



Langley Research Center

LPR 1040.2

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**LARC DUTY OFFICER'S HANDBOOK
(revised September 24, 2007)**

National Aeronautics and Space Administration

Responsible Office: Center Operations Directorate

PREFACE

This Langley Procedural Requirements (LPR) contains detailed instructions for the NASA Langley Duty Officer. The NASA Langley Duty Officer is located at the Steam Plant, 14 West Taylor Street (Facility 1215), extension 44927. This officer is the official contact point for the Center after normal day shift duty hours, including weekends and holidays. The Duty Officer provides support services and resolves problems arising after normal duty hours, weekends, and holidays. These responsibilities are in addition to regularly assigned duties.

Supervisors whose names appear in this LPR are to update information contained herein as required, and furnish it to the Center Operations Directorate.

Business Systems Branch is to coordinate changes, additions, and deletions in this LPR.

LPR 1040.2, dated July 22, 2004, is rescinded and should be destroyed.

Original signed on file

Delma C. Freeman, Jr.
Deputy Director

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INTRODUCTION

1. OVERVIEW

The following sets forth responsibilities and procedures for the LaRC Duty Officer.

2. RESPONSIBILITIES

a. Contracting Officer's Technical Representative (COTR), Research Operations Maintenance and Engineering (ROME), Center Operations Directorate (COD):

Maintain a roster of personnel qualified to serve as the Duty Officer.

b. Contract Manager, Research Operations Maintenance and Engineering (ROME):

(1) Designate specific Duty Officer assignments at the primary Duty Officer station at the Steam Plant, 14 West Taylor Street (Facility 1215).

(2) Ensure that clear duty assignments are made to qualified Duty Officers.

c. Duty Officer:

(1) Maintain the Standard Distribution List (see LAPD 1551.1, "Langley Research Center Standard Distribution Lists (SDL) System") for LPR 1040.2 to ensure that appropriate LaRC personnel receive the handbook.

(2) Transmit, annually, changes to LPR 1040.2 to the Business Systems Branch.

(3) Update, monthly, the "LARC Duty Officer Call List" which is kept at the primary Duty Officer station at the Steam Plant, 14 West Taylor Street (Facility 1215).

d. Business Systems Branch:

Revise handbook.

3. PROCEDURES

a. Requesting service of a continuing or permanent nature (30 days or more). All requests will be updated annually.

(1) Requestor:

Requests/services that fall within the realm of the Duty Officer functions shall be submitted to the COTR, ROME, COD, for approval. (See Figure 1 for sample format.)

(2) COTR, ROME, COD:

Approve and forward request to the Contract Manager, ROME.

(3) Contract Manager, COD:

Provide Duty Officer with approved requests for inclusion in LPR 1040.2.

(4) Duty Officer:

Annotate information in LPR 1040.2 to ensure recording current information.

b. Requesting services for a period of up to 30 days:

(1) Requestor:

Submit request to the COTR, ROME, COD. (See Figure 2, Part 1, for sample format.)

(2) COTR, ROME, COD:

Approve and forward request to the Duty Officer.

c. One-time request for services:

(1) Requestor:

Submit request to the COTR, ROME, COD. (See Figure 2, Part 2, for sample format.)

(2) COTR, ROME, COD:

Approve and forward request to the Duty Officer to perform services.

d. Emergency request for services:

(1) Facility Coordinators or other Responsible Individuals:

Telephone(s) request directly to the Duty Officer (44927) should a situation occur which does not allow time for processing a written request.

4. REFERENCES

LAPD 1700.2, "Safety Assignments"

LAPD 1551.1, "Langley Research Center Standard Distribution Lists (SDL) System"

LPR 1046.1, "Langley Research Center Emergency Plan"

LPR 1710.7, "Use and Handling of Explosives and Pyrotechnics"

LMS-OP-0939, "Aviation Accident Reporting, Investigation and Site Management Plan"

NASA Langley Form 55, "LaRC Stock Issue and Turn-In Slip"

**Figure 1 - Format for Requesting Services of a Continuing or Permanent Nature
(30 days or more)**

[Entry for LPR 1040.2, updated annually in April]

DATE

TO: 242/Contracting Officer's Technical Representative,
ROME, COD

FROM: M/S, Typed Name, Title, and Organization

SUBJECT: (Use descriptive term or phrase.)

