



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 8710.2B

APPROVED BY Signature: *Original signed by*
Arthur F. Obenschain

EFFECTIVE DATE: February 7, 2011

NAME: Robert Strain

EXPIRATION DATE: February 7, 2016

TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: 240/Protective Services Division

Title: Goddard Space Flight Center (GSFC) Emergency Management Program (EMP) Plan

TABLE OF CONTENTS

PREFACE

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents
- P.5 Cancellation
- P.6 Safety
- P.7 Training
- P.8 Records
- P.9 Measurement and Verification

PROCEDURES

- 1 Emergency Management Program (EMP) Goals and Assumptions
 - 1.1 EMP Goals
 - 1.2 Assumptions
- 2 Emergency and Continuity Personnel
 - 2.1 Emergency Personnel
 - 2.2 Continuity Personnel
 - 2.3 Non-Emergency and Non-Continuity Personnel
- 3 Roles and Responsibilities
 - 3.1 Management Elements of the EMP
 - 3.1.1 Center Director
 - 3.1.2 Management Operations Directorate (MOD)
 - 3.1.3 Protective Services Division (PSD)
 - 3.1.4 Emergency Management Office (EMO) (Greenbelt Only)
 - 3.1.5 Emergency Management Task Group (EMTG)
 - 3.2 Functional Elements of the EMP
 - 3.2.1 All Organizations

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Page 2 of 63

- 3.2.2 Office of Human Capital Management (OHCM)
- 3.2.3 Public Affairs Office (PAO)
- 3.2.4 Office of the Chief Counsel (OCC)
- 3.2.5 Office of the Chief Financial Office (CFO)
- 3.2.6 Independent Verification & Validation (IV&V): Emergency Management Coordinator (EMC)
- 3.2.7 Procurement Operations Division (POD)
- 3.2.8 Facilities Management Division (FMD)
- 3.2.9 Medical and Environment Management Division (M&EMD)
- 3.2.10 Information and Logistics Management Division (ILMD)
- 3.2.11 Occupational Safety and Health Division (OS&H)
- 3.2.12 White Sands Complex (WSC): EMC
- 3.2.13 Goddard Institute for Space Studies (GISS): EMC
- 3.2.14 Information Technology and Communications Directorate (ITCD)
- 3.2.15 Wallops Flight Facility (WFF): Suborbital and Special Orbital Projects Directorate: Director
- 3.2.16 WFF: Safety Office (SO): Chief, WFF Safety
- 3.2.17 WFF: SO: EMC
- 3.2.18 All Employees
- 3.2.19 All Contractors and Requirements Offices
- 4 Implementation of the EMP at the Goddard Space Flight Center (GSFC)
 - 4.1 EMP Requirements (all sites)
 - 4.1.1 Mitigation
 - 4.1.2 Preparedness
 - 4.1.2.1 Risk Analysis
 - 4.1.2.2 Planning
 - 4.1.2.3 Training
 - 4.1.2.4 Exercises
 - 4.1.2.5 Corrective Action Program (CAP)
 - 4.1.3 Response
 - 4.1.3.1 Tiered Response Structure
 - 4.1.3.1.1 Emergency Operations
 - 4.1.3.1.2 Disaster Operations
 - 4.1.3.2 Command and Management
 - 4.1.3.2.1 Incident Command System (ICS)
 - 4.1.3.2.2 Multi-Agency Coordination System: Emergency Operations Center (EOC)
 - 4.1.3.2.3 Public Information
 - 4.1.3.3 Communication and Information Management
 - 4.1.3.4 Resource Management
 - 4.1.4 Recovery
 - 4.2 Special Considerations: Greenbelt EMP
 - 4.3 Special Considerations: Goddard Institute for Space Studies (GISS) EMP
 - 4.4 Special Considerations: Independent Verification and Validation (IV&V) EMP
 - 4.5 Special Considerations: Wallops Flight Facility (WFF) EMP

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Page 3 of 63

- 4.6 Special Considerations: White Sands Complex (WSC) EMP
- 5 Ongoing Management and Maintenance of the GSFC EMP
- 5.1 Ongoing EMP Management
- 5.2 EMP Maintenance

APPENDICES

- Appendix A - Definitions
- Appendix B - Acronyms
- Appendix C - Summary of Groups and Key Personnel
- Appendix D - Emergency Operations Planning Guidelines

CHANGE HISTORY LOG

PREFACE

P.1 PURPOSE

Many hazards faced by the Goddard Space Flight Center (GSFC) have the potential to cause injuries, damage property and disrupt mission essential functions. Significant incidents require a coordinated response across agencies, jurisdictions and among all organizations.

This purpose of this directive is to detail the implementation of the National Aeronautics and Space Administration (NASA) Emergency Management Program (EMP) at GSFC in accordance with NPD 8710.1. It outlines a systematic, proactive approach to enable organizations at GSFC to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. This directive also describes the key roles, responsibilities and organizational structures that organize the way GSFC responds to incidents in order to protect lives, property, and the environment, stabilize the incident, and restore normal operations.

P.2 APPLICABILITY

This directive applies to all GSFC civil servants, contractors, and stakeholders, including the general public and other government agencies doing business at or visiting a GSFC site, and is applicable to all of the following GSFC sites:

- GSFC main campus - Greenbelt, Maryland;
- Independent Verification and Validation (IV&V) Facility - Fairmont, West Virginia;
- Goddard Institute for Space Studies (GISS) - New York, New York;
- Wallops Flight Facility (WFF) - Wallops Island, Virginia;
- White Sands Complex (WSC) - Las Cruces, New Mexico; and
- All other NASA worldwide research and communications stations and launch sites managed by GSFC.

P.3 AUTHORITY

- a. Executive Order 12656, 53 Fed. Reg. 47491 (1988), Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13286, 68 Fed. Reg. 10619 (2003);
- b. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, February 28, 2003;
- c. HSPD-8, National Preparedness, December 2003;
- d. National Aeronautics and Space Administration (NASA) Policy Directive (NPD) 8710.1, Emergency Preparedness Program; and
- e. NASA Procedural Requirements (NPR) 8715.2, NASA Emergency Preparedness Procedural Requirements.

P.4 APPLICABLE DOCUMENTS

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- a. 29 Code of Federal Regulations (CFR) 1910.165, Employee alarm systems;
- b. HSPD-8, Annex I, National Planning, December 2007;
- c. HSPD-20, National Security Presidential Directive (NSPD) 51, National Continuity Policy, May 2007;
- d. NASA Policy Directive (NPD) 1440.6, NASA Records Management;
- e. NPR 1040.1, NASA COOP Planning Requirements;
- f. NPR 1441.1, NASA Records Retention Schedules;
- g. NPR 1600.1, NASA Security Program Procedural Requirements w/ Change 2;
- h. NPR 8705.5, Technical Probabilistic Risk Assessment (PRA) Procedures for Safety and Mission Success for NASA Programs and Projects;
- i. NASA Technical Standard (NASA-STD)-8719.11, Safety Standard for Fire Protection (available on Web);
- j. GPR 7320.1, Facilities System Safety;
- k. GPR 8710.8, GSFC Safety Program Management;
- l. GPR 8715.6, Wallops Flight Facility Safety, Occupational Health, and Emergency Preparedness Programs;
- m. GPR 8830.1, Facility Operations Managers;
- n. GSFC Form 23-62, Building Emergency Plan;
- o. Department of Homeland Security (DHS), Comprehensive Preparedness Guide (CPG) 101 (available on Web);
- p. DHS, Homeland Security Exercise and Evaluation Program (HSEEP) Volumes I – IV, February 2007 (available on Web);
- q. DHS, Integrated Planning System (IPS), January, 2009 (available on Web);
- r. DHS, National Incident Management System (NIMS), December 2008 (available on Web);
- s. DHS, National Response Framework (NRF), January 2008 (available on Web);
- t. DHS, NIMS: Five-Year NIMS Training Plan, February 2008 (available on Web);
- u. DHS, National Strategy for Homeland Security, 2007 (available on Web);
- v. DHS, Target Capabilities List (TCL), September 2007 (available on Web);
- w. DHS, Federal Preparedness Circular (FPC) 65, Federal Executive Branch Continuity of Operations (COOP), July 1999 (available on Web);
- x. National Fire Protection Association (NFPA) 1600: Standard on Disaster and Emergency Management and Business Continuity Programs (available on Web);
- y. NFPA 1561: Standard on Emergency Services Incident Management System (available on Web); and
- z. Occupational Safety & Health Administration, 29 Code of Federal Regulations 1910.165 - Employee Alarm Systems.

P.5 CANCELLATION

GPR 8710.2A, Emergency Preparedness Program Plan for Greenbelt.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

P.6 SAFETY

Safety considerations during training, exercises and other activities associated with the implementation of the EMP are a collaborative effort of all organizations.

During real-world events, the ultimate responsibility for the safe conduct of emergency operations rests with the Incident Commander (IC) and field supervisors at all levels of incident management, and if activated, the Emergency Operations Center (EOC) Manager. It is important to note that organizations that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in emergency operations.

A Safety Officer may be assigned by the IC and, if activated, the EOC Manager, to monitor incident operations and advise the IC and EOC Manager on all matters relating to operational safety of emergency response personnel. If a Safety Officer is not assigned, the IC and EOC Manager assume this role.

P.7 TRAINING

Training requirements are outlined in the Emergency Management Roles and Responsibilities and Implementation sections of this document. (Refer to Section 3 and Section 4).

P.8 RECORDS

Each GSFC organization, in implementing this directive, shall support the GSFC records management program as described in the NPD 1440.6, NASA Records Management and the NPR 1441.1, National Archives and Records Administration (NARA) – NASA Records Retention Schedule (NRRS).

Record Title	Record Custodian	Retention
Emergency Operating Directives, plans, procedures (including Work Instructions (WIs) and Procedures and Guidelines (PGs))	As indicated in the Roles and Responsibilities Section of this document. Updated copies to the Greenbelt Emergency Management Office.	NRRS 1/1: Destroy when obsolete or superseded.
Training Records	OHCM (Saturn-based training); Office of Primary Responsibility (non-Saturn-based training).	NRRS 3/ 33 A-F: Refer to NRRS for retention schedule (varies for announcement files, rosters, contract and non-contract training files, training aids, agency-sponsored training files, technical training, and on-the-job training).

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT <http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

After Action Reports on real-world events and exercises (directorates and code and group and team-specific and centerwide exercises)	Office of Primary Responsibility. For exercises, this is the exercise sponsor; for real-world events, this is each entity that conducts a hot wash and debriefing.	NRRS 1/ 4: Destroy when 3 years old, or 1 year after completion of next exercise, whichever is later.
Lists of Emergency and Continuity Personnel	Office of Primary Responsibility. This is the program office with responsibility for the program, discipline or function for which the list is being maintained. Copies to the Greenbelt Emergency Management Office.	NRRS 1/4: Destroy when 3 years old, or 1 year after completion of next exercise, whichever is later.
Meeting minutes of standing groups and ad-hoc working groups and committees	Office files of the group maintained by the sponsor, to the group, Chairperson, or other designee.	NRRS 1/14-B1(a): Permanent. Retire to Federal Records Center (FRC) when 2 years old. Transfer to NARA when 20 years old.
Agreements and Memoranda of Understanding	Office of Primary Responsibility. This is the signing authority. Copies to the Greenbelt Emergency Management Office.	NRRS 1/ 6: Permanent. Retire to the custody of the NASA Archivist or Historian. They will transfer to NARA when no longer needed to prepare NASA histories or when 10 years old, whichever is sooner.

P.9 MEASUREMENT AND VERIFICATION

The Emergency Management Office (EMO) shall establish and maintain a documented process to communicate, implement and monitor compliance with EMP requirements outlined herein. The EMO shall develop a comprehensive, internal GSFC EMP Self-Assessment Survey for all GSFC remote sites, organizations, program team leads and functional response teams to measure progress and facilitate documentation and reporting of their achievement of assigned EMP requirements. The survey will be distributed to each entity at least 60 days prior to the survey due date (November 30). The EMO shall also be responsible for scheduling, reviewing and auditing self-assessment report submissions.

Each organization with assigned roles and responsibilities defined herein and where appropriate shall complete and submit the survey to the Greenbelt EMO no later than November 30 of each year. The details of this survey and other EMP maintenance activities are detailed in Section 4.

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1 EMERGENCY MANAGEMENT PROGRAM (EMP) GOALS AND ASSUMPTIONS

The remainder of this document consists of the following sections:

- **Section 1:** Outlines EMP goals and assumptions which guide all program activities upon which the GSFC EMP is based.
- **Section 2:** Defines the roles for all GSFC personnel as either emergency or continuity personnel.
- **Section 3:** Outlines the roles and responsibilities of key individuals, organizations, and groups which comprise the various elements of the EMP.
- **Section 4:** Details the implementation of the GSFC EMP and special considerations for each of the GSFC sites.
- **Section 5:** Discusses ongoing management and maintenance of the EMP.

1.1 EMP Goals

The EMP provides a common framework by which GSFC shall focus its efforts on achieving the following program goals:

- a. Protect personnel, property and the environment;
- b. Provide for continuous operation or timely resumption of mission essential functions;
- c. Enhance capabilities to prepare for, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity;
- d. Organize, equip, train, and exercise emergency personnel involved in disaster response and recovery;
- e. Meet requirements outlined in the NPR 8715.2A;
- f. Meet requirements outlined in the NPD 8710.1; and
- g. Meet requirements outlined in the National Incident Management System (NIMS).

1.2 Assumptions

The GSFC EMP is based upon the following assumptions:

- a. Major emergencies and disasters can occur at any time and at any GSFC site. In some cases, dissemination of alert and warning and increased readiness measures may be possible. However, many incidents can occur with little or no warning;
- b. Outside assistance should be available in most emergency situations affecting a GSFC site. However, GSFC should be prepared to carry out initial incident management and short-term

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

actions on an independent basis. Extended operations may be required for community-wide disasters impacting any GSFC site and the surrounding community;

- c. Senior management officials are responsible for the safety and well being of personnel and the public and shall assume their responsibilities in the implementation of this directive; and
- d. Implementation of this directive enhances the GSFC's capabilities to effectively and efficiently prepare for, respond to, recover from, and mitigate against all potential hazards, regardless of cause, size, location, or complexity.

