

MPD 1040.3

REVISION B

EFFECTIVE DATE: March 28, 2001

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# MARSHALL POLICY DIRECTIVE

AD01

## MSFC EMERGENCY PROGRAM

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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	A	2/7/00	History log added with this revision; previous history contained in Directives Manager's Reference File.
Revision	B	3/28/01	This revision updates the Applicable Documents and References, corrects an acronym, and revises 8.a through 8.1.

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## 1. PURPOSE

This Directive establishes an Emergency Preparedness Program for the Marshall Space Flight Center (MSFC) workplace and identifies and defines the major responsibilities associated with this function.

## 2. APPLICABILITY

This Directive applies to all persons on MSFC premises.

## 3. AUTHORITY

- a. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities"
- b. NPG 8715.2, "NASA Emergency Preparedness Plan Procedures and Guidelines"

## 4. APPLICABLE DOCUMENTS

- a. MPG 1040.3, "MSFC Emergency Plan"
- b. MWI 8621.1, "Close Call and Mishap Reporting and Investigation Program"
- c. NPG 1441.1, "NASA Records Retention Schedules"
- d. NPG 8715.2, "NASA Emergency Preparedness Plan Procedures and Guidelines"

## 5. REFERENCES

MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"

## 6. DEFINITIONS

### ACRONYMS

- a. COSS      Center Operations Support Services
- b. EED        Environmental Engineering Department
- c. EMD        Emergency Management Director
- d. EOC        Emergency Operations Center
- e. EPO        Emergency Preparedness Officer
- f. FEMA      Federal Emergency Management Agency
- g. IC         Incident Commander
- h. MAF        Michoud Assembly Facility

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- i. MRD           Media Relations Department
- j. NIOSC        NASA Incident On-Scene Coordinator
- k. NISC         NASA Information Support Center
- l. PSD          Protective Services Department
- m. RSA FD      Redstone Arsenal Fire Department
- n. S&MA        Safety and Mission Assurance Office

**7. POLICY**

MSFC provides employees with expeditious courses of action to be taken through active preparedness programs.

**8. RESPONSIBILITIES**

a. The MSFC Center Director, or designee, shall manage the program to ensure that all applicable individuals are properly trained and ensure the program is visible within the organization. The Director shall designate a single point of contact for emergency preparedness to develop and coordinate the Center Emergency Preparedness Program Plan and conduct exercises as outlined in NPG 8715.2, "NASA Emergency Preparedness Plan Procedures and Guidelines."

b. The MSFC EMD, or designated deputy acting for the Center Director, will direct emergency activities and will be responsible for the overall direction of the MSFC Emergency Preparedness Program. The MSFC EMD, or designated deputy, is authorized by the Center Director to commit the Center's resources in cases of emergency.

c. The MSFC EPO is responsible for planning and implementing emergency action capability for the Center and coordinating emergency activities with the MAF, and requesting and coordinating assistance from the local government. The EPO serves as MSFC's principal point of contact for ensuring the compatibility and coordination of MSFC emergency preparedness activities with NASA Headquarters, FEMA Region 4, other Federal agencies, and State and local governments. The EPO shall maintain MPG 1040.3, "MSFC Emergency Plan," and the Emergency Telephone Numbers List.

d. Heads of Basic Organizations are responsible for ensuring compliance with MPG 1040.3, "MSFC Emergency Plan," and maintaining an awareness of the MSFC Emergency Preparedness Program's roles assigned to organizational elements under their jurisdiction. They shall ensure that these elements prepare and maintain internal plans to implement those roles when the Emergency Plan is activated.

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e. Building Manager or Building Manager Assistants are responsible for receiving, disseminating, coordinating emergency instructions received from the EOC, and coordinating activities within their physical areas of responsibility.

f. The PSD is responsible for receiving all emergency calls, providing physical security, and notifying the NISC identifying emergency situations.

g. The NISC is operated by a support contractor for the Information Services Department and is responsible for providing communications support for all MSFC emergency activities. The NISC shall make notifications as described in MPG 1040.3 using primary and alternate individuals' work and home telephone numbers as found in the Emergency Telephone Numbers List. NISC shall make notifications as described in MPG 1040.3 using lists of primary and alternate individuals' work and home telephone numbers in the Emergency Telephone Numbers list.

h. The Medical Center provides medical and ambulance service during emergencies, as required.

i. The Incident/Spill Response Team is part of the MSFC COSS contract and is responsible for responding to environmental spills and supporting the RSA FD, as instructed.

j. The S&MA Office responds to emergencies involving significant potential for injury or damage, advises the EMD and the IC as to hazards and recommends controls; ensures that appropriate action is taken during emergencies to protect the public from undue risk; determines when adequate safety of personnel and property has been established; and notifies NASA Headquarters Office of Safety and Mission Assurance, Code Q, of emergencies that constitute Type A or B mishaps as defined in MWI 8621.1.

k. The EED provides technical support to the EMD on air pollution alert levels; advises on the steps to be taken to reduce pollution; responds to toxic chemical or hazardous material spills; and requests the Chemistry Group (Materials, Processes, and Manufacturing Department) to provide necessary chemical analyses. EED advises on the methods of disposal of hazardous materials and wastes, and notifies Federal, State, or local environmental regulatory agencies, as required. EED shall also assist the MRD with the preparation of informational releases to the off-site press or media for environmental emergency events.

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l. Incident Commander is a title that can apply equally to the RSA FD, EMD, and NIOSC.

The RSA FD will be the on-scene IC when it responds to an emergency call. RSA FD will make an initial evaluation of the situation to determine if its level of support is required. If its support is not required, the IC is transferred to the appropriate NASA/contractor representative on scene, depending on the nature of the incident.

m. The NIOSC coordinates response activities with the RSA FD for environmental incidents; assumes IC duties when the RSA FD leaves the scene and directs containment and cleanup operations; informs the EMD; determines if COSS Contractor Incident/Spill Response Team response capacity is commensurate with the environmental incident; and commits resources to contain and clean-up as authorized by the EMD.

n. The Director, Center Operations Directorate, or designee, is responsible for reviewing and concurring in the formal press releases regarding environmental incidents prior to release to the media.

o. The MRD is responsible for releasing information concerning emergency events and serving as the intermediary between MSFC and the news media.

## 9. RECORDS

a. The MPG 1040.3 Emergency Telephone Numbers List is maintained current at  
[http://inside.msfc.nasa.gov/FACILITIES/emergency\\_numbers.html](http://inside.msfc.nasa.gov/FACILITIES/emergency_numbers.html).

b. Supporting documentation maintained by the EPO in accordance with NPG 1441.1, "NASA Records Retention Schedules," Schedule 1/1.

## 10. MEASUREMENT

None

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## 11. CANCELLATION

MPD 1040.3A dated February 7, 2000

Original Signed by  
Sidney P. Saucier for

A. G. Stephenson  
Director