SERVICE REQUIRED: (Describe in detail the required service including:)

- Equipment:
- Equipment Number
- Equipment Description
- Situation:
- Location:
- Frequency:
- Sequence:
- Other data as appropriate

PERSONNEL TO BE CALLED FOR ASSISTANCE OR WHO SHOULD BE NOTIFIED: (List all individuals:)

<u>Name</u>	<u>Home Telephone Number</u>	<u>Business Extension</u>
-------------	------------------------------	---------------------------

Signature of Requester
Extension

APPROVAL:

Contracting Officer's Technical Representative
ROME, COD

Date

Figure 2 - Format for Requesting Services of LaRC Duty Officer

PART I: For a period of up to 30 days

DATE:

TO: 242/Contracting Officer's Technical Representative, ROME, COD

FROM: M/S, Typed Name, Title, and Organization

SUBJECT: (Use descriptive term or phrase.)

SERVICE REQUIRED: (Describe in detail the required service.)

Signature of Requester
Extension

APPROVAL:

Contracting Officer's Technical Representative, ROME, COD Date

PART II: One-time request

DATE

TO: 242/Contracting Officer's Technical Representative, ROME, COD

FROM: M/S, Typed Name, Title, and Organization

SUBJECT:(Use descriptive term or phrase.)

SERVICE REQUIRED: (Describe in detail the required service.)

Signature of Requester
Extension

APPROVAL:

Contracting Officer's Technical Representative, ROME, COD

Date

ACCIDENT/INCIDENT

Duty Officer **ACTION**

When an accident involving injury or equipment damage is reported, other than minor automobile accidents:

- Advise one of the following groups:
 1. Emergency Preparedness Officer AND ROME COTR, Center Operations Directorate.
 2. Alternate Emergency Preparedness Officer AND ROME COTR, Center Operations Directorate.

IF UNABLE TO NOTIFY ONE OF THE ABOVE GROUPS, CALL:

Director, Center Operations Directorate

- The Fire Department will notify all appropriate persons in case of fire or personal injury involving an ambulance response.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

LaRC Deputy Director

AUTOMOBILE ACCIDENT

Duty Officer **ACTION**

- The Emergency Services Dispatcher is the primary action official for official responses to automobile accidents; however, in the event an automobile accident is reported to the Duty Officer, the appropriate course of action is:
 1. Obtain location
 2. Determine if there are injuries
 3. Call extension 911 for an ambulance if there are injuries

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Security and Program Protection Branch

FIRE - EXPLOSION
Duty Officer **ACTION**

- When a fire - explosion is reported:
 1. Obtain facility number
 2. Transfer the call immediately to the Emergency Dispatch Office, extension 911
 3. Notify Communications Repair (See page 12 of this handbook.)

BACKGROUND

LPR 1046.1, "Langley Research Center Emergency Plan," Chapter 4, "Major Accidents or Explosions," gives direction for handling incidents according to their severity.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Safety and Mission Assurance Office

PERSONAL INJURY - AMBULANCE

Duty Officer **ACTION**

- When you receive a call for an ambulance:
 1. Obtain facility number
 2. Transfer call immediately to the Emergency Dispatch Office, extension 911

Director, Safety and Mission Assurance Office

PLANE CRASH
Duty Officer **ACTION**

- When you are notified of a plane crash:
 1. Obtain location.
 2. Transfer call immediately to the Emergency Dispatch Office, extension 911.
 3. Determine services required and obtain required services from the LaRC Duty Officer Call List.

BACKGROUND

Direction for handling aviation accidents see:

LPR 1046.1, "NASA Langley Research Center Emergency Plan," Chapter 4, "Major Accidents or Explosions."