2 EMERGENCY AND CONTINUITY PERSONNEL

All GSFC personnel, including all employees and contractors, shall serve in one of the following roles, as assigned and only if activated, during a major emergency or disaster:

- **Emergency Personnel (2.1)**
- **Continuity Personnel (2.2)**
- **Non-Emergency and Non-Continuity Personnel (2.3)**

2.1 Emergency Personnel

Emergency management and emergency response personnel are all personnel who are assigned an emergency management and response and recovery role during an incident. They are considered "emergency personnel", and are allowed access to the Center and an incident scene during emergency situations when center access is restricted or closed and only when activated.

Whereas the focus of continuity personnel is solely on continuity of operations to ensure continuation and restoration of mission essential functions, emergency personnel focus on incident management and response and recovery operations.

GSFC emergency personnel include the following:

- Center Director
- Site and Station Directors and Managers, for their site
- Director of Management Operations
- Deputy Director of Management Operations
- Chief, Protective Services Division
- Deputy Chief, Protective Services Division
- Emergency Management Office staff
- Emergency Management Coordinators, for their sites
- Emergency Management Task Group (EMTG) members, for their areas of responsibility
- Protective Services Division (PSD): first responders (Security personnel, Emergency Medical Technicians, Special Agents, and PSD staff as appropriate)
- Security Operations Center (SOC) and Facilities Operations Center (FOC) staff
- Incident Command Post (ICP) staff, only when the ICP is established and consists of all Incident Command System (ICS) positions activated to support the Incident Commander;

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

this includes first responders, as well as site emergency response personnel assigned and trained to provide specialized response and recovery capabilities, including Facility Operations Managers (FOM), Safety, Environmental, Facilities, etc.

- Emergency Operations Center (EOC) staff (see Table 4.2), only when the EOC is activated (includes all EOC positions and positions activated to provide action planning support to the EOC staff); this includes all site personnel assigned and trained to provide specialized response, recovery and continuity capabilities
- Building Managers and Facility Operations Managers (FOM), for their area of responsibility
- Disaster Response Team (DRT) members, only if activated
- Disaster Service Workers, only if activated

The EMO or EMC at each site shall develop and maintain a list of all emergency personnel in coordination with group and team leaders and others.

2.2 Continuity Personnel

Continuity personnel include Emergency Relocation Group (ERG) personnel and Continuity of Operations (COOP) Support Team (CST) members. Whereas the focus of emergency personnel is solely on incident management during response and recovery operations, continuity personnel are identified as personnel who, during an emergency situation, ensure continuity and restoration of mission essential functions. This includes personnel who routinely perform mission essential functions that are carried out 24 hours a day, 7 days a week, 365 days a year, including weekends, holidays, and non-core hours. They are required to remain on site in the event that relief personnel are not available. This also includes personnel who perform mission essential functions that must be operational prior to or during pre-established time limits.

Continuity personnel shall be admitted to the Center during emergency situations when center access is restricted or closed and only when activated, unless Protective Services is specifically directed to close the Center to all non-emergency personnel, including continuity personnel.

ERG and COOP Support personnel shall be identified during the COOP planning process. The EMTG is responsible for ensuring the continuity personnel lists are developed and maintained by their respective COOP planners within their directorates and at their sites.

2.3 Non-Emergency and Non-Continuity Personnel

All other personnel, non-emergency and non-continuity, may be called upon to support emergency and continuity staff during an incident.

3 ROLES AND RESPONSIBILITIES

This Section identifies the roles and responsibilities for each key position, group, and organization, as appropriate, for developing, implementing and maintaining GSFC's EMP. It is comprised of two subsections: Management Elements and Functional Elements.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

All persons, groups, and organizations must have a clear understanding of their roles and responsibilities for successful emergency management and response.

In addition to the roles and responsibilities listed in this directive for each organization, the EMTG or EOC staff, if activated, may assign additional responsibilities to organizations during an incident.

3.1 Management Elements of the Emergency Management Program (EMP)

The following position(s), group(s) and organization(s) are responsible for the oversight and day-to-day administration and management of the EMP, as well as incident management during activations, as appropriate:

- Center Director (3.1.1)
- Management Operations Directorate (MOD) (3.1.2)
- Protective Services Division (PSD) (3.1.3)
- PSD: Emergency Management Office (EMO) (3.1.4)
- Emergency Management Task Group (EMTG) (3.1.5)

3.1.1 Center Director shall:

- a. Ensure the safety and welfare of all GSFC personnel;
- b. Exercise ultimate responsibility and authority for the EMP;
- c. Ensure the EMP is implemented as detailed within this directive by all GSFC sites;
- d. Provide strategic guidance, budgetary support and resources for the EMP;
- e. Ensure that senior management is investing sufficient resources into developing, planning, organizing, equipping, maintaining, testing, training, and exercising the EMP;
- f. Review and approve all emergency management policies, plans and procedures identified by this directive. (This responsibility may be delegated.);
- g. Ensure the program is visible within the organization;
- h. Designate a GSFC Emergency Management Officer; and
- i. Serve as the Chair for the EOC Policy Group during EOC activations (see Table 5.2).

3.1.2 Management Operations Directorate (MOD) shall:

- a. Be responsible for the overall implementation of the EMP at Greenbelt, translate the plan into specific policies, where necessary, and report directly to the Center Director;
- b. Provide budgetary, organizational and resource support to the EMP;
- c. Ensure, promote and encourage senior leadership and management participation in EMP activities, such as planning, training and exercises;
- d. Communicate the EMP center-wide, in coordination with the EMTG, to ensure consistent understanding of the key elements of the program and to ensure that supervisors and employees understand their roles and responsibilities in responding to an incident;
- e. Review and concur with the approval of all emergency management policies, plans and procedures identified by this directive;

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- f. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- g. Activate and terminate the Emergency Operations Plan (EOP) and annexes, as appropriate, in coordination with the Deputy Director of Management Operations, the Chief of Protective Services, and the EMO;
- h. Serve as a member of the Emergency Operations Center (EOC) Policy Group during EOC activations (Deputy Director of Management Operations) (see Table 5.2);
- i. Provide information and resource management and strategic planning support during an incident;
- j. Provide staff to serve in the EOC, if requested (see Table 5.2);
- k. Approve Federal, State, and local requests for assistance made through NASA Headquarters (HQ); and
- l. Coordinate short- and long-term recovery activities after an incident.

3.1.3 Protective Services Division (PSD) shall:

- a. Oversee the development, implementation and maintenance of the EMP;
- b. Provide physical security, to include incident command and management, situational and initial damage assessment, and direction and control during incidents, as appropriate;
- c. Provide personnel and information security, as appropriate;
- d. Act as the liaison with the NASA Office of Inspector General (OIG);
- e. Assume the duties of the EMO or designee in their absence (that is, unable to be contacted or are otherwise incapacitated) during an incident;
- f. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2); and
- g. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.1.4 Emergency Management Office (EMO) (Greenbelt only) shall:

- a. Serve as the chair of the EMTG;
- b. Provide the day-to-day management, implementation and maintenance of the EMP;
- c. Coordinate EMP activities with all appropriate Center organizations and provide program support in the implementation of assigned initiatives, with the assistance of the EMTG, and shall ensure that emergency operations plans are developed, trained, tested, and exercised (see Tables D.1 and D.2);
- d. Provide policy and overall oversight, advice, and assistance regarding the EMP to all GSFC sites;
- e. Analyze the emergency management capabilities needed by the Center and identify the planning, training, organizational and equipment requirements necessary to provide those capabilities;
- f. Provide overall incident management and coordination of incident action planning efforts. This includes serving, when necessary, as the IC during emergencies where the EOC is not activated, and serving as the EOC Manager during EOC activations (see Table 5.2);

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- g. Coordinate with responding public agency resources and command structure and arrange emergency access to Center information and resources, as required;
- h. Provide information and resource management and strategic planning support during an incident at other GSFC sites, in coordination with the Management Operations Directorate and the Protective Services Division;
- i. Maintain close liaison and coordinating with NASA HQ, Federal, State, and local emergency management organizations;
- j. Develop, coordinate and implement mutual aid agreements, memoranda of understanding and agreements, as necessary;
- k. Coordinate emergency evacuation and fire drills, in cooperation with Code 220, the Fire Alarm Shop;
- l. Place a copy of all Building Emergency Plans (BEPs) and Pre-Fire Plans on the Website (under Emergency Management) and on the First Responder Website;
- m. Perform a risk analysis for Greenbelt, in coordination with the Medical and Environmental Management Division, Occupational Safety and Health Division, and others as appropriate; and
- n. Complete the FEMA Professional Development Series in Emergency Management within six months of hire or maintain a current International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) qualification.

3.1.5 Emergency Management Task Group (EMTG)

Each directorate, to include the Office of Human Capital Management, the Office of the Chief Financial Officer, and each site, shall appoint an EMTG member and an alternate. Other organizations may be requested to provide representatives, as necessary. EMTG members represent their respective directorate, and are authorized to make decisions on behalf of their respective directorate as they relate to the implementation of this directive. Because of the size and complexity of the Greenbelt site and limited resources, the EMO shall rely on the EMTG to identify and access critical services and resources, including personnel. Directorates may appoint representatives (see Section 4), where appropriate, to assist their respective EMTG members in ongoing EMP management activities and in implementing division-specific EMP initiatives.

EMTG representatives shall:

- a. Assist and support the EMO (EMTG Chair) in the development, coordination, implementation, and evaluation of all EMP requirements and components, including this directive;
- b. Serve as the principal coordinator for all EMP activities conducted within their respective directorates. This includes providing direction to employees within their organization in the implementation of center-wide and directorate-specific EMP activities; and
- c. Staff the EOC, as requested and appropriate (see Table 5.2).

3.2 Functional Elements of the Emergency Management Program (EMP)

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

All organizations shall collaborate with the EMO, through their respective EMTG representative, to provide key resources and capabilities to support the EMP during incidents and day-to-day EMP management. All organizations shall provide critical resources (personnel, equipment, supplies, services, etc.) during and in support of an incident. Organizational unit personnel, identified by specialized experience and job duties, organization or strategic interest, may be asked to participate in working groups for specific emergency management initiatives and serve in an emergency or continuity personnel role (see Section 2).

Involving these entities in the EMP ensures that critical functional capabilities and resources (e.g., damage assessment, scene safety, direction and control, equipment and supplies) are available and integrated into a viable EMP program.

3.2.1 All Organizations

Organizations, where appropriate, shall be assigned primary and support roles in the development, implementation, and maintenance of EMP initiatives, and as defined throughout this document.

Primary Elements

Primary organizational elements are identified to lead an initiative implementation effort if: 1) they have primary mission roles and responsibility related to the initiative; 2) they were currently conducting similar initiatives; 3) they 'sponsor' or provide funding for the initiative; and 4) no other more appropriate primary organizations could be identified.

Support Elements

Support elements are important to the development and implementation of an initiative. Support elements are identified to assist primary elements if: 1) they are initiative stakeholders; or 2) they have resources and subject matter expertise related to the initiative. The list of support elements should not be considered exhaustive. Primary elements are encouraged to identify and secure the appropriate participation of all supporting elements that may be considered initiative stakeholders.

Each organization shall be responsible for:

- a. (Each Directorate, including the Office of Human Capital Management, the Office of the Chief Financial Officer, and each site) Designate a representative and an alternate, to serve as an EMTG member;
- b. (Each site) Designate staff to serve as an Emergency Management Coordinator (EMC);
- c. (Each site) Designate a representative and an alternate to serve as an EMTG member (ideally, the EMC serves as the primary EMTG member);
- d. Participate in training, testing and exercising of emergency policies, plans and procedures, as requested and as appropriate, to ensure the protection of employees, property and continuity of business operations;

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- e. Ensure that their staff within their area of responsibility reviews their BEPs, in coordination with the FOM and Floor Warden (FW) program, on an annual basis and within six months of hire;
- f. Provide resources (personnel, equipment, supplies) to support emergency operations (response, recovery and continuity) at the direction of the Center Director and the Director of Management Operations;
- g. Develop and maintain employee location accountability procedures for use during emergencies;
- h. Develop incident-specific emergency functional plans and procedures for hazardous (e.g., chemical labs, plating site) or mission-critical operations, as appropriate and as directed by laws, regulations, and other requirements documents;
- i. Establish mutual aid and assistance agreements to provide specific response capabilities, where appropriate;
- j. Collaborate with contractors, vendors and other stakeholders in implementing activities to provide mutual support and to maintain delivery of goods and services during an incident; and
- k. Complete and submit the survey to the Greenbelt EMO no later than November 30 of each year, as appropriate.

Tables D.1 and D.2 identify the major functional areas of the EMP covered by this directive, along with the corresponding functional annex to the EOP, NPR source for the functional area, and responsible organizations.

This document does not address the responsibilities of management and functional safety organizations as addressed in GPR 8710.8.

