National Aeronautics and
Space Administration
Goddard Space Flight Center

DIRECTIVE NO. GMI 1040.5
EFFECTIVE DATE Aug. 24, 1995
EXPIRATION DATE

DIRECTIVE INFORMATION SHEET

TITLE: GSFC EMERGENCY MANAGEMENT PROGRAM

PURPOSE

This instruction establishes the Goddard Space Flight Center (GSFC) policy for managing the risks associated with both large and small scale emergencies. This GMI defines the scope and applicability of an emergency management program and assigns responsibilities of Center organizations and individuals.

This instruction is designed to support NMI 1040.3, "Emergency Preparedness Program" and QS-EPP-95-001, "NASA Emergency Preparedness Plan." These documents outline the Agency's efforts to comply with Federal regulations and Executive orders requiring emergency management and planning.

RESCINDED INSTRUCTIONS

a. GHB 1040.1D, Emergency Preparedness Plans and Procedures, Volume 1, dated September 1979.
b. GHB 1040.2A, Emergency Preparedness Plans and Procedures, Volume 2, dated April 1980.

NEW DIRECTIVE ☒ REVISION ☐ OF CONVERSION W/O CHANGE ☐	ORGINATING CODE 205

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MANAGEMENT INSTRUCTION

TITLE: GSFC EMERGENCY MANAGEMENT PROGRAM

1. PURPOSE

This instruction establishes the Goddard Space Flight Center (GSFC) policy for managing the risks associated with both large and small scale emergencies. This GMI defines the scope and applicability of an emergency management program and assigns responsibilities of Center organizations and individuals.

2. APPLICABILITY

This program is applicable to all NASA and NASA contractor organizations and all other Governmental agencies located at GSFC facilities. The Emergency Management Plan provides guidelines to ensure development, establishment, and maintenance of an effective capability to mitigate, prepare for, respond to, and recover from emergencies at GSFC facilities, as well as Agency, community, and national emergencies.

3. AUTHORITY

a. NMI 1040.3, "Emergency Preparedness Program"

b. QS-EPP-95-001, "NASA Emergency Preparedness Plan"

c. NHB 1700.1 V-1, "NASA Safety Policy and Requirements Document"

d. 29CFR 1910.38, "Employee Emergency Plans and Fire Prevention Plans"

e. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities"

f. Executive Order 12856, "Federal Compliance with Right to Know Laws and Pollution Prevention"

g. "Federal Response Plan" (For Public Law 93-288, as amended), Federal Emergency Management Agency

NEW DIRECTIVE ☒ REVISION ☐ OF CONVERSION W/O CHANGE ☐	ORGINATING CODE 205

e. Emergency Procedures
Emergency procedures are written procedures, checklists, and/or guidelines for conducting and coordinating operations during an emergency. They provide for the management of critical resources and promote a mutual understanding among the various participating organizations of their authority, responsibility, functions, and operations. The procedures are to provide the most expeditious courses of action to be taken in minimizing the effects of an emergency involving GSFC facility personnel and property and to furnish support to local communities, the Agency, the Federal Emergency Management Agency (FEMA), or other entities when appropriate.

f. Emergency Response Organization
The Emergency Response Organization is the group designated at a GSFC facility as responsible for the initial response to and control of an emergency incident. For example, the emergency response organizations for the Greenbelt and Wallops facilities are the Goddard Emergency Response Team (GERT) and the WFF Fire Department, respectively.

g. GSFC Facility
A GSFC facility is to include GSFC-owned properties whose loss of function could severely impact the mission of the Center or Agency. Examples of GSFC facilities include, but are not limited to:

(1) Greenbelt campus (with off-site areas), Maryland
(2) WFF and Wallops Island areas, Virginia
(3) White Sands Complex, Las Cruces, New Mexico
(4) National Scientific Balloon Facility, Palestine, Texas
(5) NASA Tracking Facilities (e.g., Bermuda)

A list of GSFC Facilities will be maintained in the GSFC EMP's for Greenbelt or Wallops, as appropriate.

h. Hazard/Threat Analysis
A Hazard/Threat Analysis is an analysis technique that identifies potential hazards or threats to Center operations or the NASA mission that could create an emergency condition. "Centerwide" Hazard/Threat Analysis is generic by nature, directing the focus of the EMP and its annexes. "Operations" Hazard/Threat Analyses are specific to a building or operation at a facility, and address the preparation, response, and recovery activities related to an emergency at/in the operation.

i. Nationally Declared Emergencies
A nationally declared emergency is any occurrence, including natural disaster, technological emergency, military attack, or other emergency, that seriously degrades or threatens the national security of the United States. Response to

herein. In order to ensure continuity of operations during an emergency, succession of the Center Director's authority will proceed as established in NHB 1101.3, "NASA Organization."