LMS-OP-0939, "Aviation Accident Reporting, Investigation and Site Management Plan."

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Research Services Directorate

RADIATION ACCIDENT

Duty Officer **ACTION**

- When a radiation accident is reported:
 1. Obtain location
 2. Transfer call immediately to the Emergency Dispatch Office, extension 911
 3. Notify Radiation Safety Officer or the Alternate Radiation Safety Officer.
Alternate: LaRC Safety Manager

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Safety and Mission Assurance Office

COMMUNICATIONS REPAIR OTHER THAN NORMAL DUTY HOURSDuty Officer **ACTION****• LaRC Telephone Facilities**

When telephone repairs are required, proceed as follows:

1. Call digital pager number: 881-3117.
2. After receiving a tone, or a series of short beeps, dial the telephone number that you want to be called on, press the “#” sign, then hang up.
3. The LaTS technician on duty will call back on the number you entered. If there is no response within 5 minutes, repeat the process.
4. If there is no response to the second page, call one of the personnel listed under Communications Repair.

• NASA Information Services Network (NISN)

NISN Gateway equipment, located at 16 West Taylor Street (Facility 1213, Room 144), is a critical 24-hour, 7-day operation affecting all LaRC long distance telephone, facsimile, and data communications. Alarms are remotely sensed at the Network Control Center (205-544-1771) at the Marshall Space Flight Center in Huntsville, AL and trouble calls are most likely to originate there.

- For Electrical Power failure: See pages 19 of this handbook.
- For Air Conditioning failure: See page 36 of this handbook.
- In all cases, also notify, in the order listed under WANG in the LARC Duty Officer Call List, one of the contacts to coordinate follow-up effort.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Center Operations Directorate

FAA INCOMING TELEPHONE CALLS

Duty Officer **ACTION**

BACKGROUND NASA Langley Research Center pilots include the Duty Officer's telephone number when filing flight plans with the Federal Aviation Administration (FAA)

- When an FAA telephone call is received, inform the caller to call one of the individuals in the order listed in the LARC Duty Officer Call List.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Research Services Directorate

PORTABLE RADIO ASSIGNMENTSDuty Officer **ACTION**

Should a serious emergency occur requiring a communications link, upon request of the person in charge, the portable radios listed below - Frequency 171.150 MHz - may be used.

Call No.	Serial No.	Facility No./Street Address	Room	Location
ES-3	651ATN0043	1238 (1 East Durand Street)	165	Charger
ES-4	651ATN0044	1238 (1 East Durand Street)	165	Charger
ES-6	651ATN0045	1238 (1 East Durand Street)	165	Charger
ES-9	J22-645	583 (191 Thornell Avenue)	107	Control Room
ES-10	J22-651	583 (191 Thornell Avenue)	107	Control Room
ES-13	651ATN0046	1238 (1 East Durand Street)	165	Charger
ES-14	INV38321	1247D (1D East Reid Street)	139D	Cab #29
ES-15	INV38323	1247D (1D East Reid Street)	139D	Cab #29
ES-18	651ATN0047	1238 (1 East Durand Street)	165	Charger
ES-19	651ATN0048	1238 (1 East Durand Street)	165	Charger
VOX	651ATN0049	1238 (1 East Durand Street)	165	Charger
1395	1101520	1275 (22 Lewis Loop)	107	Charger
1394	1101521	1275 (22 Lewis Loop)	107	Charger
	L96-J40	1297 (12 West Bush Road)	110A	Tool Rm.
	L96-J60	1297 (12 West Bush Road)	110A	Tool Rm.
	*654ARJ025	1262 (2 West Bush Road)	101	Charger
	*654ARJ026	1262 (2 West Bush Road)	101	Charger
	*654ARJ027	1262 (2 West Bush Road)	101	Charger
	*654ARJ028	1262 (2 West Bush Road)	101	Charger
	*654ARJ024	1262 (2 West Bush Road)	101	Charger
	*654ARJ022	1262 (2 West Bush Road)	101	Charger
	*654ARJ023	1262 (2 West Bush Road)	101	Charger
	*414548119	1258 (12 Wythe Landing Loop)	200	Charger
	*414548520	1258 (12 Wythe Landing Loop)	200	Charger
	*70918014	1258 (12 Wythe Landing Loop)	200	Charger

*Each radio has two channels

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

RADIO/AUDIO/VIDEO EQUIPMENT REPAIR
Duty Officer **ACTION**

Radio Equipment Repair

- When it is necessary to repair radio equipment after normal duty hours, contact:
Flight Instrumentation Branch, System Engineering Directorate
- If unable to contact a representative, call:
Gately Communications 826-8210. Call to answering service will direct service technicians.
- Advise the Flight Instrumentation Branch, 45407, the next working day of any requests or repairs that were made.

Audio or Video Equipment Repair

- When it is necessary to repair audio or video equipment after normal duty hours, contact:
Library and Media Services Branch, Office of the Chief Information Officer representative.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

System Engineering Directorate

Head, Library and Information Services Branch
Office of the Chief Information Officer

CANCELLATION OF EXCESS POWER

Duty Officer **ACTION**

- When notice of cancellation of excess power is given by Virginia Power:
Notify the LaRC Power Dispatcher extension 44927

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Center Operations Directorate

ELECTRICAL SERVICES OTHER THAN NORMAL DUTY HOURS

Duty Officer

For electrical services which cannot be delayed until regular hours, determine from the caller what type of electrical equipment is involved and notify one of the responsible individuals as listed under ROME (see the LARC Duty Officer Call List) for the following areas:

- Main Drives or Research Equipment and Large Air Compressors (East and West Areas) **[Mechanical]**
 - Power Distribution System (annunciator alarm at the Stratton Road Substation, Facility 1233, 10 Victory Street, or trouble in the distribution system) **[Electrical/Power Dist]**
- Data Reduction Center, 15 Langley Boulevard (Facility 1268) (bldg. power, comp. power) **[Electrical/Power Dist]**
- Building Equipment, West Area, and West Heating Plant, 14 West Taylor Street (Facility 1215) (general lighting, power, and standard machine tool equipment) **[Electrical/Power Dist]**
- Building Equipment, East Area **[Mechanical/Electrical/Power Dist]**
- Fire Alarm Systems and Utility Alarms **[Fire Alarm]**

ACTION

CONTACT THE APPROPRIATE RESPONSIBLE INDIVIDUALS AS LISTED IN THE LARC DUTY OFFICER CALL LIST (ROME)

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

EMERGENCY SWITCHING

Duty Officer ACTION

- As authorized by the Langley Research Center Director, for emergencies where energized electrical lines are a **serious hazard** to life and property, follow the procedures listed below when a call is received:
 1. Find out what emergency exists and the buildings involved.
 2. Request proper identification by having caller furnish name, badge number, and organization.
 3. Verify information through the Emergency Services Dispatcher, extension 911.

Respond only to the:

- Officer in charge of the West Area NASA Fire Station
 - Langley Air Force Base Fire Chief
 - Langley Air Force Base Electrical Superintendent
 - Langley Air Force Base Control Desk Monitor
 - LaRC Emergency Preparedness Officer or the Alternate Emergency Preparedness Officer
4. Go to the Stratton Road Substation, 10 Victory Street (Facility 1233), and reestablish telephone contact with the caller.
 5. Perform the required switching in accordance with the posted Emergency Switching Chart.
 6. Advise the caller that power lines are disconnected but **caution** the caller to treat as energized and make no direct contact with the lines.
 7. Notify:

Facilities Utilities Manager
Facilities Maintenance Manager, Center Operations Directorate

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

**ELECTRICAL POWER OUTAGES OF FEEDERS TO LANGLEY AIR FORCE BASE
(LAFB)**

Duty Officer **ACTION**

- Report any planned electrical power outage of electrical feeders supporting the LAFB 48 hours in advance, if possible, by telephone to LAFB, telephone 764-5451 or 764-5452.
- Report immediately any nonplanned electrical power outage to LAFB, telephone 764-5451 or 764-5452.
- Identify the feeder number involved and the estimated duration of the outage when notifying LAFB in either event.

Maintenance Manager
Center Operations Directorate

UNSCHEDULED POWER OUTAGES

Duty Officer **ACTION**

- When notified of unscheduled power outages involving building/buildings, contact **one** of the following to restore power to systems requiring manual restoration:
 1. Facility Coordinator
 2. Alternate Facility Coordinator
 3. Facility Safety Head

Maintenance Manager
Center Operations Directorate

ACCESS TO LOCKED OR RESTRICTED AREAS

Duty Officer **ACTION**

- Access to those areas which have keys in the **KEY CASE** is allowed, at your discretion.
- Access for other areas call the Emergency Dispatch Office, extension 45500 or 45600.
- For emergency locksmith services, including a physical problem with a locking device, call the Emergency Dispatch Office, extension 45500 or 45600. The Dispatcher will contact the locksmith and have the locksmith contact the Duty Officer.

Head, Security and Program Protection Branch

BOMB THREAT Continued



DON'T PANIC!!!

**REPORT ALL BOMB THREATS
IMMEDIATELY TO:**

911



OBTAIN THE FOLLOWING INFORMATION, IF POSSIBLE:

Exact words of caller: _____

QUESTIONS TO ASK:

- When is bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?
- Number at which call is received:

Time: _____ Date: _____

This guide is based on information furnished by the FBI Bomb Data Center.

CALLER'S DESCRIPTION:

Sex of caller: _____ Race: _____
 Age: _____ Length of call: _____

CALLER'S VOICE:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |

If voice is familiar, who did it sound like?

THREAT LANGUAGE

- | | |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

BACKGROUND SOUNDS:

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office machinery | Other _____ |

IF EVACUATION IS ORDERED, quickly observe your area or space for any suspicious or strange articles. Describe the article and its location to Security, Fire, or Safety Personnel.

CIVIL DEFENSE ALERT

Duty Officer **ACTION**

BACKGROUND When a civil defense alert is announced, the Langley Air Force Base (LAFB) Air Combat Command (ACC) Command Center (764-3252), in compliance with the LAFB Disaster Control Plan, will notify the LaRC Duty Officer.

1. Record message exactly as received.

NOTE: LaRC can reach the LAFB Command Center by dialing 764-3252 or the LAFB Disaster Control Center by dialing 764-5411 on our internal telephone system. Because there is no direct secure line, the Duty Officer must confirm any LAFB requests or alerts by return call to either the Command Center or the Disaster Control Center.

2. Contact the LaRC Emergency Preparedness Officer or Alternate Emergency Preparedness Officer and one of the Emergency Officers listed below giving the exact message received.

- Emergency Officers:

Deputy Director

Center Director

Director, Safety and Mission Assurance Office

Head, Security and Program Protection Services

[See the LARC Duty Officer Call List for contacts and telephone numbers]

LaRC Center Director

CIVIL DISTURBANCE

Duty Officer **ACTION**

- When a civil disturbance is reported:
- Obtain location
- Notify Emergency Dispatch Office, extension 911 or 45500 from an on-Center extension
- Notify the Head, Security and Program Protection Branch

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Security and Program Protection Branch

**IMPENDING HURRICANE, STRONG WINDS, EXTREMELY COLD WEATHER, OR
HIGH TIDES**

Duty Officer **ACTION**

- When an impending hurricane, strong winds, extremely cold weather, or high tide is reported:

1. Notify Emergency Preparedness Officer

OR

Alternate Emergency Preparedness Officer

BACKGROUND LPR 1046.1, "NASA Langley Research Center Emergency Plan," places the responsibility to protect buildings and facilities from impending hurricanes or high tide on the Emergency Preparedness Officer or the Alternate Emergency Preparedness Officer. LAPD 1700.2, "Safety Assignments," places the responsibility for protecting facilities from extremely cold weather on the Facility Coordinator.