3.2.2 Office of Human Capital Management (OHCM) shall:

- a. Designate a representative and an alternate to serve as an EMTG member;
- b. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- c. Provide guidance on human capital management to the EMTG to ensure mission essential functions and services proceed without interruption;
- d. Provide assistance with family and relative inquiries concerning employee injuries or fatalities; and
- e. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.3 Public Affairs Office (PAO) shall:

- a. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- b. Notify and disseminate emergency information to Center personnel, the media, and the public;

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- c. Promote the Employee Emergency Preparedness Program which is designed to provide awareness, resources, and tools to the NASA Family to prepare for an emergency situation at work or home, in coordination with the EMO; and
- d. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.4 Office of the Chief Counsel (OCC) shall:

- a. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- b. Provide legal guidance and assistance with emergency management activities, including contracts, and human capital and procurement policies; and
- c. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.5 Office of the Chief Financial Office (CFO) shall:

- a. Designate a representative and an alternate to serve as an EMTG member;
- b. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- c. Develop procedures for establishment of disaster contingency funding;
- d. Provide guidance on financial issues related to payroll, benefits, retirement, insurance benefits, etc.;
- e. Maintain records of emergency-related expenditures and assessing sufficiency of resources and funding capabilities needed during an incident; and
- f. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.6 IV&V Emergency Management Coordinator (EMC) shall:

- a. Implement, coordinate and maintain the GSFC EMP (Section 4) at IV&V;
- b. Serve as the EMTG member for IV&V;
- c. Analyze the emergency management capabilities needed by IV&V and identify the planning, training, organizational and equipment requirements necessary to provide those capabilities;
- d. Coordinate with and provide assistance to all organizations to ensure that functional and supporting operations plans and procedures are developed, trained, tested, exercised, and maintained;
- e. Notify the IV&V Director and Program Manager upon activation of the IV&V EOP;
- f. Provide emergency notifications, situational status and surveillance reports on IV&V to the following positions at Greenbelt:
 - 1) Center Director
 - 2) Director of Management Operations and the Deputy Director of Management Operations
 - 3) EMO
- g. Make recommendations to the IV&V Director and Program Manager on emergency operations and requests for assistance and resources;
- h. Ensure building emergency evacuation and fire drills are conducted on an annual basis;
- i. Maintain close liaison and coordination with local emergency management to ensure timely response and integration and coordination of emergency operations plans;

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- j. Coordinate with responding public agencies concerning emergency responses to community-wide disasters and mutual aid agreement implementation; and
- k. Provide advice and assistance to IV&V personnel and support contractors regarding emergency mitigation, preparedness, response, and recovery.

3.2.7 Procurement Operations Division (POD) shall:

- a. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- b. Provide guidance on procurement policies and procedures for addressing the effect of an incident on center-wide contracts and support services;
- c. Encourage each requirements office to include requirements in their contract statement of work to ensure, if applicable, continuity of operations and the fulfillment of mission requirements in the event of any major emergency and disaster; and
- d. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.8 Facilities Management Division (FMD) shall:

- a. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- b. Coordinate site-related emergency management activities with Code 200 - MOD, the EMO, Building Managers, and FOM, as appropriate, including shutting down and protection of lab equipment, securing mock-ups, protecting critical systems and equipment during an incident;
- c. (Building Managers) Review and concur with the BEPs for their area of responsibility;
- d. Ensure the application of codes, standards, and regulations in design and construction activities;
- e. Prepare and maintain contingency procedures for all-hazards, including emergency facility operations and functions in support of response, recovery and continuity operations;
- f. Ensure that site plans, evacuation maps, utility drawings, pre-fire plans, assembly area maps, incident maps, and all other emergency response-related maps are kept up to date and provide electronic access to the Emergency Management Office;
- g. Perform damage assessment, as required, and facilitate short- and long-term recovery planning. If activated, FMD shall coordinate this activity with the EOC;
- h. Compile cost estimates of damage repairs as required. If activated, FMD shall coordinate this activity with the EOC Finance and Administration Section;
- i. Provide staff to serve in the EOC, if requested (see Table 5.2);
- j. Determine recovery times of affected utility systems; and
- k. Return facilities to operational status following an incident, including:
 - 1) Barricading hazardous areas
 - 2) Restoring streets and bridges in priority order
 - 3) Protecting and restoring waste treatment and disposal systems
 - 4) Augmenting sanitation services
 - 5) Removing debris
 - 6) Restoring electrical service to vital sites
 - 7) Directing temporary repair of essential sites

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- 8) Restoring emergency power sources as required
- 9) Restoring water treatment and supply services
- 10) Condemning unsafe structures

3.2.9 Medical and Environment Management Division (M&EMD) shall:

- a. Coordinate the EMP activities of all GSFC health units;
- b. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- c. Perform a risk analysis for Greenbelt, in coordination with the Protective Services Division and the Occupational Safety and Health Division;
- d. Maintain situational awareness of all potential and actual public health, medical, and environmental situations; assess the GSFC risk factors, and, in coordination with the EMO, provide recommendations to the Director of Management Operations or their designee(s);
- e. Coordinate all public health, medical and environmental response activities for an incident to ensure the continuity of health care provision and to provide for the health and safety of all employees;
- f. Coordinate Greenbelt’s triage and first aid activities with public agencies immediately after an incident occurs, as necessary.
- g. Develop systems for reporting and compile information on deaths and injuries.
- h. Verify proper organizational planning and procedures for containing, controlling, cleaning up, and reporting hazardous spills or releases.
- i. Serve as the GSFC’s subject matter experts on public health, medical and environmental issues; and
- j. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.10 Information and Logistics Management Division (ILMD) shall:

- a. Provide support for emergency operations through store stock, or emergency procurement, or other Center resources;
- b. Provide local transportation resources to support emergency operations and ensure availability of fuel and oil for vehicles under emergency conditions;
- c. Maintain an emergency vendor contact list;
- d. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2); and
- e. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.11 Occupational Safety and Health Division (OS&H) shall:

- a. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- b. Serve as the GSFC’s subject matter experts on workplace hazards caused by chemical, physical, biological, and radiological agents;
- c. Perform a risk analysis for Greenbelt, in coordination with the Protective Services Division and the Medical and Environmental Management Division; and

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

d. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.12 WSC Emergency Management Coordinator (EMC) shall:

- a. Implement, coordinate and maintain the GSFC EMP (Section 4) at WSC;
- b. Serve as the EMTG member for WSC;
- c. Analyze the emergency management capabilities needed by WSC and identify the planning, training, organizational and equipment requirements necessary to provide those capabilities;
- d. Coordinate with and provide assistance to all organizations to ensure that functional and supporting operations plans and procedures are developed, trained, tested, exercised, and maintained;
- e. Notify the WSC Station Director upon activation of the WSC EOP;
- f. Provide emergency notifications, situational status and surveillance reports on WSC to the following positions at Greenbelt:
 - 1) Center Director
 - 2) Director of Management Operations and the Deputy Director of Management Operations
 - 3) EMO
- g. Make recommendations to the WSC Station Director on emergency operations and requests for assistance and resources;
- h. Ensure building emergency evacuation and fire drills are conducted on an annual basis;
- i. Maintain close liaison and coordinating with the local emergency management to ensure timely response and integration and coordination of emergency operations plans;
- j. Coordinate with the responding public agencies concerning emergency responses to community wide disasters and mutual aid agreement implementation; and
- k. Provide advice and assistance to WSC personnel and support contractors regarding emergency mitigation, preparedness, response, and recovery.

3.2.13 GISS Emergency Management Coordinator (EMC) shall:

- a. Implement, coordinate and maintain the GSFC EMP (Section 4) at GISS;
- b. Serve as the EMTG member for GISS;
- c. Analyze the emergency management capabilities needed by GISS and identify the planning, training, organizational and equipment requirements necessary to provide those capabilities;
- d. Coordinate with and provide assistance to all organizations to ensure that functional and supporting operations plans and procedures are developed, trained, tested, exercised, and maintained;
- e. Notify the GISS Chief upon activation of the GISS EOP;
- f. Provide emergency notifications, situational status and surveillance reports on GISS to the following positions at Greenbelt:
 - 1) Center Director
 - 2) Director of Management Operations and the Deputy Director of Management Operations
 - 3) EMO
- g. Make recommendations to the GISS Chief on emergency operations and requests for assistance and resources;
- h. Ensure building emergency evacuation and fire drills are conducted on an annual basis;

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- i. Maintain close liaison and coordinate with the local emergency management to ensure timely response and integration and coordination of emergency operations plans; and
- j. Coordinate with responding public agencies concerning emergency responses to community wide disasters and mutual aid agreement implementation. Provide advice and assistance to GISS personnel and support contractors regarding emergency mitigation, preparedness, response, and recovery.

3.2.14 Information Technology and Communications Directorate (ITCD) shall:

- a. Establish and maintain systems that shall provide reliable information technology and communications capabilities during emergencies;
- b. Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- c. Coordinate use of all public and private communication systems necessary during emergencies;
- d. Manage and coordinate all emergency information technology and communications system operations of the EOC, when activated;
- e. Assess damage to information technology and communications systems coordinating repair and restoration; and
- f. Provide staff to serve in the EOC, if requested (see Table 5.2).

3.2.15 WFF Suborbital and Special Orbital Projects Directorate and Director of WFF shall:

- a. Implement requirements in compliance with this directive and GPR 8715.6, WFF Safety, Occupational Health and Emergency Preparedness Programs;
- b. Appoint an EMC for WFF;
- c. Provide situational status updates on WFF to the following positions at Greenbelt:
 - 1) Center Director
 - 2) Director of Management Operations and the Deputy Director of Management Operation
- d. Provide or ensure provision of the necessary resources for implementing the WFF EMP; and
- e. Ensure development of plans to mitigate against, prepare for, respond to, and recover from incidents.

3.2.16 WFF Safety Office shall:

- a. Develop and maintain EMP elements;
- b. Assist WFF employees, supervisors, and senior managers in the implementation of emergency preparedness requirements;
- c. Advise management on significant issues related to emergency preparedness;
- d. Communicate emergency preparedness requirements to WFF employees as appropriate;
- e. Facilitate periodic evaluations of the WFF EMP by GSFC and NASA HQ;
- f. Serve as the GSFC's subject matter experts on workplace hazards caused by chemical, physical, biological, and radiological agents; and
- g. Provide an EMC for WFF.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

3.2.17 WFF Emergency Management Coordinator (EMC) shall:

- a. Implement, coordinate and maintain the GSFC EMP (Section 4) at WFF;
- b. Serve as the EMTG member for WFF;
- c. Analyze the emergency management capabilities needed by WFF and identify the planning, training, organizational and equipment requirements necessary to provide those capabilities;
- d. Coordinate with and provide assistance to all organizations to ensure that functional and supporting operations plans and procedures are developed, trained, tested, exercised, and maintained;
- e. Notify the WFF Director upon activation of the WFF EOP;
- f. Provide emergency notifications, situational status and surveillance reports on WFF to the following positions at Greenbelt:
 - 1) Center Director
 - 2) Director of Management Operations and the Deputy Director of Management Operations
 - 3) EMO
- g. Make recommendations to the WFF Director on emergency operations and requests for assistance and resources;
- h. Ensure building emergency evacuation and fire drills are conducted on an annual basis;
- i. Maintain close liaison and coordinating with Code 240W – Protective Services Division and the local emergency management to ensure timely response and integration and coordination of emergency operations plans;
- j. Coordinate with the Accomack County Department of Public Safety concerning emergency responses to community wide disasters and mutual aid agreement implementation; and
- k. Provide advice and assistance to WFF personnel and support contractors regarding emergency mitigation, preparedness, response, and recovery.

3.2.18 All Employees

All employees are critical to the immediate response to any emergency. Employee training and outreach shall be conducted by the EMO or EMC and FOM to ensure employees are aware of their roles during an emergency (see Section 4). As such, employees shall assist in emergency management by:

- a. Knowing and following plans and procedures for reporting and responding to emergencies (refer to Emergency Operations: FOM and FW Program). This includes:
 - 1) Reviewing the BEP and other job-specific emergency plans and procedures within six months of hire and annually thereafter.
 - 2) Following specific emergency response procedures contained in BEPs and other documents related to an individual's job duties.
- b. Participating in emergency building evacuation and fire drills and other relevant training and exercises; and
- c. Serving as ERG personnel, emergency personnel, only as assigned by their organization.

3.2.19 All Contractors and Requirements Offices shall:

Include requirements in their statements of work for GSFC contracts to ensure, if applicable, the following:

- a. Continuity of operations and the fulfillment of mission requirements, as applicable, in the event of any major emergency and disaster;
- b. Knowledge and compliance with plans and procedures for reporting and responding to emergencies. This includes:
 - 1) A review of their respective Building Emergency Plan (BEP) and other job-specific emergency plans and procedures annually and within six months of hire.
 - 2) Following specific emergency response procedures contained in BEPs and other documents related to an individual's job duties.
- c. Service as ERG personnel or emergency personnel, only as assigned by their organization; and
- d. Participation in emergency building evacuation and fire drills and other relevant training and exercises.

4 IMPLEMENTATION OF THE EMP AT GSFC

The section first details the implementation requirements of the GSFC EMP and then addresses special considerations for each site.

4.1 EMP Requirements (all sites)

- a. The Center Director has ultimate responsibility and authority for the GSFC EMP. The Director of Management Operations is responsible for the overall implementation of the GSFC EMP and reports directly to the Center Director. The Director of Management Operations makes key policy-level decisions necessary to ensure an effective and efficient response and recovery from incidents.
- b. Day-to-day administrative responsibility for the GSFC EMP, and the development, implementation and maintenance of this directive, resides with the EMO at Greenbelt. The EMO coordinates EMP activities and provides program support to all sites in the development, implementation and maintenance of assigned initiatives, with the assistance of the EMTG.
- c. Each GSFC site shall appoint an EMC who shall be responsible for the day-to-day administration of the GSFC EMP. Site EMC's should complete the FEMA Professional Development Series in Emergency Management within six months of appointment or have a current International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) qualification.
- d. The EMC, and alternate, shall serve as an EMTG member. EMTG members represent their respective sites, and are authorized to make decisions on behalf of their sites as they relate to

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

the implementation of this directive. Because of the size and complexity of Greenbelt site and limited resources, the EMO shall rely on the EMTG to identify and access critical services and resources, including personnel, services and equipment.

- e. Each site may appoint one or more members of its organization (each division, as appropriate), to serve as an Emergency Management Task Subgroup (EMTS) representative. EMTS representatives provide assistance to their EMTG representative in implementing division-specific EMP initiatives. EMTS members represent and are authorized to make decisions on behalf of their respective divisions as they relate to the implementation of this directive.
- f. IV&V, GISS, WFF, and WSC, while assigned oversight by a specific directorate, operate independently and have differing levels of emergency management capability and resources. Each site shall comply with the GSFC EMP policy. While the GSFC Center Director retains overall authority and responsibility for the EMP at all GSFC sites, site or station directors and managers at each of these sites are provided with the authority to take appropriate actions as outlined in this directive and in conjunction with the site-specific policies, plans and procedures, and based on the incident at each locality.
- g. EMP activities for all other NASA world-wide research and communications stations and launch sites managed by GSFC shall be coordinated by the managing directorate and division, as appropriate.

The remainder of this section outlines GSFC EMP recommendations and requirements for each GSFC site during each of the four phases of emergency management:

- Mitigation (4.1.1)
- Preparedness (4.1.2)
- Response (4.1.3)
- Recovery (4.1.4)

This directive serves as GSFC's formal adoption of the National Incident Management System (NIMS) as its comprehensive approach to incident management. This directive incorporates NIMS components into the four phases of emergency management where appropriate.

4.1.1 Mitigation

Each GSFC site shall develop, implement and maintain a Hazard Mitigation Plan (HMP) that includes measures to be taken to reduce or eliminate risks identified in the risk analysis (preparedness phase). As part of the HMP, each site shall identify mitigation activities including, but not limited to, the following:

- a. Identify mission essential functions, critical resources, infrastructure and sites for protection; This includes local and backup power generating and distribution sites;

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- b. Comply with codes, standards, and regulations to aid in eliminating or reducing risk;
- c. Develop, install, test, and exercise alert and warning system(s);
- d. Implement deterrent systems (site hardening), such as perimeter fencing or visible security;
- e. Prevent, protect and strengthen existing sites tied to the risk analysis (e.g., earthquake resistance; high wind resistance; securing loose objects; and protection from high water, flying glass, and other debris);
- f. Incorporate long-term master planning that includes site strengthening in the initial design and relocating vulnerable sites in safer locations; and
- g. Undertake management decisions to mitigate risks, such as limiting quantities of hazardous chemicals, or storing hazardous materials in remote locations.
- h. Implement active safety and training programs.
- i. Identify interim and long-term actions to reduce vulnerabilities.

4.1.2 Preparedness

Preparedness activities provide for the development of critical response capabilities needed to effectively and efficiently respond and recover from an incident before it occurs. Each GSFC site shall develop, implement and maintain preparedness activities including, but not limited to:

- a. Risk Analysis (4.1.2.1)
- b. Planning (4.1.2.2)
- c. Training (4.1.2.3)
- d. Exercises (4.1.2.4)
- e. Corrective Action Program (CAP) (4.1.2.5)

4.1.2.1 Risk Analysis

Each site shall:

- a. Conduct a risk analysis. Risk analysis involves following a structured risk management process for identifying, understanding and prioritizing potential hazards. Once identified, hazards shall then be ranked according to the overall risk each poses. The risk analysis then provides planning direction toward higher-priority hazards first;
- b. Identify specific organizations responsible for primary and support roles in developing incident-specific plans and procedures for hazards identified in the risk analysis;
- c. Identify high risk and low frequency hazards for training and exercise development;
- d. Complete a risk analysis to identify hazards and manage risk in accordance with NPR 8705.5, Probabilistic Risk Assessment (PRA) Procedures for NASA Programs and Projects; and
- e. Review the risk analysis annually and update as required.

4.1.2.2 Planning

Each site shall:

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- a. Develop, implement, and maintain their EOP, functional, incident-specific and supporting annexes, standard operating procedures (SOP), implementing instructions, and other documents according to the EOP Guidelines in Appendix D;
- b. Develop site EOP's, annexes, PGs and WIs, as defined herein, by the assigned primary organizations in coordination with support units. All documents shall be submitted for review by the Greenbelt EMO;
- c. Incorporate the National Response Framework (NRF) and NIMS into their EOP and annexes;
- d. Incorporate checklists and emergency action plans into their EOP and annexes to respond to each known hazard identified in the risk analysis process (hazard-specific annexes). This includes:
 - 1) Environmental response protocols for hazardous materials and waste spills, as appropriate.
 - 2) Medical emergencies medical surveillance.
- e. Incorporate checklists and emergency action plans to support emergency response functional activities (functional annexes). This includes:
 - 1) Procedures to evacuate and assist persons with specific needs who require assistance (support annex).
 - 2) Identification of parameters and levels for emergency operations, including EOC activation;
- f. Promote, develop and implement mutual aid agreements and memoranda of understanding or agreements with Federal, state and local agencies, and other organizations, as appropriate;
- g. Develop, implement, test, train, exercise, and maintain a COOP Plan as a functional annex to the EOP. The EOP and COOP Plan should address the relationship between emergency response, recovery, and COOP planning. (Some incidents require simultaneous operations for response, recovery, and COOP. The goal is to avoid conflicts over the use of resources, such as personnel and critical systems, necessary to achieve outcomes in both readiness and continuity. NPR 1040.1, NASA COOP Planning Requirements, provides additional information on COOP planning requirements.);
- h. Ensure that the COOP Plan addresses short-and long-term continuance of mission-essential functions, services, and infrastructure. The Plan should also include the specific GSFC contracts needed to sustain those missions and must identify recovery priorities of systems and operations; and
- i. Secure vital and classified records in accordance with the appropriate NASA policies. Facilities may not use online systems for documentation management for the EOP, procedural documents or checklists unless the systems are protected in accordance with NPR 1600.1. Accordingly, plans, procedural documents and checklists are to be considered Sensitive but Unclassified (SBU) and not to be placed on open systems. However, if a more open dissemination of plans, procedural documents and checklists is required, such as at a multi-tenant site, a site can maintain sensitive information separately and shall not be required to consider these plans and checklists as SBU.

4.1.2.3 Training

To ensure emergency management and response personnel are adequately trained and qualified, GSFC shall develop a Training and Exercise Program. Training includes all courses and other

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

training activities (required or optional) provided in support of the tiered response structure and target capabilities, as appropriate.

- a. The EMO, in conjunction with the EMTG, shall identify training and credentialing requirements for all emergency management and response personnel. Requirements shall be based on the National Incident Management System (NIMS) core curriculum and position-specific (mandatory and elective) training, as appropriate and as identified in the 5-Year NIMS Training Plan, and any other Federal regulatory requirements related to the emergency management authorities and directives (see Table 4.1); and
- b. The EMO shall coordinate and provide training opportunities for all NIMS required courses and to all emergency personnel required to complete the courses. Training courses shall be listed in the three-year Training and Exercise Plan (TEP) (see Section 4).

Each site shall:

- a. Ensure that all individuals are properly trained and meet established training requirements;
- b. Develop and maintain a training roster of emergency and continuity personnel; and
- c. Maintain training records and rosters in accordance with Center requirements for training records (see Section P.8).

4.1.2.4 Exercises

Exercises include all activities held in support of the tiered response structure (seminars, workshops, games, drills, table-top, functional, and full-scale exercises).

Exercises planned and conducted at GSFC shall be in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP) policy and guidelines. (HSEEP is a capabilities and performance-based exercise program which provides standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.)

Table 4.1: NIMS Training Requirements

Positions*	Description	Required Courses**
Entry Level	Entry-level first responders and disaster workers, emergency medical service personnel, law enforcement personnel, public health personnel, facilities and utility personnel, skilled support personnel and other emergency management response, support, volunteer personnel at all levels. This includes ride-out team members.	FEMA Independent Study (IS)-700: NIMS, An Introduction; Incident Command System (ICS)-100: Introduction to ICS or equivalent
First-line supervisors, single resource boss, field supervisors	Includes other emergency management and response personnel that require a higher level of ICS and NIMS training.	IS-700.A, ICS-100, and ICS-200: Basic ICS or its equivalent
Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.	Includes EOC staff, branch directors, division chiefs and group supervisors, unit leaders, strike team leaders, task force leaders.	IS-700.A, IS-800.B NRF, ICS-100, ICS-200, and ICS-300
Command and General Staff; Incident, Area and Unified Commanders; Emergency and EOC Managers	Includes Incident, Area and Unified Commanders, EOC Manager, Management and General Staff, EMO, EMC, emergency managers.	IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300, and ICS-400
*These positions are based on and consistent with the Incident Command System (ICS) standardized terminology.		
**Does <u>not</u> include position-specific training requirements required of all positions.		

Through exercises, GSFC aims to obtain objective assessments of its capabilities so that areas of improvement are identified and corrected. Center-wide, individual team or group- and site-specific exercises shall be developed and conducted as part of this program.

Each GSFC site shall plan for and participate in an all-hazards exercise program based on Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and compliance requirements. Exercises should involve emergency management and response personnel from multiple disciplines and multiple jurisdictions, as appropriate.

HSEEP compliance is defined as adherence to specific HSEEP processes and practices for exercise program management and exercise design, development, conduct, evaluation, and improvement planning. HSEEP compliance requirements include the following:

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- a. The Greenbelt EMO shall conduct an annual Training and Exercise Planning Workshop (TEPW), to include participation of all GSFC sites. The TEPW provides an opportunity to develop, review, or update the GSFC three-year Training and Exercise Plan (TEP), as well as a forum for determining how each site will execute its portion of the TEP in a given year. The purpose of the TEPW and the TEP is to translate GSFC strategic goals and priorities into specific training and exercise activities and to coordinate and de-conflict all training and exercise activities on a GSFC Master Schedule. While all exercises conducted by a site are not required to be included in its TEP, the entity should follow the guidance and priorities established during the TEPW;
- b. Each GSFC site shall plan and conduct exercises in accordance with the guidelines set forth in HSEEP policy. Specific areas for compliance include the use of various types of planning conferences and exercise documentation. The number of conferences and types of documentation required are flexible and depend on the scope of the exercise being completed;
- c. Each GSFC site shall develop, and submit to the Greenbelt EMO, an After Action Report and Improvement Plan (AAR and IP) following each exercise. The AAR and IP should:
 - 1) Capture events as they occurred during an exercise;
 - 2) Evaluate achievement of exercise objectives;
 - 3) Provide analysis of the events relative to exercise objectives;
 - 4) Validate the overall capabilities being exercised; and
 - 5) Recommend improvement actions to either further enhance or improve the site's capabilities.
- d. Each GSFC site shall track, implement and validate corrective actions identified in the AAR and IP as part of a CAP (see Section 4).
- e. The Greenbelt EMO, in conjunction with the EMTG, shall oversee the development, conduct and evaluation of the center-wide disaster annual exercise. A real-world major emergency or disaster where the EOC is activated shall count towards the center-wide annual exercise requirement;
- f. Each site shall participate in the center-wide functional and full-scale exercise;
- g. Each site shall comply with the following minimum exercise requirements established by NPD 8710.1, Emergency Preparedness Program. Exercises shall include objectives related to the EOP and COOP Plan using the National Planning Scenarios, where appropriate:
 - 1) Quarterly drills of the notification process to alert and mobilize designated emergency response personnel;
 - 2) Annual tabletop exercise (TTX); and
 - 3) Annual functional or full-scale exercise. In the event of an actual emergency where the EOC is activated, the response may be counted as a fulfillment of this requirement. Participation in the center-wide function and full-scale exercise shall also count towards this requirement; and
 - 4) Biennial functional agency-wide exercises (may be held in conjunction with a NASA Center exercise or a National-level exercise).
- h. Maintain AARs from exercises and real-world events for a minimum of one year and provided to NASA HQ and Greenbelt EMO upon request.

4.1.2.5 Corrective Action Program (CAP)

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- a. The EMO, in conjunction with the EMTG, shall develop, implement, and maintain a CAP to ensure continuous improvement of the EMP components;
- b. Each site shall develop an AAR and IP following all exercises, major emergencies and disasters, and all incidents where a site EOC is activated. All participating agencies, organizations, groups, and individuals shall be asked to participate in the AAR and IP process. The AAR and IP shall capture events as they occurred during an incident and exercise, provide analysis of the events relative to incident and exercise objectives, and suggest corrective actions to either further enhance or improve GSFC's planning and response capabilities. The IP portion of the AAR and IP includes corrective actions for improvement, along with timelines for their implementation and assignment to responsible parties. Each site shall track corrective actions identified in the AAR and IP until completion, and validate corrective actions through future exercises and real-world events (response, continuity and recovery, where appropriate); and
- c. Each site shall submit completed and approved AAR and IP documents to the Greenbelt EMO.

The CAP shall also include annual program surveys, as well as plan reviews, strategic planning, and other activities in addition to the AAR and IP process for exercises and real-world events.

4.1.3 Response

Response includes the actions taken by emergency management and response personnel during an incident. These activities help to reduce injuries and loss of life, and damage to property and the environment, and facilitate recovery. Response activities include functional activities, such as alert and warning, evacuation, search and rescue, among others.

- a. Each site shall comply with NIMS guidelines and requirements in responding to emergencies and disasters; and
- b. Each GSFC site shall develop, implement and maintain response capabilities, **as appropriate given the unique characteristics of each site or as otherwise identified as a requirement**, to include, but not limited to:
 - 1) Tiered Response Structure (4.1.3.1)
 - 2) Command and Management (4.1.3.2)
 - a) ICS (4.1.3.2.1)
 - b) Multi-Agency Coordination Center: EOC (4.1.3.2.2)
 - c) Public Information (4.1.3.2.3)
 - 3) Communication and Information Management (4.1.3.3)
 - 4) Resource Management (4.1.3.4)

4.1.3.1 Tiered Response Structure

- a. Each site shall follow a tiered response structure (Figure 4.1) in the event of an emergency or disaster to include, **as appropriate given the unique characteristics of each site or as otherwise identified as a requirement**, the following elements:

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

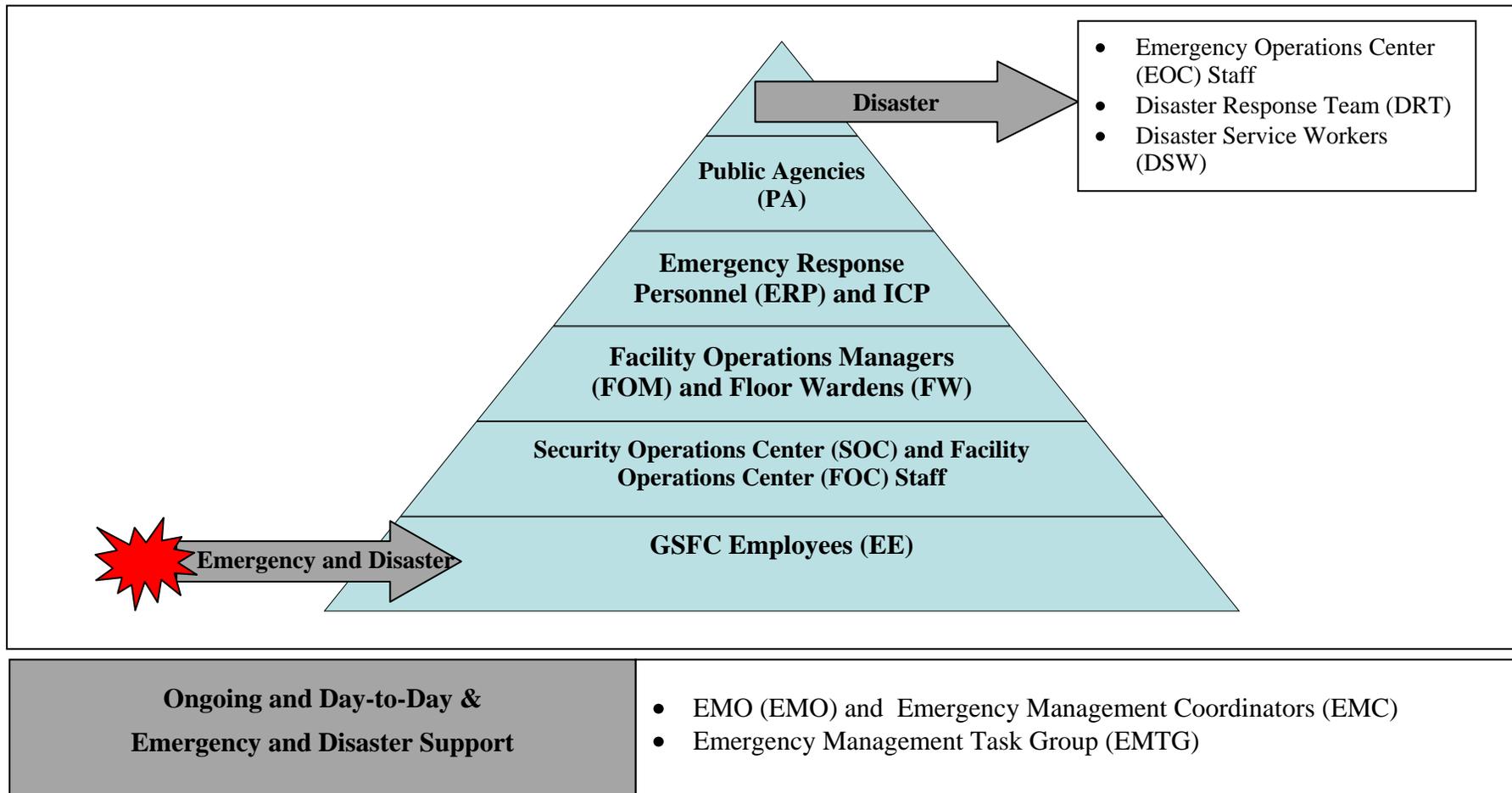
- 1) Emergency Operations (4.1.3.1.1)
 - a) GSFC Employees (4.1.3.1.1.a)
 - b) Security Operations Console (SOC) and Facility Operations Console (FOC) (4.1.3.1.1.b)
 - c) Facility Operations Managers (FOM) and Floor Wardens (FW) (4.1.3.1.1.c)
 - d) Emergency Response Personnel (ERP) and Incident Command Post (ICP) (4.1.3.1.1.e)
 - e) Responding Public Agencies (PA) (4.1.3.1.1.f)
- 2) Disaster Operations (to include Emergency Operations elements listed above) (4.1.3.1.2)
 - a) Emergency Operations Center (EOC) (4.1.3.1.2.a)
 - b) Disaster Response Team (DRT) (4.1.3.1.2.b)
 - c) Disaster Service Workers (DSW) (4.1.3.1.2.c)
- 3) Ongoing Management (see Section 5) (4.1.3.1.3)
 - a) Emergency Management Officer (EMO) (Greenbelt) and Coordinator (EMC) (all other sites) (4.1.3.1.3.a)
 - b) Emergency Management Task Group (EMTG) (4.1.3.1.3.b)

Each of the above listed elements of the GSFC Emergency Management Tiered Response Structure is detailed below and represents a “program”, to include planning, organizing, training, exercises, and equipping preparedness activities.

4.1.3.1.1 Emergency Operations

- a. **Employees** . In the event of an emergency or disaster, GSFC employees are typically the “first order” of response;
 - 1) Each site shall develop, implement and maintain an Employee Emergency Preparedness Program to include educational and outreach support activities; and
 - 2) Employees shall be trained by their assigned FOM in basic employee response actions (as outlined in their respective Building Emergency Plan), such as initiating emergency notifications by calling 911, activating fire alarms, following evacuation procedures, responding to bomb threats, etc.
- b. **Security Operations Center (SOC) and Facility Operations Center (FOC)**. Dispatch personnel, such as SOC and FOC staff, represent the “second order” of response;
 - 1) For sites with SOC and FOC capability, each site shall develop, implement and maintain SOC and FOC program procedures, where appropriate.
 - a) SOC and FOC staff shall be equipped, trained and exercised to respond to emergency notifications from employees and automated alarms by assessing the situation, dispatching and notifying appropriate response personnel and public agencies, as necessary.
- c. **Facility Operations Managers (FOM) and Floor Wardens (FW)**. FOM and FW represent the “third order” of response.

Figure 4.1: GSFC Emergency Management Tiered Response Structure.*



*Refer to Appendix C for a summary of key groups and personnel identified in Figure 4.1.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

Greenbelt, WFF:

Implementation of the FOM Program at Greenbelt and WFF shall follow the roles and responsibilities and program requirements outlined in GPR 7320.1 and 8830.1: (The Super FOM oversees the development, implementation and maintenance of the FOM Program).

- 1) The Super FOM shall report compliance on the annual Self-Assessment Survey distributed by the Greenbelt EMO.

The FOMs shall:

- 1) Develop a Pre-Fire Plan to be included as an annex to each BEP (see NASA-STD-8719.11, Safety Standard for Fire Protection and GPR 8715.5);
- 2) Submit their BEPs and Pre-Fire Plans to the Super FOM and EMO for approval, and to the Building Manager for review and concurrence;
- 3) Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2), in coordination with their respective wardens;
- 4) Ensure, in coordination with their respective wardens, all building occupants review their respective BEPs annually and within six months of hire for new employees and contractors;
- 5) Make, in coordination with the EMO, their respective BEPs available to all employees and to emergency responders;
- 6) Provide a hardcopy of the BEP and Pre-Fire Plan to the IC or responding public agencies during incidents, if requested;
- 7) Personnel assigned roles and responsibilities in the FOM and FW program shall be trained in basic emergency response actions, such as initiating and implementing evacuation procedures, ensuring injured and sick employees receive medical care, ensuring responding personnel and public agencies are directed to the appropriate location, etc.;
- 8) Coordinate, in coordination with their respective wardens, site-related activities with the IC or if activated, the EOC, as appropriate, including shutting down and protecting of lab equipment, securing mock-ups, and protecting critical systems and equipment during an incident;
- 9) Participate in emergency building evacuation drills and other exercises as outlined in the BEP or in this directive, in coordination with their respective wardens; and
- 10) Complete and submit the survey to the Super FOM prior to November 30 of each year, as appropriate.

GISS, IV&V, WSC:

- 1) Each site shall maintain a FOM and FW program; and
- 2) A Super FOM shall be appointed by the Site Manager or Director to manage, implement, and maintain the program, where appropriate. The Super FOM shall monitor the compliance of all FOM and FW program requirements; the Super FOM shall report compliance on the annual Self-Assessment Survey distributed by the Greenbelt EMO.

FOMs shall:

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- 1) Prepare BEPs for their buildings using GSFC Form 23-62, and submit to the Super FOM, if designated, the Building Manager, if appropriate, and to the EMC for review, concurrence and approval;
- 2) Develop a Pre-Fire Plan to be included as an annex to the BEP (see NASA-STD-8719.11, Safety Standard for Fire Protection);
- 3) Review and update respective BEPs and Pre-Fire Plans annually and as necessary to ensure content is current;
- 4) Develop, implement, train, exercise, and maintain assigned emergency operations functional plans and procedures (see Tables D.1 and D.2);
- 5) Ensure, in coordination with their respective wardens, all building occupants review their respective BEPs annually and within six months of hire for new employees and contractors;
- 6) Make their respective BEPs available to all employees, in coordination with the EMC, and to emergency responders;
- 7) Provide a hardcopy of the BEP and Pre-Fire Plan to the IC or responding public agencies during incidents, if requested;
- 8) Personnel assigned roles and responsibilities in the FOMs and FWs program shall be trained in basic emergency response actions, such as initiating and implementing evacuation procedures, ensuring injured and sick employees receive medical care, ensuring responding personnel and public agencies are directed to the appropriate location, etc.;
- 9) Coordinate site-related activities with the IC or, if activated, the EOC, as appropriate, including shutting down and protection of lab equipment, securing mock-ups, protecting critical systems and equipment during an incident;
- 10) Serve as primary point of contact for matters related to their respective building or worksite; and
- 11) Participate in emergency building evacuations drills and other exercises as outlined in the BEP or in this directive, in coordination with their respective wardens.

d. Emergency Response Personnel (ERP) and Incident Command Post (ICP) staff. Emergency response personnel represent the “fourth order” of response. ERP respond to notifications made by the SOC and the FOC. ERP consist of the following: Security, Emergency Medical Technicians (EMT), the Deputy Director of Management Operations, EMO staff, select PSD personnel, and other site personnel assigned and trained to provide specialized response capabilities or provide action planning support to the IC.

- 1) Each site shall follow NIMS and NIMS ICS principles and guidelines in managing all incidents;
- 2) Each site shall develop an emergency response program, where feasible and as appropriate;
- a) ERP shall be trained to respond to emergencies and disasters by assessing the situation, ensuring injured and sick employees receive medical care, ensuring public agencies have been dispatched if necessary, securing the scene, requesting the activation of the EOC, etc.; and
- b) ERP may establish an ICP to manage an incident, if necessary.

e. Responding Public Agencies (PA). PA represents the “fifth order” of response. Responding PA consists of public fire and hazmat, law and medical agencies responding to 911 notifications made by the SOC or employees for sites without SOC capability.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- 1) Each site shall conduct an annual PA Orientation for responding PA. This event serves to orient PA to the facility, special considerations unique to each site, and to build and maintain working relationships with these agencies; and
- 2) Each site should include PA in their exercise program, where appropriate.

4.1.3.1.2 Disaster Operations (to include the Emergency Operations elements listed above)

In the event of a disaster and in addition to the program elements above, the following program elements may also be activated, where feasible and as appropriate:

- a. **Emergency Operations Center (EOC).** EOC staff consists of designated members trained to manage and support an incident.
 1. Each site shall develop an EOC program, where feasible;
 2. For sites without EOC capability, the EMC shall ensure the functions typically coordinated through and by the EOC staff are performed. This includes strategic planning, coordinating activities with responding public agencies, and information and resource management activities;
 3. For sites with EOC capability, the site shall implement EOC standards of practice based on the NIMS and NIMS ICS, including organizational structure, situation status reporting, and incident action planning. EOC roles and responsibilities shall follow those defined in the site's EOP and EOC SOP;
 4. EOC Activation:
 - a) The EOC may be activated for major incidents and disasters to coordinate response and recovery activities, as well as activities in support of other GSFC sites;
 - b) The Greenbelt EOC may be activated, upon request and as necessary to support emergency response and recovery operations at any GSFC site;
 - c) In the event of a disaster where field resources are overwhelmed and a higher level of incident command and management is necessary, the EOC shall be activated;
 - d) The EOC may be activated upon request from NASA HQ to support other Centers in the event of a disaster; and
 - e) Each site shall develop and maintain communications capability between and as appropriate: ICPs; local dispatch and 911 Centers; local, State, Federal EOCs.
 5. The EOC shall be staffed according to the appropriate EOC activation level (see Table 5.2 for a sample GSFC EOC Organizational Structure – this table shall be finalized in each site's EOP, where appropriate);
 - a) The Center Director and Site Director and Manager, or available senior management and the Director of Management Operations or his and her designee(s), shall provide management support to the EOC Manager;
 - b) The EMO and EMC shall serve as the EOC Manager at their respective sites; and
 - c) Organizations shall provide staff for the EOC, as requested and in-line with normal, day-to-day functional roles and capabilities.
 6. The Greenbelt EMO, or EOC if activated, shall coordinate all GSFC resources, including mutual aid requests from NASA HQ. The EMO shall coordinate all mutual aid requests, if the EOC is not activated, with the Management Operations Directorate;

7. The Greenbelt EOC shall serve as the coordinating entity among HQ and other GSFC sites during an incident or planned event. The Greenbelt EOC shall activate in support of all other GSFC sites and according to the activation protocols outlined in the Greenbelt EOP;
8. EOC staff shall be responsible for:
 - a) Providing information and resource management and strategic planning support to the IC;
 - b) Incident action planning, implementation and assessment;
 - c) Situation status monitoring and reporting;
 - d) Documentation management;
 - e) Resource management;
 - f) Establishing meeting schedules, action planning and situations status reporting requirements;
 - g) Completing all training and exercise requirements for EOC staff; and
 - h) Providing EOC support activities during an incident at other GSFC sites.
9. Each site shall establish and maintain a functional EOC and alternate EOC capable of being initially mobilized within two hours notice and fully mobilized and operational within twelve hours notice; and
10. Following a disaster at any of the GSFC sites, the GSFC Center Director or designee may declare a state of emergency, as appropriate, and, in coordination with the Greenbelt EOC, initiate coordination with local emergency response agencies, and notify the NASA HQ Office of Protective Services (HQ OPS). The Greenbelt EOC may request that HQ OPS notify the NASA Administrator and appropriate Mission Support and Mission Directorate offices and request and coordinate assistance from other NASA organizations and Federal agencies, as necessary. The Greenbelt EOC may request NASA HQ to activate their EOC in support of GSFC emergency operations, as appropriate.

b. Disaster Response Team (DRT)

- 1) Each site shall develop a DRT program, where feasible. This program shall consist of pre-established organized, trained, equipped, and exercised teams. DRTs may include: Logistics Team, Communications Team, IT Support Team, Food and Water Team, Facilities Team, Medical Team, Fire, Search and Rescue Team, Transportation Team, Damage Assessment Team, Crisis Incident Stress Management Team (CISM), etc.;
- 2) The EOC Manager and EMC at each site shall activate the DRT, as necessary, in the event of a disaster where field resources are overwhelmed and public responding agency support is delayed (as in the case of a community-wide disaster) to support ICP and EOC operations;
- 3) DRT members shall be trained according to the DHS Federal Emergency Management Agency (FEMA) disaster response team and emergency support function guidelines; and
- 4) The Director of Management Operations, or his and her designee, may also activate specific DRTs upon request from NASA HQ in support of the National Response Framework (NRF): Emergency Management support function or to support other Centers in the event of a disaster.

c. Disaster Service Workers (DSW)

- 1) Each site shall develop a DSW program, where feasible;

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- 2) In the event of a catastrophic disaster where organizations are severely impacted and the continuation of mission essential functions (MEF) is threatened, non-emergency and non-continuity personnel, serving as DSW, may be activated by the Center Director, Director of Management Operations or his or her designee to support any GSFC mission essential function and service;
- 3) DSW shall be trained according to basic DSW guidelines and program elements; and
- 4) GSFC senior leadership may also activate the DSW program upon request from NASA HQ in support of the National Response Framework (NRF): Emergency Management support function or to support other Centers in the event of a disaster.

4.1.3.2 Command and Management

4.1.3.2.1 Incident Command System (ICS)

- a. Each site shall manage all incidents and planned events in accordance with the NIMS ICS organizational structures, doctrine and procedures. This includes: consistent application of Incident Action Planning (IAP), use of ICS forms, common communications plans, implementation of Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged, and implementation of unified command (UC) in multi-jurisdictional or multi-agency incident management, as appropriate; and
- a. Each site's EOP and procedural documents should address the activation of the ICS, including emergency and continuity personnel (during work and after hours).

4.1.3.2.2 Multi-Agency Coordination System (MACS)

- a. Each site shall coordinate and support emergency management and incident response objectives through the development and use of a MAC: EOC, as appropriate and where feasible (see Section 4); and
- b. Each site shall coordinate incident management activities with other Federal, State and local MACS and EOCs, as necessary.

4.1.3.2.3 Public Information

- a. Each site, through Code 130 – PAO, shall institutionalize, within the framework of ICS, Public Information (e.g., Joint Information System (JIS) and a Joint Information Center (JIC) during an incident or planned event, as appropriate. This includes coordinating Public Information with Federal, State and local JIC(s), as appropriate); and
- b. Each site shall ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminate information during an incident and planned event.

4.1.3.3 Communication and Information Management

- a. Each site shall apply common and consistent terminology as used in NIMS, including the establishment of plain language (clear text) communications standards;

- b. Each site shall also utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident or planned event;
- c. Each site shall develop and maintain a 24-hour emergency communications capability;
- d. Each site shall ensure that, communications and data systems acquired through acquisition programs are interoperable with other GSFC sites, where applicable and as feasible;
- e. Each site shall implement minimum emergency communications standards established by NASA HQ. This includes:
 - 1) Public address and emergency alert and warning system (see 29 CFR 1910.165);
 - 2) Emergency notification system (ENS);
 - 3) A high-frequency radio station with a trained operator available during an emergency and participative in the Shared Resources (SHARES) High Frequency Network and NASA network activities;
 - 4) Participation by designated senior leadership team members and emergency personnel in the Government Emergency Telecommunications System (GETS) and Wireless Priority System (WPS);
 - 5) At least two satellite telephones assigned for use to designated emergency management personnel and ready for use at all times; and
 - 6) Ensuring the operability of critical telecommunications and information system assets, including the provision of backup power generation and other utility services.

4.1.3.4 Resource Management

- a. The Greenbelt EMO shall facilitate the development, implementation and maintenance of the GSFC NIMS Resource Inventory of response and recovery assets (including: fixed, mobile, and transportable telecommunications assets; and local data systems and telecommunications networks);
- b. Each site shall type, track, and inventory response assets and identify those assets available for mutual aid. The NIMS resource inventory should conform to NIMS National Resource Typing Definitions, where feasible. Each site shall provide this information to the Greenbelt EMO for inclusion into the GSFC NIMS Resource Inventory;
- c. Each site shall ensure that equipment, including communications and data systems, acquired through acquisition programs are interoperable with other GSFC sites, where applicable and as feasible;
- d. Based on the resource inventory and capabilities assessment, identify required resource needs and gaps (response and recovery);
- e. The Greenbelt EMO, in conjunction with NASA HQ, shall develop a system to credential GSFC emergency management and response personnel to ensure proper authorization and access to an incident, including those involving mutual aid agreements and assistance agreements;
- f. Each site shall direct requests for resources beyond their capability to the GSFC Greenbelt EOC. If the Greenbelt EOC is not able to fill the request, the Greenbelt EOC shall direct the request to the NASA HQ OPS or, if activated, to the NASA HQ EOC; and
- g. GSFC may be required to provide interagency support in accordance with the NRF. This support shall be coordinated by NASA HQ through the EMO or, if activated, the Greenbelt EOC.

4.1.4 Recovery

- a. Each site's EOP shall contain a section or a separate plan that addresses short- and long-term recovery operations, to include, but not be limited to, the following:
 - 1) Prioritization and execution of recovery projects; and
 - 2) Recovery resource prioritizing and procurement guidelines, including:
 - a) Access of emergency personnel and equipment to the site;
 - b) Allocation and prioritization of requested resources, government vehicles, and equipment;
 - c) Reporting frequency of site and resource status and reallocation of assets;
 - d) Reports, records and other forms;
 - e) Disaster assistance guidelines; and
 - f) Expenditure accounting and reporting guidelines. (Expenditures are to be reported according to site-specific policies).
 - 3) Damage assessment guidelines (for buildings and critical infrastructure), including:
 - a) Pre-event photos;
 - b) Organizing, training, exercising, and equipping Damage Assessment Teams (DAT);
 - c) Post-event damage assessment prioritization and immediate site dispositions (i.e. restore, shutdown or vacate, or ignore) protocols; and
 - d) Damage assessment reporting protocols, to include:
 - i. Each site shall provide damage assessment to the Greenbelt EMO, or if activated, to the Greenbelt EOC; and
 - ii. The Greenbelt EMO, or if activated, the Greenbelt EOC, shall forward all assessments to the NASA HQ OPS or, if activated, the NASA HQ EOC.
 - 4) Development and integration of Information Technology (IT) systems disaster recovery plans for MEF.

4.2 Special Considerations: Greenbelt EMP

Table 4.2 identifies organizations assigned to the Greenbelt EOC.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Table 4.2: GSFC EOC Organizational Structure

EOC Position	Code(s) and Position(s)
EOC Policy Group	
Chair	Center Director
Member	Office of the Director: Deputy Director
Member	Office of the Director: Deputy Director, Science and Technology
Member	Office of the Director: Associate Director
Member	Director of Management Operations
Member	Deputy Director of Management Operations
Member	Chief of Protective Services
Member	Incident and event specific and based upon functional roles identified in Sections 2, 3 and Tables D.1 and D.2. Includes the Directors of.
EOC Manager	
EOC Manager	Emergency Management Officer
Management Staff	
Public Information Officer	Public Affairs Office (PAO)
Safety Officer (for response personnel)	Protective Services Division (PSD) or Occupational Safety and Health Division (OS&H)
Liaison Officer	MOD
Chief Counsel	Office of the Chief Counsel (OCC)
Operations Section	
Section Chief	MOD: Deputy Director
Protective Services Branch	PSD
Fire Branch	OS&H
Public Health & Medical Services Branch	Medical and Environment Management Division (M&EMD)
Facilities Operations Branch (Includes Construction, Engineering, Operations, Utilities)	Facilities Management Division (FMD)
Hazmat Branch	OS&H
Planning Section	
Section Chief	PSD
Situation Unit	PSD
Resources Unit	PSD
Documentation Unit	PSD
Advanced Planning Unit	PSD
Intel and Investigation Unit	PSD
Technical Specialists	Incident and event specific and based upon functional roles identified in Tables D.1 and D.2.
Directorate and Site Representatives	EMTG members (each Directorate and site)
Logistics Section	
Section Chief	Information and Logistics Management Division (ILMD)
Supply Unit	-ILMD

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Facilities Unit	–FMD
Ground Unit and Transportation	–ILMD
IT and Communications Unit	Information Technology and Communications Directorate (ITCD)
Medical (for response personnel)	M&EMD
Food and Water Unit	–ILMD
Personnel Unit	Office of Human Capital Management (OHCM)
Finance and Administration Section	
Section Chief	Office of the Chief Financial Office (CFO)
Time Unit	–CFO
Procurement Unit	Procurement Operations Division (POD)
Comp and Claims Unit	–OHCM
Cost Unit	–CFO

4.3 Special Considerations: GISS EMP

The GISS, a component (Code 611) of the Earth Sciences Division of the Science and Exploration Directorate, is located in New York City on the upper west side of Manhattan near Columbia University. As a component of GSFC, GISS receives guidance and coordination of EMP strategy and activities from the EMO at Greenbelt. Recognizing the potential special factors associated with its physical location, GISS management shall appoint a member of its organization to serve as the EMC.

4.4 Special Considerations: IV&V EMP

The IV&V Facility is a component facility of GSFC and administratively falls under GSFC Code 180. IV&V is located in Fairmont, West Virginia and resides in a building owned by the West Virginia University. As a component of GSFC, IV&V receives guidance and coordination of EMP strategy and activities from the Greenbelt EMO. IV&V management shall appoint a member of its organization to serve as EMC.

4.5 Special Considerations: WFF EMP

As delegated by the GSFC Center Director, the Director of WFF has ultimate responsibility and authority for the EMP at WFF.

The Chief of WFF Safety, Code 803 – Safety Office, is responsible for the overall implementation of the EMP at WFF and reports directly to the WFF Director.

Day-to-day administrative responsibility for the EMP at Wallops resides with the Code 803 – Safety Office and EMC.

Additional EMP procedural requirements for WFF, based upon and in conjunction with the procedural requirements outlined herein, are documented in GPR 8715.6 Wallops Flight Facility Safety,

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

Occupational Health, and Emergency Preparedness Programs.

The WFF Emergency Management Plan addresses planning and operational procedures to control, mitigate, respond, and recover from local threats and disasters occurring on WFF or resulting from operations originating on WFF. The EMP establishes uniform policy guidelines for the effective mitigation of, preparation for, response to, and recovery from a variety of emergency situations. These emergency situations could have a varying degree of impact on the health, safety, and welfare of employees and visitors to the WFF.

4.6 Special Considerations: WSC EMP

The WSC is located in Las Cruces, New Mexico, and is managed by the GSFC's Space Network (Code 452), which is a project within the Exploration and Space Communications Division (Code 450), a division of the Flight Projects Directorate (Code 400). The WSC occupies approximately 50 acres of land located on Department of Defense (DoD) soil with Johnson Space Center (JSC) as the host through a host-tenant agreement between JSC and the DoD, and a subsequent host-tenant agreement between JSC and GSFC. As a component of GSFC, WSC receives guidance and coordination of EMP strategy and activities from the Greenbelt EMO. WSC management shall appoint a member of its organization to serve as EMC.

5 ONGOING MANAGEMENT AND MAINTENANCE OF THE GSFC EMP

5.1 Ongoing EMP Management

The EMO, EMC and EMTG oversee the ongoing, day-to-day management of EMP activities (see Figure 5.1) as described throughout this directive. During a disaster, these groups may be activated to serve at the ICP or in the EOC, as appropriate.

5.2 EMP Maintenance

The EMO oversees the EMP maintenance activities to:

- a. Ensure compliance with all requirements defined herein;
- b. Assess the effectiveness of the EMP elements;
- c. Provide a means to ensure continuous program and process improvement, including the application of lessons learned and best practices, identification of strengths and areas for improvement;
- d. Identify compliance assistance activities and supporting technologies; and
- e. Identify strategic GSFC EMP goals and priorities for the following year.

EMP maintenance activities include the following:

- a. Each GSFC site shall complete and submit the internal GSFC EMP Self-Assessment Survey to the Greenbelt EMO no later than November 30 of each year. This survey shall be based on EMP

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

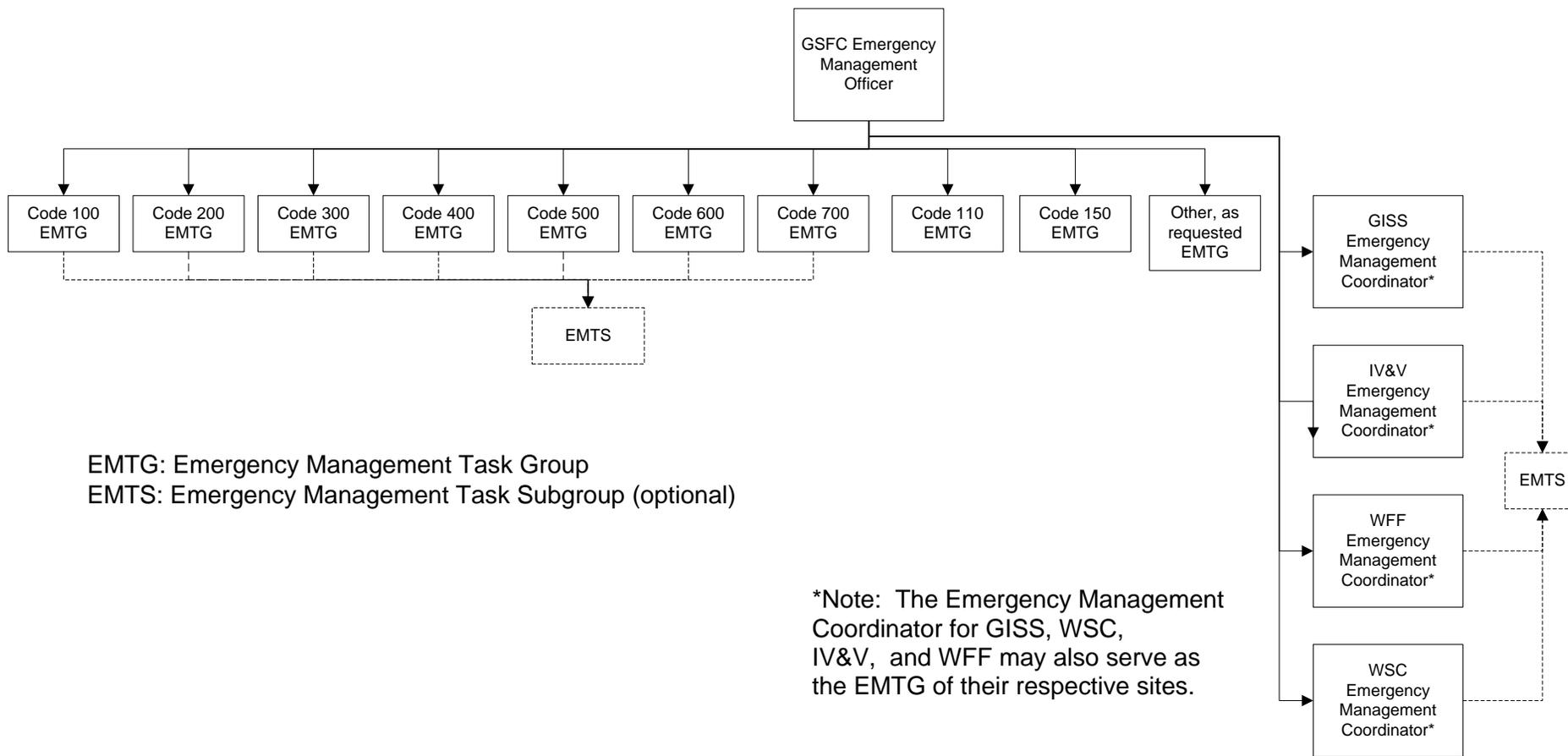
Page 42 of 63

requirements and used by each site to evaluate and report their achievement of all EMP requirements and activities;

- b. The EMO may conduct internal EMP audits on a regularly scheduled basis;
- c. Each site shall conduct annual reviews of their EMP policies, plans and procedures to ensure information is up-to-date and meets current EMP requirements;
- d. Each site shall submit all documents developed as required for the EMP (plans, policies, and procedures) to the Greenbelt EMO upon initial approval and as updated thereafter;
- e. The EMO shall conduct annual reviews of all GSFC EMP policies, plans and procedures;
- f. The EMO, in coordination with all sites and NASA HQ, shall develop, implement, maintain, provide and facilitate supporting technologies for the EMP and incident management activities;
- g. The EMO shall provide up-to-date copies of GSFC EMP policies, plans and procedures to the HQ OPS; and
- h. The EMO shall provide a memorandum reporting the annual review to the HQ OPS no later than September 30 of each year.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

Figure 5.1: Ongoing and Day-to-Day EMP Management



CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT <http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

APPENDIX A: DEFINITIONS

- A.1 **All-Hazards:** Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
- A.2 **Area Command:** An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator and Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.
- A.3 **Building Emergency Plan (BEP):** BEPs provide emergency information for occupants of all Greenbelt buildings. A BEP is prepared for each building by its respective Facility Operations Manager (FOM) using GSFC Form 23-62, to include the building's emergency evacuation procedures and other emergency information unique to the building.
- A.4 **Continuity of Operations (COOP):** An effort to ensure that mission essential functions continue to be performed during a wide range of emergencies.
- A.5 **Continuity of Operations (COOP) Support Team (CST):** Pre-designated staff who prepare and maintain the alternate operating facility in support of COOP Emergency Relocation Group (ERG) members, as well as prepare the primary operating facility for reconstitution.
- A.6 **Disaster:** Any emergency where local resources are overwhelmed and outside assistance is required.
- A.7 **Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life or property.
- A.8 **Emergency Management and Response Personnel:** (also known as emergency responders) Includes all organizations and individuals who assume an emergency management and response role.
- A.9 **Emergency Management Task Group (EMTG):** Personnel appointed to assist the EMO in the EMP implementation and serve as the principal coordinator for all EMP activities conducted within their respective directorates. EMTG members may serve in the EOC during major emergencies or disasters.
- A.10 **Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities takes place.

- A.11 **Emergency Operations Center (EOC) Policy Group:** Pre-designated executive and senior leadership who provide policy support and guidance to the EOC Management and General staff during EOC activations.
- A.12 **Emergency Operations Plan:** An ongoing plan for responding to a wide variety of potential hazards.
- A.13 **Emergency Public Information:** Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.
- A.14 **Emergency Relocation Group (ERG):** Pre-designated staff relocates to an alternate facility to continue essential functions in the event that their normal work locations are threatened or have been incapacitated by an incident.
- A.15 **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
- A.16 **Hot wash:** A facilitated discussion which occurs immediately after an exercise or real-world event. A hot wash allows participants to engage in a self-assessment of their participation and provides a general assessment of how the organization performed in the exercise or real-world event.
- A.17 **Incident:** An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
- A.18 **Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- A.19 **Incident Command and Management:** A key element of the National Incident Management System (NIMS). Command refers to the act of directing and and or controlling resources by virtue of explicit legal, agency, or delegated authority. Management refers to the act of providing support and coordination to the incident command structure.
- A.20 **Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

A.21 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

A.22 Mitigation: Mitigation activities eliminate or reduce the probability or severity of a disaster. They also include long-term activities that will have a long-term sustained effect and lessen the vulnerabilities and undesirable effects of unavoidable hazards. Mitigation activities provide a critical foundation in the effort to reduce the loss of life and property from natural and manmade disasters by avoiding or lessening the impact of a disaster. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage.

A.23 National Incident Management System (NIMS): In Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a NIMS. This system shall provide a consistent nationwide approach for Federal, state, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among all levels of government.

A.24 Organizational Units: Includes all GSFC Directorates, Divisions, Offices, Programs, Projects, and Labs.

A.25 Pre-Fire Plan: A document prepared by the FOM and updated annually, or sooner if and when changes in the site or hazardous operations occur, that provides information about their respective buildings for emergency responders. The content of the Pre-Fire Plan is described in NASA-STD-8719.11. A copy of the pre-fire plan shall be available at the Incident Command Post (ICP) and on the EMO Website.

A.26 Preparedness: The condition of being prepared for emergencies, as a result of actions taken to reduce risk to life, property, and the environment, and to restore normal operations. In a crisis, it enables emergency personnel and responding professionals to provide a coordinated, effective and efficient response to respond to and recover from emergencies. A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response.

A.27 Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

A.28 Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and with other agencies with incident-related information requirements.

A.29 Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents; personnel qualification and certification; and equipment certification.

A.30 Recovery Plan: A plan developed to restore an affected area or community.

A.31 Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements and assistance agreements; the use of special Federal, state, tribal, and local teams; and resource mobilization protocols.

A.32 Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management and response personnel and their associated organizations.

A.33 Resources: Personnel, equipment, supplies, facilities, and other assets, described by kind and type, used in support operations in response to an incident.

A.34 Response: Response activities address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

A.35 Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

A.36 Site: A GSFC location:

GSFC main campus - Greenbelt, Maryland.

Independent Verification and Validation (IV&V) Facility - Fairmont, West Virginia.

Goddard Institute for Space Studies (GISS) - New York, New York.

Wallops Flight Facility (WFF) - Wallops Island, Virginia.

White Sands Complex (WSC) - Las Cruces, New Mexico.

All other NASA worldwide research and communications stations and launch sites managed by GSFC.

A.37 Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

A.38 Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the *National Incident Management System*, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

A.39 Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

A.40 Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

A.41 Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

A.42 Strategy: The general plan or direction selected to accomplish incident objectives.

A.43 Supporting Technology: Any technology used to support incident management and emergency operations, such as mapping, remote automatic weather stations, infrared technology, or communications.

A.44 Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and property.

A.45 Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

A.46 Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

Page 49 of 63

A.47 **Unified Command (UC):** An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

A.48 **Vital Records:** Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

APPENDIX B – ACRONYMS

AAR	After Action Report
BEP	Building Emergency Plan
CAP	Corrective Action Program
CEM	Certified Emergency Manager
CFO	Office of the Chief Financial Office
CFR	Code of Federal Regulations
CISM	Crisis Incident Stress Management Team
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
CST	Continuity Support Team
DHS	Department of Homeland Security
DoD	Department of Defense
DRT	Disaster Response Team
DSW	Disaster Service Workers
EMC	Emergency Management Coordinator
EMO	Emergency Management Office
EMP	Emergency Management Program
EMT	Emergency Medical Technician
EMTG	Emergency Management Task Group
EMTS	Emergency Management Task Subgroup
ENS	Emergency Notification System
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Relocation Group
ERP	Emergency Response Personnel
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FBI	Federal Bureau of Investigation
FMD	Facilities Management Division
FOC	Facilities Operations Console
FOM	Facility Operations Managers
FPC	Federal Preparedness Circular
FW	Floor Warden
GETS	Government Emergency Telecommunications System (GETS)
GISS	Goddard Institute for Space Studies
GMD	Goddard Medical Director
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
HMP	Hazard Mitigation Plan
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

HQ Headquarters
IAEM International Association of Emergency Managers
IAP Incident Action Plan
IC Incident Commander
ICP Incident Command Post
ICS Incident Command System
ILMD Information and Logistics Management Division
IP Improvement Plan
IPS Integrated Planning System
IS Independent Study
IT Information Technology
ITCD Information Technology and Communications Directorate
IV&V Independent Verification and Validation
JIC Joint Information Center
JIS Joint Information System
JSC Johnson Space Center
M&EMD Medical and Environment Management Division
MACS Multi-Agency Coordination System
MEF Mission Essential Functions
MOA Memorandum of Agreement
MOD Management Operations Directorate
MOU Memorandum of Understanding
NASA National Aeronautics and Space Administration
NASA-STD NASA Technical Standard
NFPA National Fire Protection Association
NIMS National Incident Management System
NPD NASA Policy Directive
NPR NASA Procedural Requirements
NRF National Response Framework
NRRS NASA Records Retention Schedule
NSPD National Security Presidential Directive
OCC Office of the Chief Counsel
OHCM Office of Human Capital Management
OIG Office of Inspector General
OPS Office of Protective Services
OS&H Occupational Safety and Health Division
PA Public Agencies
PAO Public Affairs Office
PG Procedures and Guidelines
POD Procurement Operations Division
PRA Probabilistic Risk Assessment
PSD Protective Services Division
SBU Sensitive but Unclassified
SHARES Shared Resources

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Page 52 of 63

SO Safety Office
SOC Security Operations Console
SOP Standard Operating Procedures
TCL Target Capabilities List
TEP Training and Exercise Plan
TEPW Training and Exercise Planning Workshop
TTX Tabletop Exercise
UC Unified Command
WFF Wallops Flight Facility
WI Work Instructions
WPS Wireless Priority System
WSC White Sands Complex
WSTF White Sands Test Facility

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

APPENDIX C – SUMMARY OF EMP GROUPS AND KEY PERSONNEL

The following summarizes the various EMP groups and key personnel who have critical roles in the ongoing, day-to-day management of the EMP and in preparing for, responding to, recovering from, and mitigating against emergencies and disasters (Figure 4.1).

Day-to-Day EMP Management	
Emergency Management Officer (EMO)	Person (at Greenbelt) responsible for the day-to-day management of the EMP, and, during major emergencies or disasters, may serve as the IC or EOC Manager.
Emergency Management Coordinator (EMC)	Persons responsible for the day-to-day management of the EMP at IV&V, GISS, WFF, and WSC; and, oversight of incident management during a site emergency or disaster.
Emergency Management Task Group (EMTG)	Personnel appointed to assist the EMO in the EMP implementation and serve as the principal coordinator for all EMP activities conducted within their respective directorates. EMTG members may serve in the EOC during major emergencies or disasters.
Emergency Management Task Subgroup (EMTS)	Personnel appointed to assist the EMTG members with EMP activities conducted within their respective directorates.
Emergency Personnel	
Day-to-Day Emergencies and Major Emergencies and Disasters	
Incident Commander (IC)	Protective Services personnel who manage incidents using the Incident Command System (ICS). The IC may establish an Incident Command Post (ICP) location from which the IC manages operations.
Emergency Response Personnel (ERP)	Personnel who are trained and called upon to respond to day-to-day emergencies. This includes first responders, as well as emergency personnel from Protective Services, Facility Operations Managers (FOM), Safety, Environmental, Facilities, etc.
Major Emergencies and Disasters ONLY	
Emergency Operations Center (EOC) staff	Personnel assigned to the EOC, when activated, during a major emergency or disaster to support the IC and ICP personnel.
Disaster Response Team (DRT)	Disaster Response Team members perform various specialized functional duties during a major emergency or disaster. Such teams include: Communications, Damage Assessment, Medical, etc. (These teams are not considered ERP and are only activated during a major emergency or disaster).

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Disaster Service Workers (DSW)	Trained volunteers who are called upon during a major emergency or disaster to provide basic assistance to ERP, DRT and EOC staff.
Continuity Personnel	
Emergency Relocation Group (ERG)	Employees identified as having to perform mission essential functions during any situation which disrupts normal operations.
Continuity Support Team (CST)	Supports the ERG at the primary and alternate operating facilities.
Non-Emergency and Non-Continuity Personnel	
Non-Emergency and Non-Continuity Personnel	Remainder of GSFC employees who do not have a defined role in the EMP, such as non-ERG staff, however, they may be called upon to assist the other groups in the event of a major emergency or disaster.

APPENDIX D – EMERGENCY OPERATIONS PLANNING GUIDELINES

At the core of GSFC’s EMP is the Emergency Operations Plan (EOP). The EOP serves as the foundation upon which all other emergency management program components are based. The EOP and its annexes (Figure D.1), define the “who, what, when, where, why, and how” for emergency management operations. The EOP consists of: 1) the Basic Plan; 2) Incident-Specific, Functional and Support Annexes; and 3) implementing instructions.

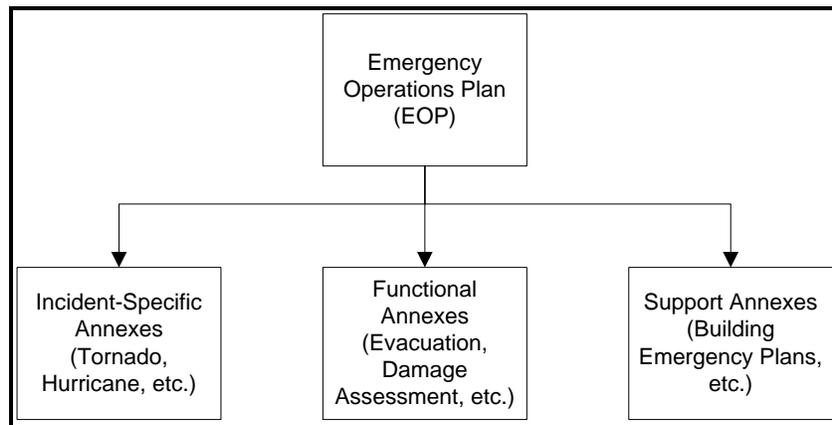


Figure D.1: GSFC Emergency Operations Plan (EOP).

Formatting guidelines are based on guidance found in:

- a. DHS, Integrated Planning System (IPS), January, 2009; and
- b. Comprehensive Preparedness Guide (CPG) 101. [Per IPS, CPG 101 meets the HSPD-8, Annex I requirement for a guide for all-hazards planning that can be used at Federal levels to assist in the planning process].

This section describes each of these elements.

EOP: The EOP serves as the basic plan upon which all other emergency management plans, procedures, and other documents are based. The EOP provides an overview of a site’s incident management system. It outlines the site’s plan for preparing for, responding to, recovering from, and mitigating against all-hazards. It briefly describes potential hazards faced by a site, required capabilities and emergency support functions, the emergency management and organizational structure, and outlines roles and responsibilities.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

The EOP is intended as an emergency management guide and is not intended to replace technical, administrative, or other procedures utilized to accomplish required capabilities and functions.

The EOP focuses on the general protection of people, property, and the environment during and immediately following an incident, stabilization of the incident, support of the employee population, and continuation of mission essential functions.

Each site shall develop EOP plans which incorporate the following NIMS components:

- a. Preparedness;
- b. Communication and Information Management;
- c. Resource Management;
- d. Command and Management; and
- e. Ongoing Management and Maintenance (including Supporting Technologies).

Functional Annexes: Annexes to the EOP that focus on functional capabilities, such as evacuation, communications, public information, and damage assessment. While the Basic Plan provides broad, overarching information relevant to the EOP as a whole, functional annexes describe a particular function, concept of operations, tasks required in the performance of that function, and roles and responsibilities for primary and support organizations. These annexes also establish preparedness targets (e.g., training, exercises, equipment checks and maintenance) that facilitate achieving function-related goals and objectives during incidents.

This directive implements an all-hazards, capabilities-based approach to emergency management, and acknowledges that most functions performed during an incident apply to most incidents. As such, planning for all-hazards leads to the development of a standardized incident management system. Hence:

- a. Strategies outlined in a functional annex should not be repeated in incident-specific annexes. For example, only one Damage Assessment Annex is required; damage assessment operations may be referred to by reference in incident-specific annexes, rather than having to repeat the same information in each incident-specific annex; and
- b. Each functional annex shall include all-hazards planning considerations which address special considerations unique to that function for each hazard type, where appropriate. For example, the Direction and Control Annex (functional) may have an appendix that discusses how Protective Services shall coordinate this function with the Federal Bureau of Investigation's (FBI) operations during a terrorist threat response (based on information in the Terrorism Annex (incident-specific)).

Functional Annexes shall include, but are not limited to:

- a. Alert and Warning;
- b. Care and Shelter;

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

- c. Communications (including Information Technology);
- d. COOP;
- e. Crisis Incident Stress Management;
- f. Damage Assessment;
- g. Direction and Control;
- h. Emergency Public Information;
- i. EOC;
- j. Evacuation;
- k. Facilities Operations;
- l. Firefighting;
- m. Hazardous Materials (plans shall address required reporting of hazardous material releases to regulating authorities);
- n. Human Resources and Services;
- o. IT Disaster Recovery Plan;
- p. Protective Services (includes Prevention and Protection mission areas);
- q. Public Health and Medical Services;
- r. Recovery;
- s. Resource Support and Logistics Management (Logistics: Facilities, Personnel, Transportation, Food and Water, Supplies);
- t. Search and Rescue; and
- u. Utilities Control.

Table D.1 identifies key organizations with primary and support responsibilities for the development, implementation, training, exercising, and maintenance of the functional annexes and associated implementing instructions. In some instances, two organizations may share primary and support responsibilities. Additional organizations may be requested to provide support and input, as necessary.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Table D.1: Functional Annexes: Primary (P) and Support (S) Organizational Assignments

Functional Annexes	Greenbelt	GISS	IV&V	WFF	WSC
Alert and Warning	P: 240 S:	P: 240 S: 611	P: 180 S:	P: 803 and 240 S:	P: 452 and White Sands Test Facility (WSTF)
Care and Shelter	P: 200 S:	P: 611 S:	P: 180 S:	P: 803 S:	P: 452 S:
Communications (including Information Technology)	P: 700 S:	P: 700 S: 611	P: S:	P: S:	P: 452 and 240 S:
Continuity of Operations (COOP)	P: 240 S: 110	P: 611 S: 110	P: 180 S: 110	P: 803 S: 110	P: 452 S: 110
Crisis Incident Stress Management	P: 250 GMD S:	P: 250 S: 611	P: 250 S:	P: 250 S:	P: 452 S: 250
Damage Assessment	P: 220 S:	P: 611 S: Columbia University	P: 180 S:	P: 803 S:	P: 452 S:
Direction and Control	P: 240 S:	P: 240 S: 611	P: S:	P: 800 S:	P: 452 and 240 S:
Emergency Operations Center	P: 240 S:	P: 611 S:	P: 180 S:	P: 803 S:	P: 452 S:
Emergency Public Information	P: 130 S: 700	P: 130 and 611 S: 700	P: 130 and 180 S: 700	P: 130 and 803 S: 700	P: 130 and 452 S: 700
Evacuation	P: 240 S:	P: 240 S: 611	P: 180 S:	P: 240 S:	P: 452 S:
Facilities Operations	P: 220 S:	P: 611 S: Columbia University	P: 180 S:	P: 803 S:	P: 452 S:

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Firefighting	P: 350 S:	P: 611 S:	P: 350 S:	P: 803 S:	P: 452 and WSTF S:
Hazardous Materials	P: 350 S: 250	N and A	N and A	P: 803 S:	P: 452 S:
Human Resources and Services	P: 110 S: 140 and 150 and 200 and 210 and 250 (Goddard Medical Director (GMD))	P: 110 S: 140 and 150 and 200 and 210	P: 110 S: 140 and 150 and 200 and 210	P: 110 S: 140 and 150 and 200 and 210	P: 110 S: 140 and 150 and 200 and 210
IT Disaster Recovery	P: 700	P: 700	P: 700	P: 700	P: 700
Protective Services (includes Prevention and Protection)	P: 240 S: 200	P: 240 S: 611	P: 240 S:	P: 240 S:	P: 240 S:
Public Health and Medical Services	P: 250 (GMD) S:	P: 250 S: 611	P: 250 S:	P: 250 S:	P: 452 S: 250
Recovery	P: 240 S:	P: 611 S:	P: 180 S:	P: 803 S:	P: 452 S:
Resource Support and Logistics Management (Logistics: Facilities, Personnel, Transportation, Food and Water, Supplies)	P: 270 S: 110 and 220 and 700	P: 611 S: 110 and 220 and 270 and 700	P: 180 S: 110 and 220 and 270 and 700	P: 240 S: 110 and 220 and 270 and 700	P: 452 S: 110 and 220 and 270 and 700
Search and Rescue	P: 240 S:	P: 611 S:	P: 180 S:	P: 803 S:	P: 452 and WSTF S:
Utilities	P: 220 S:	P: 611 S: Columbia University	P: 180 S:	P: 803 S:	P: 452 and WSTF S:

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

Incident-Specific Annexes: Annexes to the EOP that describe strategies for managing specific hazards identified in the risk analysis at each site. Incident-specific annexes may be written as incident action plan checklists (reflecting a concept of operations), or, for hazardous materials and other high risk or high profile hazards, should be written as a plan describing the policies, considerations, concept of operations, and responsibilities for particular hazards or incident types, etc. Incident-specific Annexes may include, but are not limited to the following:

- a. Airplane Crash;
- b. Catastrophic;
- c. Cyber;
- d. Earthquake;
- e. Extreme Weather (Heat, Winter Storm);
- f. Fire and Wildfire;
- g. Flood;
- h. Hazardous Materials;
- i. Hurricane and Severe Storm;
- j. National Security Emergency;
- k. Outbreak and Pandemic;
- l. Power Outages;
- m. Terrorism (Chemical, Biological, Radiological, Nuclear, Explosive);
- n. Tornado;
- o. Workplace Violence; and
- p. Other Hazards, as identified in the risk analysis.

Support Annexes: Support annexes to the EOP describe the framework through which organizations coordinate and execute the common emergency management strategies. The actions described in the Support Annexes apply to nearly every type of emergency and shall include all-hazards planning considerations (for hazards identified in the risk analysis). Support Annexes include, but are not limited to:

- a. Building Emergency and Pre-Fire Plans;
- b. Financial Management (Procurement, Workers Compensation, Claims, Cost and Time Tracking);
- c. Foreign Travel;
- a. *Mutual Aid Agreements and Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) and Joint Operating Procedures (as appropriate);
- b. Teleworking; and
- c. *Worker Safety and Health (GPR 8710.8, GSFC Safety Program Management addresses this requirement for all sites).

*Required of each site by NPR 8715.2 and this directive.

Table D.2 identifies key organizations with primary and support responsibilities for the development, implementation, training, exercising, and maintenance of the support annexes and

DIRECTIVE NO.	<u>GPR 8710.2B</u>
EFFECTIVE DATE:	<u>February 7, 2011</u>
EXPIRATION DATE:	<u>February 7, 2016</u>

associated implementing instructions. In some instances, two organizations may share primary and support responsibilities. Additional organizations may be requested to provide support and input, as necessary.

Implementing Instructions

Each annex or appendix (as well as the Basic Plan) should include implementing instructions in the form of: WI; maps; charts; tables; forms; checklists; and other job aids. Implementing instructions may be included as attachments or referenced to the annexes and appendices.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

Table D.2: Support Annexes: Primary (P) and Support (S) Organizational Assignments

Support Annexes	Greenbelt	GISS	IV&V	WFF	WSC
Building Emergency Plans and Pre-Fire Plans	P: FOM S: Building Managers and 240	P: FOM S: Building Managers and 611	P: FOM S: Building Managers and 180	P: FOM S: Building Managers and 803	P: FOM S: Building Managers and 452
Financial Management (Procurement, Workers Compensation, Claims, Cost and Time Tracking)	P: 150 S: 200 and 210	P: 611 S: 150 and 200 and 210	P: 180 S: 150 and 200 and 210	P: 801 S: 150 and 200 and 210	P: 452 S: 150 and 200 and 210
Foreign Travel	P: 150 S: 200 and 240 and 250 and 270	P: 150 S: 200 and 240 and 250 and 270	P: 150 S: 200 and 240 and 250 and 270	P: 150 S: 200 and 240 and 250 and 270	P: 150 S: 200 and 240 and 250 and 270
Mutual Aid Agreements and Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) and Joint Operating Procedures (as appropriate)	P: 240 S: 201	P: 611 S: 201	P: 180 S: 201	P: 803 S: 201	P: 452 S: 201
Teleworking	P: 110 S: 140 and 700	P: 611 S: 110 and 140 and 700	P: 180 S: 110 and 140 and 700	P: 800 S: 110 and 140 and 700	P: 452 (limited capabilities) S: 110 and 140 and 700
Worker Safety and Health	P: 350 S: 240 and 250	P: 611 S: 240 and 250 and 350	P: 180 S: 240 and 250 and 350	P: 803 S: 240 and 250 and 350	P: 452 S: 250 and 350 and WSTF

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPR 8710.2B
EFFECTIVE DATE: February 7, 2011
EXPIRATION DATE: February 7, 2016

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	04/15/04	Initial Release
A	02/22/05	As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information. Administrative changes were made throughout to correct responsible organization names and codes, and to re-title Goddard PG to GPR. All changes were reviewed and approved by the Goddard Quality Management System Council.
A	04/07/09	Administratively extend document for 6 months.
A	08/27/09	Administratively extend document through October 15, 2010.
B	02/07/11	The Responsible Office modified this document to: 1) remove requirements that were no longer needed; and 2) update to new requirements, standards of practice and terminology. Administrative changes were made throughout to correct responsible organization names and codes, and to re-title this GPR from Emergency Preparedness Program Plan to Emergency Management Program Plan to reflect the comprehensive nature of emergency management and include, in addition to preparedness: mitigation, response, continuity, and recovery program activities.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.