The Center Director shall ensure the appointment of the Emergency Program Managers at Greenbelt and WFF, and an Emergency Preparedness Coordinator for each GSFC facility.

b. The Emergency Program Manager (EPM) has management oversight responsibility to ensure that the emergency management system is in place for all Center activities. The EPM shall have the authority for elevation of program issues through management as appropriate, including direct reporting to the Center Director or their designee. The EPC and the EMTG shall coordinate directly with the EPM.

(1) The Chair of the Safety and Environmental Steering Committee shall serve as the EPM for GSFC/Greenbelt.

(2) The Director of Suborbital Projects and Operations shall serve as the EPM for GSFC/WFF.

c. Management Operations Directorate shall support the Emergency Management Program as follows:

(1) A member of the Safety, Environmental, and Security Office (Code 205) will be appointed as EPC for each GSFC facility. The EPC will act as the focal point for the EMTG at the "home site," providing quarterly status reports and other information to the EPM, as required. (Where GSFC facilities have no permanently assigned Code 205 personnel, an EPC will be appointed by the senior official at the facility.)

(2) The Safety and Environmental Branch (Code 205.2) at Greenbelt and the Safety, Environmental, and Security Branch (Code 205.3) at WFF shall:

(a) develop, implement, and maintain the facility's Emergency Management Program as directed by the EPM and coordinated by the EPC and EMTG; and

(b) assist Center organizations in assuring that their employees receive an adequate level of emergency response training and orientation.

(3) The Emergency Response Organization (ERO) is the first response group to any incident or emergency, irrespective of magnitude. The ERO shall have ultimate control of a GSFC facility's resources during the emergency response phase, as approved in their Standard

d. Office of the Comptroller shall provide financial support during emergency management operations. This may include, but is not limited to: coordinating with Contracting Officers to provide Center emergency funding authority during normal duty and off-hours; coordinating and submitting necessary documentation for Agency emergency funding support; and tracking resource expenditures for reporting to NASA Headquarters, as required.

e. Chiefs of Divisions, Directorate Staff Offices, Project Managers, and Tracking Station Directors are responsible for:

(1) Implementing the facility's EMP, as defined by the EMTG;

(2) Where GSFC facilities have no permanently assigned Code 205 personnel, an EPC will be appointed by the senior official at the facility. The EPC will act as the focal point for the EMTG at the "home site," providing quarterly status reports and other information to the EPM, as required;

(3) Ensuring that their employees receive an adequate level of emergency response training and orientation;

(4) Preparing and implementing, with appropriate professional assistance, protection procedures for their personnel;

(5) Conducting hazard/threat analyses and/or developing detailed emergency response procedures as requested by the EMTG; and

(6) Participating in EMTG sponsored training and simulations, as requested.

8. RESCINDED INSTRUCTIONS

a. GHB 1040.1D, Emergency Preparedness Plans and Procedures, Volume 1, dated September 1979.
b. GHB 1040.2A, Emergency Preparedness Plans and Procedures, Volume 2, dated April 1980.

Joseph H. Rothenberg
Director

4. DEFINITIONS

a. Emergency
An emergency is a sudden, generally unexpected event, major or minor in scope, which does or could do harm to people, the environment, resources, property, the mission, or institution. Emergencies range from relatively local events to regional and national occurrences, and may be caused by natural or technological factors, human actions, or national-security related incidents.

b. Emergency Management Plan
The Emergency Management Plan (EMP) is the implementation guideline to the GSFC Emergency Management Program, specifying, wherever possible, the actions of GSFC to support the NASA mission under all emergency conditions. The EMP also constitutes implementation of the Federal Response Plan, which describes NASA's responsibilities during a nationally declared emergency. The EMP provides a methodology for developing individual procedures ("annexes") for each major disaster or emergency. EMP's are usually specific to a GSFC facility.