2. Notify one of the individuals listed below:
 - a. Facilities Maintenance Manager Center Operations Directorate
 - b. ROME Maintenance COTR, Center Operations Directorate
3. If none of the above can be reached, call:
Director, Center Operations Directorate

[See the LARC Duty Officer Call List for contacts and telephone numbers]

LaRC Deputy Director

NOTIFICATION BY LANGLEY AIR FORCE BASE OF ORDNANCE ACTIVITY

Duty Officer **ACTION**

- Inform the individuals below of planned activities:
 1. Head, Security and Program Protection Branch
 2. Fire Department Chief
 3. Public Affairs Specialist, Public Affairs Office, Office of Strategic Communications and Education

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Safety and Mission
Assurance Office

Head, Security and Program
Protection Branch

SECURITY VIOLATIONS
(AFTER NORMAL DUTY HOURS)

Duty Officer **ACTION**

- Report to Emergency Dispatch Office - extension 45500 or 45600.

Head, Security and Program Protection Branch

ASSISTANCE FOR OFFICIAL VISITORS

Duty Officer **ACTION**

- If there are no prior instructions:
 - Record:
 - Name
 - Home Address
 - Home Telephone Number
 - Local Address
 - Local Telephone Number
 - Notify one of the individuals listed in the LARC Duty Officer Call List under Office of Strategic Communications and Education
 - Provide any other assistance, as appropriate
- All nonstandard hours badging is accomplished by the Emergency Services Dispatcher. Coordinate assistance for official visitors with the Head, Security and Program Protection Services, through the Emergency Dispatch Office.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Office of Strategic Communications and Education

ISSUANCE AND RECEIPT OF GOVERNMENT VEHICLES

Duty Officer **ACTION**

For issuance of a Government vehicle for use **off-Center** by a traveler:

- Issue a key from the Key Lock Box located in Facility 1199, Room 102A. The travel vehicles are located in the rear of Facility 1199, 2 East Ames Street. (All travel outside of a 50-mile radius of the Center must have signed travel orders.)
- Advise personnel involved to return vehicle to the parking lot in the rear of Facility 1199 and place keys in the red Key Return Box.

For issuance of a Government vehicle for use **on-Center only**:

- Survey the travel vehicles parked in the rear of Facility 1199, 2 East Ames Street, for available vehicle.
- Advise personnel involved to return vehicle to the parking lot in the rear of Facility 1199 and place keys in the red Key Return Box.

NOTE: Leave a written statement in Facility 1199, Room 102-A, informing the vehicle controller of the action taken (include name(s) of traveler(s) and destination).

If a problem occurs in the performance of the above duties, contact Logistics Management Team personnel as listed in the LARC Duty Officer Call List.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Capital Assets and Logistics Branch

ON-SITE LARC CONTRACTORS

Duty Officer **ACTION**

Should an emergency occur which involves a contractor, notify the appropriate Contracting Officer's Technical Representative (COTR) for the contract involved.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Office of Procurement

RECEIPT OF MATERIALS AFTER NORMAL DUTY HOURS

Duty Officer **ACTION**

- 5. Instruct carrier to return during normal duty hours to 4 South Marvin Street (Facility 1206), Shipping and Receiving (7:30 a.m. to ~~3:30~~ 3:00 p.m.).
- When delivery is questionable, contact Capital Assets and Logistics Branch (CALB) personnel as listed in the LARC Duty Officer Call List.

NOTE: In the event deliveries are accepted, annotate receipt on delivery ticket(s) and forward to CALB, Mail Stop 377, the following workday.

- If the material is hazardous, notify CALB personnel as listed in the LARC Duty Officer Call List.

Also notify:

LaRC Fire Chief.

- For bulk delivery of liquid nitrogen to LaRC research facilities, prior delivery instructions are to be furnished to the Duty Officers for anticipated deliveries during non-duty hours by CALB, extension 46340 or 43571.
 - Instruct carrier to deliver liquid nitrogen to designated facilities.
 - Upon completion of deliveries, sign all delivery tickets acknowledging receipt of liquid nitrogen, noting quantity received, quantity delivered to each unit, and building numbers.
 - Forward two copies of each delivery ticket to Mail Stop 380, CALB, in the first mail pickup following the delivery. Should problems occur, contact personnel as listed under CALB in the LARC Duty Officer Call List.

NOTE: LN₂ is shipped out of Baltimore Plant.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Capital Assets and Logistics
Branch

Director, Safety and Mission
Assurance Office

RECEIPT OF EXPLOSIVES AND PYROTECHNICS
Duty Officer **ACTION**

- Notify, in the order listed in the LARC Duty Officer Call List, one of the NASA-LaRC personnel to coordinate the receipt and handling of explosives and pyrotechnics at this Center:

[See the LARC Duty Officer Call List, Explosives and Pyrotechnics, for contacts and telephone numbers)

NOTE: Class 1.4 explosive shipments no longer require an external label on the truck; they may be shipped by any means. Class 1.4 explosive materials can be off-loaded at the receiving dock (Facility 1206) and placed in a segregated area while awaiting the arrival of the above personnel. Call in the order listed. If a truck arrives at the main gate with an explosive symbol externally displayed, the shipment is a 1.1, 1.2, or 1.3 explosive classification. The truck should be stopped at the gate, without unloading any of the shipment, and the personnel called in the order listed. These personnel will either transfer the shipment to the Pyrotechnic Truck or escort it to the Dedicated Pyrotechnic Facilities (Facilities 1158, 1158A, or 1159) for processing and storage.

- If a delay (greater than 24 hours, including overnight) occurs and the personnel listed in the LARC Duty Officer Call List cannot meet and coordinate an explosive shipment, notify the LaRC Emergency Dispatch Office, 45600. The Security and Program Protection Services will provide an escort for the explosive transport vehicle to the Dedicated Pyrotechnic Facilities, open the power gate of the outer perimeter fence, instruct the driver to park and leave the vehicle or trailer on the road inside, and close and lock the gate. **This is the only manner in which Class 1.1, 1.2, or 1.3 shipments can be left unguarded.** The shipment will be processed when one of the above personnel has arrived at the scene.

BACKGROUND LPR 1710.7, "Use and Handling of Explosives and Pyrotechnics," Chapter VIII, "Shipping and Receiving," gives procedures to be followed for Class 1.1 (was A), 1.2, 1.3 (was B), or 1.4 (was C) explosives and pyrotechnics.

Pyrotechnic Support Engineer
Systems Engineering Directorate

Director, Safety
and Mission Assurance Office

Head, Security and Program Protection Branch

**EMERGENCY TRAVEL
(AFTER NORMAL DUTY HOURS)**

Duty Officer **ACTION**

- If emergency travel or travel assistance is requested by a NASA employee

Contact:

CI Travel (1-800-287-9027)

(For airline ticket information)

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Head, Financial Management Office, Office of the Chief Financial Officer

UNSCHEDULED ARRIVAL OF PLANES AT HANGAR

Duty Officer **ACTION**

- Contact one of the individuals listed:
 1. Head, Research Systems Integration Branch
Research Services Directorate
 2. Aerospace Engineering Technician
Research Systems Integration Branch
Research Services Directorate
 3. Aviation Manager
Research Services Directorate
- Cooperate with the person called
- Ensure that the individuals arriving are assisted appropriately
- Notify the Emergency Dispatch Office, extension 45500, in order that an appropriate level of security may be provided the aircraft

NOTE: For FAA incoming telephone calls, see page 13.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Director, Research Services Directorate

MECHANICAL SUPPORT AND UTILITIES SERVICES

Duty Officer

- Main Drive Mechanical Systems -- Bearings, excessive vibration, pumps, couplings, gear drives, lubrication systems, compressing systems, valves
- Refrigeration and Air-Conditioning Equipment
- Cooling Towers and Related Equipment
- High Pressure Air Systems
- Mechanical Pumps
- