Florida Green Team have been meeting with other Federal, State, and local government agencies to ensure that information is being shared among cooperators.

Each agency has its own evacuation plan and will be responsible for their own resources – employees and equipment – in the event of an evacuation.

This plan is being created to establish procedures if needed and to provide for the safety of all incident personnel. Team Management members believe that the incident's most valuable resource is you – the employees.

COMMUNICATIONS

Your supervisor will keep you informed about the current status for the precautionary evacuation plan. If you have any questions, please talk with your supervisor. Remember to inform your supervisor of your whereabouts, so they can contact you at anytime. Communication is the responsibility of both the supervisor and the employee.

In addition, an update will be given at morning briefing about the status of Hurricane Rita and the precautionary contingency plan.

MAINTAIN YOUR VEHICLES

If the precautionary evacuation plan has to be implemented, it is important that you maintain your vehicle. It is recommended that you keep your vehicle gas tank $\frac{3}{4}$ full, check the tire pressure, fluid levels, and remember to wash the windshield. This would eliminate the need for delayed response times to the precautionary evacuation plan.

HURRICANE RITA UPDATE

Rita became a Category 2 hurricane with sustained top wind of 100 mph this afternoon. Hurricane Rita is between Key West Florida and the City of Havana Cuba, and is moving to the west at 15 mph. The forecast as of late Tuesday afternoon calls for a projected landfall Saturday in an area southwest of Galveston, Texas.

Appendix VI Garner Evacuation Plan

**Garner Evacuation Plan
9/20/2005 at 1100 hours**

Garner Condition 4 starts at 84 hours.

Agency / Resource	# Personnel	Demob Conditions	Demob Date/Time	Point of Contact	Contact #	Demob Location
Garner	5	4	9/20 @ 1500	Clyde McKissack	713-724-4862 (cell)	I-10/12 west to Houston, Texas for storm pre-plan.
Bridger	3	2		Perry Cota		Franklin, LA
Cowboy	12	2		Gerald		Atlanta / Western Florida
GE	6	2		Bob Gustafen		Tennessee
Sunbelt	2	4				I-10/12 west to Houston
ES&H	4	2				Louisiana
Crane Ops	2	2				Western Florida

Contact: Clyde McKissack
 Garner Command Project Manager
 713-724-4862 (cell); 254-387-0245 (satellite)
 Supervisor: John Temperilli at Tallahassee EOC; 713-254-7985

Garner personnel expect, if weather permits, to be up and operational at 25-505 Friday evening to Saturday morning.

Appendix VII DOT and LANDSTAR Evacuation Plan

The following is a list of cell and satellite phone numbers for DOT and LANDSTAR personnel currently assigned to Stennis/NASA Space Center:

Name	Organization	Cell Phone	Satellite
Willie Womack	DOT/ESF-1	678-859-6639	None
Mike Terrell	DOT/ESF-1	404-392-9316	None
Robert Brasher	LANDSTAR	352-804-1500	254-378-5374
Dave Hester	LANDSTAR	206-660-3301	None
Clint Cagle	LANDSTAR	602-421-9871	254-543-1934

DOT ETC
Mike Ferand
404-305-5470

LANDSTAR Regional Office
Eric Urabel
704-282-8331 (office) 704-906-9673 (cell)

If it becomes necessary to implement emergency evacuation procedures at Stennis/NASA Space Center, DOT and LANDSTAR personnel will continue operations until all trucks have departed this location enroute to Craig Industrial park, Selma, Alabama.

Be advised that once emergency conditions are initiated, DOT/ESF-1 personnel (Willie Womack and Mike Terrell) will remain at Stennis when Condition 2 is initiated. In addition, LANDSTAR personnel (Robert Brahsler, Dave Hester and Clint Cagle) will also remain at Stennis after completing dispatching operations.

Questions pertaining to this memorandum may be addressed to Willie Womack at 678-859-6639 (cell) or 228-813-7516.

Appendix VIII FEMA Evacuation Plan

20 September 2005

To: California Management Team 3

From: FEMA Community Relations, Camp Armstrong, Stennis NASA Center

RE: Hurricane Rita Fall Back / Evacuation Contingency Repositioning Plan

We were alerted today by the Stennis Fire Department that they do not have the facilities to house 500 FEMA CR / Fire Service personnel throughout a possible severe weather situation. However, they would be able to house approximately 50 personnel, if they were to stay in place to assist residents during such a crisis. The Stennis Fire Department also informed us of their evacuation conditions and asked that we use the same terminology as to avoid confusion.

- Condition 4: starts at 72 hours prior to expected landfall of a hurricane in the Stennis area,
- Condition 3: starts at 48 hours prior to expected landfall of a hurricane in the Stennis area,
- Condition 2: starts at 24 hours prior to expected landfall of a hurricane in the Stennis area,
- Condition 4: starts at 12 hours prior to expected landfall of a hurricane in the Stennis area.

Our contingent evacuation plan shall include the same Conditions. At the time it is determined that evacuation from this geographical area is necessary due to impending inclement weather, our 496 associates shall start evacuation proceedings in the following manner;

1. The first wave of evacuees shall depart for the Birmingham, Alabama, area. Reservations have been made to house our people in 5 local hotels. The first wave includes 9 of our personnel, including some Command Staff, who will set up registration and accountability at our rally locations.
2. The second wave of evacuees shall begin departure procedures 2 hours after the first wave of departures have commenced. This wave shall include 136 personnel.
3. The third wave of evacuations shall begin departure procedures 2 hours after the second wave of departures have commenced. This wave shall include 123 personnel.
4. The fourth wave of evacuations shall begin departure procedures 2 hours after the third wave of departures have commenced. This wave shall include all

remaining personnel, approximately 268 persons, including those personnel housed at Gautier High School.

Associates leaving from the Stennis area shall travel 59N to Birmingham. Alternate travel route is 10E to 65N to Birmingham. Personnel from the Gautier area will be traveling 65N to Birmingham. Command Staff shall keep in contact with cell phones, using satellite cell phones as back up. We will be repositioning in the Radisson Hotel, the Alta Vista Hotel, the Comfort Inn, the America's Best Value Hotel, and the Days Inn.,

The Radisson Hotel has offered us the ability to conference all of our members in a banquet facility for daily updates. This hotel shall be our Base of Operations during a re-positioning.

All FEMA CR, IA, and DA persons in this area are accounted for in the re-positioning plan. 19 MEMA LE personnel are also included in this plan.

Call trees will be lined out and all personnel will have directions with routing and contact information prior to departure.

In regards to fuel considerations, Birmingham is within range for all vehicles with a full tank of fuel. Personnel are being advised to keep their fuel tanks filled on a daily basis and travel with all of their personal items.

We also spoke to Jasper Welsch of MEMA in regards to the 7600 buses that are available in north Mississippi for the transportation of Mississippi residents out of the proposed affected area. It was suggested by Maynard Howell that the arrival, loading and dispersing of these buses be staggered in groups of 500. Mr. Welsch stated that he didn't feel that the simultaneous arrival and departure of 7600 buses in south Mississippi was an issue. MEMA was advised that we would be able to assist with the loading of these buses by staging 50 firefighters in south Mississippi during the storm. These firefighters would be housed at the Stennis Fire Department.

Tracy Koons
CR Planning Officer

William Griffith
CR Repositioning Officer

Maynard Howell
CR Logistics

Appendix IX USACE Evacuation Plan

All personnel will evacuate to home station (Northern Mississippi) in the event that Hurricane Rita poses a threat to current duty station, Stennis Space Center.

Personnel includes:

Name	Contact #
Ernie Lentz	662-292-1992
Bill Jackson	501-622-0742
Brandi Harms	
Chris Gurner	
John Wilburn	
George Harris	
Derek Redwine	
Carter Brandon	
Javaughn Perkins	

/s/ Ernie Lentz
Ernie Lentz
Water/Ice PRT
USACE Vicksburg

Appendix X Florida Area Command Evacuation Plan

**FLORIDA AREA COMMAND
HURRICANE RITA
EVACUATION PLAN
September 20, 2005
1700Hours**

AGENCY	PERSONNEL	CONDITION TO EVACUATE	DESTINATION & ROUTE	CONTACT & PHONE #
FORESTRY	5	Stay @ Stennis	Stennis BLDG.9300	Dave Utley Cell (954)325-0548
Fla. Emergency Management	7	Stay @ Stennis	Stennis BLDG.9300	Robby Powers Cell (850)251-0869
Mississippi emergency Management	01	Stay @ Stennis	Stennis BLDG.9300	Jasper Welsh Cell (601)955-6404
Fla. Law Enforcement	246	Evacuation @ Condition #4 @ 72hour	Pensacola Route is I-10	SAC Lance Newman IC (813)927-0477 ASAC Steve Desposito (850) 232-3385 Steve Donaway (904) 237-2379 Mark Zandra (850) 251-1705 Addy Villaneuva (786) 367-7342
Hancock IMT	13	Stay @ Stennis Airport	7180 Stennis Airport	Bob King (321) 624-6140 Sat. Phone: (727) 450-8866

Stennis NASA Conditions:

#4 72 hour; #3 48 hour; #2 24 hour; #1 12 hour Prepared by Robby Powers Deputy IC for Florida Area Command

9-20-05

Lockheed Martin

**Mississippi Space & Technology Center (MS&TC)
Emergency Preparedness Plan**

Lockheed Martin (LM) will follow the attached plan for the evacuation of the building should it become necessary. The attached plan is an in-house emergency preparedness plan but will refer to and abide by NASA's emergency preparedness plan (DOCUMENT NUMBER 1-GA03) for all SSC'S emergencies.

In the event that the word is given to evacuate the site while the RV's are on site every attempt will be made to move the 24 RV's and shower trailer inside the LM 5100 building.

Pat Case
LM Corporate Properties, Inc.
Phone: 256-755-7679

Lockheed Martin Technical Operations

Mississippi Space & Technology Center (MS&TC)

EMERGENCY PREPAREDNESS PLAN

LMTO Document Number: PDP-SAQ-0003

ORIGINATOR:

B Sanders, LMTO MS&TC Environmental, Safety and Health Coordinator

APPROVED:

J.S. Marcussen, LMTO MS&TC Program Site Manager

CHANGE HISTORY		
DATE	REVISION	CHANGE SUMMARY

1. SCOPE

The purpose of this procedure is to assure compliance with 29 CFR § 1910.38, the Employee Emergency Plan, and to establish a process for the safe evacuation of LMTO MS&TC employees in an emergency.

2. ACRONYMS

ESH – Environmental Safety & Health

3. GENERAL REQUIREMENTS

- 3.1 Fire and Emergency Reporting Procedures: LMMS&TC has one building with several companies located within. All companies are linked to the same telephone switch and will, therefore, have the same designated Fire and Emergency Reporting Procedure.
- 3.2 Emergencies will be reported to LMMS&TC Safety (Contact Steve Guillory @ 813-2031, Rick Hammers @ 813-2098 or Bonnie Sanders @ 813-2000). Employees should dial 911 to report a fire or medical emergency, and activate the fire alarm in the event of a fire. Once the employee arrives at a safe place, they should call safety and report the emergency.
- 3.3 Types of Emergency Evacuation: The most likely emergencies that LMMS&TC sites could encounter are: Fires; Hurricanes; Tornadoes; Floods; Chemical spills; Bomb threats; Gas Leaks.
- 3.4 In the event of a fire at the LMMS&TC facility, the fire alarm will be activated. An Emergency Response Team will be called into action to aid in evacuation of employees. The Emergency Response Team will be chosen and their tasks performed according to the Emergency Preparedness Plan. (Contact Steve Guillory @ 813-2031, Rick Hammers @ 813-2098 or Bonnie Sanders @ 813-2000 for specific details).
 - 3.4.1 When the fire alarm sounds, all employees shall leave their station immediately and calmly proceed to their designated outdoor assembly area. Employees shall use the stairs instead of the elevators when evacuating and must remain at least 100 feet from the building until being told to return. Designated aides will be appointed to assist with evacuation.
 - 3.4.2 Section managers have the responsibility to ensure that all employees comply with instructions. Managers will also have the responsibility of obtaining a head

count for employees in their section upon arrival at the outdoor assembly area. See Section 15, Employee Head Count Procedures, for specific details.

- 3.5 Senior Management identified Emergency: If a condition exists that is deemed an emergency, Senior Management shall notify the emergency coordinator of their concern.
- 3.6 The emergency coordinators shall
- A: Take necessary actions to alleviate the concern.
 - B: Provide written or verbal direction to ensure the safety of personnel and/or product.
 - C: Report progress to Senior Management
 - D: Provide the all-clear direction to return to normal operation.
- 3.7 All employees are required to:
- A: Comply with the emergency coordinator direction.
 - B: Provide any, and all assistance required to complete the assigned effort.
 - C: Standby to reconfigure for normal operations.

NOTE: LMMS&TC Has an in-house emergency preparedness plan but will refer to an abide by NASA's emergency preparedness plan (DOCUMENT NUMBER 1-GA03) for all SSC'S emergencies This document can be viewed at the LMMS&TC Safety Department, room 142.

4. HURRICANE & HURRICANE DEFINITION

- 4.1 The hurricane season normally extends from June through November. The months of highest frequency are August, September, and October. Hurricanes normally develop in four distinct phases:
- a. Tropical Wave or Disturbance - An area of disturbed weather over tropical waters which has little organization and no evidence of closed circulation and which maintains its identity for 24 hours or more.
 - b. Tropical Depression - A tropical cyclone that forms from an area of low pressure and disturbed weather with a closed circulation. This disturbance is characterized by winds of less than 39 miles per hour (mph) (33 knots) circulating in a counterclockwise (cyclonic) motion.
 - c. Tropical Storm - A tropical cyclone with winds of 39 to 73 mph (34-63 knots) with accompanying high tides and waves. A tropical storm evolves from a tropical depression and is usually accompanied by heavy rainfall.
 - d. Hurricane - A tropical cyclone with winds of 74 mph (64 knots) or more with accompanying dangerously high tides and waves. The intense cyclonic motion

causes a calm area or "eye" in the center where winds are usually light and variable.

5. WATCHES AND WARNINGS

- 5.1 The National Weather Service issues watches and warnings for tropical storms and hurricanes when the following conditions occur:
- a. Tropical Storm Watch - Issued for coastal areas when tropical storm conditions threaten to occur within 24 to 36 hours.
 - b. Tropical Storm Warning - Issued when tropical storm conditions are expected in a specified coastal area in 24 hours or less. Actions for protection of life and property should begin immediately when the warning is issued.
 - c. Hurricane Watch - Issued for coastal areas when hurricane conditions threaten to occur within 24 to 36 hours.
 - d. Hurricane Warning - Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Actions for protection of life and property should begin immediately when the warning is issued.

6. STENNIS SPACE CENTER WARNING CONDITIONS

- 6.1 When tropical storm or hurricane conditions threaten, Stennis Space Center has four warning conditions:
- a. Condition IV (Alert) - Declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 72 hours. A general state of readiness will be assumed. The Stennis Space Center Emergency Operations Center will open on a limited basis as required.
 - b. Condition III (Alert) - Declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 48 hours. The majority of storm preparations should be accomplished during this period. The Emergency Support Center will be opened. Preparations include: Securing all non-permanent outside items within building, fueling vehicles, covering computers and other protective steps as warranted.
 - c. Condition II (Emergency) - Declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 24 hours. Final emergency preparations will be completed and the state of readiness reported to the SSC Emergency Director. Conditions will be assessed,

and decisions will be made regarding employee dismissal and site closure. The Emergency Operations Center will assume 24-hour operations.

- d. Condition I (Emergency) - Declared when the National Weather Service warns that destructive force winds are expected to reach the Mississippi Gulf Coast within 12 hours. Shelters will be opened for employees and their dependents.

7. TORNADOES

- 7.1 If there is a tornado that poses imminent danger to any LMMS&TC building, all employees will be instructed to go to their assigned indoor assembly area. Employees shall stay away from windows and close exterior doors to protect themselves from possible flying debris. For those employees who take shelter in restrooms, it shall be understood that they should remain as far away from mirrors as possible. At the indoor assembly area, employees should kneel down and cover their heads with their hands. For those employees who cannot kneel, they should lie as close to the ground as possible and cover their head. The Emergency Response Team will be called into action to assist with the emergency. (Contact Steve Guillory @ 813-2031, Rick Hammers @ 813-2098 or Bonnie Sanders @ 813-2000 for specific details).
- 7.2 Section managers have the responsibility to ensure that all employees comply with instructions. Managers will also have the responsibility of obtaining a head count for employees in their section upon arrival at the indoor assembly area. See Section 15, Employee Head Count Procedures, for specific details.

8. FLOODS

- 8.1 Should a flood occur at any LMMS&TC building, an announcement will be made and emergency instructions will be given based on the situation. Employees should follow the instructions given. In some cases, employees might be required to seek indoor shelter. In other circumstances, employees might be required to proceed outside to seek higher ground. The situation must be evaluated on a case-by-case basis and instructions will be given out as such.

9. CHEMICAL SPILLS

- 9.1 As there are not many hazardous chemicals used here at LMMS&TC, a significant chemical spill is unlikely. However, should a chemical spill occur, employees shall evacuate the immediate area and report it to their Section Manager. The ESH manager will assess the spill to determine if HazMat crews must be called out. If it is determined that the spill does not pose a significant health threat (as determined by ESH), then a properly trained employee will be

assigned to clean up the spill. All safety and health precautions will be taken and strict adherence to Local, State, and Federal Regulations shall be followed.

- 9.2 Should the spill be deemed large or poses a significant health risk, the fire departments HazMat team shall be called. (See Section 3.0, Fire and Emergency Reporting Procedures, for emergency reporting instructions). It shall be the policy of LMMS&TC to allow fire crews to handle significant chemical emergencies.

10. BOMB THREATS

- 10.1 Should a bomb threat be reported to any LMMS&TC building, Security shall be notified. They shall respond to the emergency and implement their bomb threat response plan. The Security Bomb Threat Response Plan can be found in the SSC Emergency Preparedness Plan. Contact Steve Guillory @ 813-2031, Rick Hammers @ 813-2098 or Bonnie Sanders @ 813-2000 for details.

11. HIGHWAY TRUCK ACCIDENTS (Possible HazMat incident)

- 11.1 LMMS&TC will coordinate with responding authorities should a highway incident threaten employees. The designated contact persons for such an emergency are Steve Guillory @ 813-2031, Rick Hammers @ 813-2098 or Bonnie Sanders @ 813-2000). The Emergency Response Team will be called in to disseminate information and aid in employee assembly, if necessary.

12. GAS LEAKS

- 12.1 A natural gas leak at any one of the LMMS&TC facilities could force the evacuation of employees. Should a gas leak be detected, the fire alarm will be activated and employees shall be evacuated. The Emergency Response Team will be called in to assist with the evacuation of the building(s).

13. EMERGENCY ESCAPE PROCEDURES AND ASSIGNMENTS

- 13.1 In any emergency that requires an evacuation of the building, the fire alarm will be activated. Upon hearing the alarm (or seeing the strobe), employees shall proceed to their outdoor assembly area. All employees should proceed calmly, but quickly, using the stairs, not the elevators. Employees should familiarize themselves with their designated escape routes and assembly areas especially when changing buildings or locations.

- 13.2 Emergencies that require employees to take shelter within the building will be announced via the PA system, bullhorn, or word of mouth. Employees are required to follow the instructions given and to proceed to their indoor assembly areas if so requested. As with evacuation protocols, employees should use the stairs instead of the elevators to proceed to their designated assembly area.
- 13.3 All outdoor and indoor assembly areas will be coordinated by each department head. See Appendix A.

14. CRITICAL FACILITY OPERATION PROCEDURES

- 14.1 In any emergency, there shall be employees designated to operate critical building equipment and ensure its proper shutdown if necessary. The Facilities Manager will develop a list of persons assigned to remain behind to operate critical equipment in an emergency.

15. EMPLOYEE HEAD COUNT PROCEDURES

- 15.1 Upon arriving at the designated assembly area, Section Managers shall conduct an employee head count to ensure that all persons are present and accounted for. The manager shall call each employees name and check them off on their checklist when the employee affirms that they are present. If a manager has an employee who is deaf or hearing impaired, the manager may visually account for that person or enlist the help of others should the manager be blind. Managers shall report any missing employees to an Emergency Response Team Section Manager. It shall then be the responsibility of the ERT member to implement a search for the missing employee according to the Disaster Response Emergency Plan for ERT members. All employees and managers shall remain in the assembly area until they are directed to do so otherwise by the Emergency Response Team Section Manager. See Appendix B for a sample checklist.

16. RESCUE AND MEDICAL DUTY ASSIGNMENT

- 16.1 MS&TC has access to NASA's full-time Occupational Health Doctor (OHD) on site that is located at building 1100. The OHD is responsible for first aid and routine medical services. Emergency situations that require Hospital services will be directed to Northshore Regional Hospital.

17. ALARM SYSTEM

- 17.1 All LMMS&TC buildings are equipped with a fire alarm system. This alarm system will be used for emergencies that require the evacuation of the building.

Employees shall be trained to understand that the fire alarm is a signal for them to leave the building and proceed to their outdoor assembly area.

- 17.2 Should the fire alarm system fail, an announcement will be made (via the PA system, bullhorn, word-of-mouth, etc.) and the Emergency Response Team will be called in to alert employees of the evacuation.
- 17.3 Emergencies that require employees to take shelter within the building will be announced via the PA system, bullhorn, word-of-mouth, etc.

18. TRAINING PROCEDURES

- 18.1 All employees will be trained on the Emergency Preparedness Plan at the time of new hire orientation. Managers shall be responsible for training transferred employees on this policy. Managers shall also give refresher updates annually on this policy and the procedures contained herein. (It is suggested that managers do this in a staff meeting).
- 18.2 Initial training shall consist of:
- An explanation of this policy
 - How to read evacuation maps
 - Where the designated assembly areas are (managers should inform employees of their assigned assembly area)
 - How to report an emergency
 - What types of emergencies could occur
 - How emergencies are communicated to employees (what types of alarms are used)
- 18.3 Annual refresher training shall consist of:
- A reminder of this policy/it's existence/where employees can find copies
 - Where are the employees designated assembly areas
 - How to report an emergency
 - How emergencies are communicated to employees (what types of communication procedures are used [alarms vs. announcement]).

19. SITE CLOSURE

- 19.1 After closure, SSC will remain closed as long as the site is located within a National Weather Service Tropical Storm or Hurricane Warning area.

- 19.2 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. Security will log the name and badge number of persons entering the site.
- 19.3 After National Weather Service warnings are lifted, the SSC Emergency Director will decide when SSC will reopen based on local area damage, conditions and damage at SSC, the ability to remove persons from SSC shelters, and weather conditions.
- 19.4 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.

20. FACILITIES

- 20.1 SSC Emergency Operations Center - Bldg. 1100, 688-3777 is the central communications point.*
- 20.2 The SSC Emergency Support Center (ESC – Bldg. 2201, 688-3293 or 688-3381) focuses on coordinating emergency activities.
- 20.3 Critical facilities will have custodians or their designated alternates on site during a hurricane emergency.

21. AUXILIARY POWER

- 21.1 Auxiliary Power will be provided by portable generators for the following areas:
- Building 1100 Cafeteria
 - Building 2203 CO2 Systems
 - Building 2105 Diesel Pumps

22. SHELTERS

- 22.1 Shelters are provided to the following groups of people in the priority indicated:
- a. Ride-Out Crews and their dependents.
 - b. All other employees and their dependents.
 - c. 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 688-3777.

- 22.2 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.
- 22.3 All evacuees (including employees) are required to register upon arrival at an SSC shelter. No pets or animals, except Seeing Eye dogs, will be allowed in SSC shelters or loose on SSC property.
- 22.4 Shelter users are responsible for supplying food, items for special diets, medication, and bedding.
- 22.5 SSC shelters will be open to the general public in the following order:

	<u>Building</u>	<u>Capacity</u>
<u>Primary Shelters</u>	1100*	316
	2101	60
	2201	150
	1000	50
	1002	75
	1003	100
 <u>Back-Up Shelters</u>	 1105**	 150
	1200	75
	2105	20
	4995	25

* B-1100 is the primary shelter for individuals who may require medical attention. Pregnant women, babies less than one year of age, individuals over seventy-five and individuals with serious illnesses and/or physiological conditions (such as cardiac patients) shall be assigned to Bldg. 1100.

** The north wing of B-1105 is restricted; refugees shall not enter this area.

NOTE: In addition to the above shelters, the following buildings will be occupied by essential emergency personnel: 1201, 3305, 4400, 1020, 2205, 3101, 3203, and 3407

- 22.6 Shelter Managers and their alternates are responsible for supplies and checklists.
- 22.7 Shelter lists shall be updated once a year. Any agency or contractor may establish additional shelters during the month of April of each year.

23. SUPPLIES

- 23.1 Sandbags - Call the FOS Emergency Support Center (688-3293) and specify number of sandbags needed, location, and agency.

23.2 Hurricane Shelter Supply Kits - Shelter kits containing all supplies necessary for a shelter are maintained by the FOS Emergency Support Center. Point of contact for these kits is Logistics Operations, 688-3264, 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.

Appendix A

Designated Evacuation and Indoor Shelter Areas

This appendix pertains to all companies within facilities.

1. GENERAL

- 1.1 This appendix serves to designate key personnel chosen to remain behind to operate critical Facility equipment in case of emergency. This appendix addresses only the buildings and the HVAC system; it does not address the computers or phone systems.
- 1.2 Evacuation routes and Shelter areas will be posted in designated areas. Department supervisors will coordinate areas of assembly for accurate personnel count.

2. PROCEDURES

- 2.1 Facilities Manager and the Facilities Disaster Team (see section 3.0) are designated employees to remain behind during evacuation to care for critical Facility operations.
- 2.2 The procedures to be taken by those employees who have been selected to remain behind to care for essential Facility operations until their evacuation becomes absolutely necessary include:
 - 1) The monitoring of building power supplies, water supplies, and essential services, which cannot be shut down for every emergency alarm.
 - 2) Proper shutdown of equipment when or if it becomes necessary to do so.
 - 3) Evacuate the area if the situation poses a danger to health and safety of the employee.

Appendix B

Employee Head Count Procedures

1. SCOPE

- 1.1 This appendix pertains to the Employee Head Count Procedures referenced in the Emergency Preparedness Plan. The following is a sample checklist designed to aid managers in developing their own Employee Head Count Checklist.

Sample Checklist

Name:	Present:	
Missing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Time:	Date:
Absent on day of emergency: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Manager's Comments:		
Emergency Response Team Member Contacted:		
Additional Notes:		

LMMS&TC Area Responsibilities

Environment, Safety & Health Coordinators	Steve Guillory, Rick Hammers and Bonnie Sanders
Emergency Preparedness Plan Contact	Steve Guillory, Rick Hammers and Bonnie Sanders
Safety Officer	Steve Guillory, Rick Hammers and Bonnie Sanders
Security Manager	Steve Guillory, Jim Moretz
Emergency Response Team Coordinator	Steve Guillory, Rick Hammers and Bonnie Sanders
Hazardous Waste Coordinator	Steve Guillory, Rick Hammers and Bonnie Sanders
Facilities Disaster Team	Steve Guillory, Rick Hammers, Bonnie Sanders, Glen Harriel, Eric Aldrich

LMMS&TC Contact List

<u>Steve Guillory</u>		<u>Rick Hammer</u>	
Office	(228) 813-2031	Office	(228) 813-2098
Cell Phone	(228) 332-0696	Cell Phone	(228) 332-0664
Pager	(877) 300-0917	Pager	N/A
Home Phone	(985) 809-1230	Home Phone	(504) 279-6556
<u>Bonnie Sanders</u>		<u>Glen Harriel</u>	
Office	(228) 813-2000	Office	(228) 813-2178
Cell Phone	(601)-799-9275	Cell Phone	228) 332-1670
Pager	N/A	Pager	N/A
Home Phone	601)-798-2635	Home Phone	(228) 896-7789
<u>Eric Aldrich</u>			
Office	(228) 813-2093		
Cell Phone	(228) 332-0904		
Pager	N/A		
Home Phone	(228) 872-2496		

**FLORIDA AREA COMMAND
HURRICANE RITA
EVACUATION PLAN
September 20, 2005
1700Hours**

AGENCY	PERSONNEL	CONDITION TO EVACUATION	DESTINATION & ROUTE	CONTACT & PHONE #
FORESTRY	5	Stay @ Stennis	Stennis BLDG: 9300	Dave Utley Cell (954)325-0548
Fla. Emergency Management	7	Stay @ Stennis	Stennis BLDG: 9300	Robby Powers Cell (850)251-0869
Mississippi Emergency Management	01	Stay @ Stennis	Stennis BLDG: 9300	Jasper Welsh Cell (601)955-6404
Fla. Law Enforcement	246	Evacuation @ Condition #4 @ 72hour	Pensacola Route is I-10	SAC Lance Newman IC (813)927-0477 ASAC Steve Desposito (850) 232-3385 Steve Donaway (904) 237-2379 Mark Zadra (850)251-1705 Addy Villanueva (786)367-7342
Hancock IMT	13	Stay & Stennis Airport	7180 Stennis Airport	Bob King (321)624-6140 Sat phone: (727) 450-8866

Stennis NASA Conditions:
#4 72 hour ; #3 48 hour: #2 24 hour : #1 12 hour

Prepared by Robby Powers Deputy IC for Florida Area Command