c. Emergency Management Task Group(s)
The Emergency Management Task Group (EMTG) is a subcommittee to the GSFC Safety and Environmental Steering Committee. The purpose of the EMTG is the planning and evaluation of resources and preparation for emergency management at GSFC. The EMTG shall include: at least one member appointed by each Director of on Center; and staff support representing Facilities Management Division (FMD), Public Affairs Office, and the Office of Chief Counsel. The Emergency Preparedness Coordinator (EPC) shall serve as the focal point for the EMTG. For the purpose of the Emergency Management Program, the Emergency Program Manager will represent the "NASA Installation Director" as defined in NMI 1040.3. An EMTG will be established at the Greenbelt Facility and the Wallops Flight Facility (WFF), with EPC from other sites (such as National Scientific Balloon Facility or White Sands Complex) reporting to their appropriate "home facility" EMTG and Emergency Program Manager.

d. Emergency Operations Center
The Emergency Operations Center (EOC) is the designated location from which definite control of the Center is exercised and maintained during an emergency. The EOC contains an operations center, workstations for the emergency management team, conference facilities, communications, data processing, and executive aids such as computers, facsimile machines, modems, etc.

nationally declared emergencies (including NASA responsibilities) is specified by the FEMA Federal Response Plan. Only the President of the United States can declare a National Emergency.

5. POLICY

The Center shall use the Emergency Management Program for all activities at GSFC facilities, including flight projects, engineering, and institutional support activities. An Emergency Management Plan meeting the requirements of NMI 1040.3 shall be developed for each GSFC facility. The Plan shall be reviewed annually and updated as required. Individual procedures shall be written based upon the EMP for the GSFC facility, along with any available hazard/threat analyses.

6. OBJECTIVES

The objectives of this instruction are:

a. Provide a uniform policy for applying emergency management requirements for all Centerwide activities in accordance with NASA directives;

b. Establish a program to protect the lives and safety of GSFC personnel and minimize the loss and/or damage to GSFC resources both on Earth and in orbit;

c. Institute a means for management to provide for the continuous operation or resumption of critical services and missions; aid in the recovery from emergencies; assist in the timely resumption of normal GSFC operations; mitigate hazards; and minimize the effects of natural or technological disasters; and

d. Support the local, county, State, and Federal agencies and the appropriate response authorities.

7. RESPONSIBILITIES

a. The Center Director of GSFC is "responsible for developing plans to respond to, mitigate, and recover from emergencies. Plans will include supporting local civil authorities insofar as NASA missions and functions are not adversely impacted. NASA Installations shall designate representatives to the respective FEMA Regional Staff in support of the Federal Response Plan," in accordance with NMI 1040.3.

While the Center Director maintains ultimate responsibility and authority for Emergency Management, the responsibilities of designated representatives will be delegated as indicated

Operating Procedures (SOP's) or other documents. The ERO Incident Commander shall appropriately coordinate with Emergency Management personnel to aid in their management of later phases of emergency management (e.g., mitigation and recovery).

(4) The FMD (Code 220) is responsible for ensuring that all GSFC utilities, services, equipment, and plant facilities are properly maintained and available for use, as required, during an emergency. In addition, FMD shall be responsible for coordinating facility and utility design, construction, and modifications with Code 205, to ensure that new facilities, facility maintenance/repairs, or facility modifications meet GSFC emergency management guidelines.

(5) The Procurement Operations Division (Code 210) is responsible for:

(a) ensuring that pertinent emergency management clauses (as directed by regulation or policy) are incorporated into GSFC contracts. Contracting Officers are responsible for ensuring that contractors comply with these contract provisions; and

(b) providing and maintaining the skills and abilities necessary for procurement support during emergency management operations. This may include, but is not limited to: emergency and other procurement actions during normal duty and off-hours; coordination with Center and Agency procurement officials and the Comptroller to obtain funding support for these procurements; and assist the Comptroller in tracking resource expenditures for reporting to NASA Headquarters, as required.

(6) The EMTG is responsible for the overall implementation of the Emergency Management Program. These actions include, but are not limited to:

(a) developing and maintaining emergency management plans and procedures in accordance with NMI 1040.3;

(b) review of facility operation and evacuation plans;

(c) proposing methods and evaluation tools for required annual emergency management exercises/drills; and

(d) developing and maintaining the EOC.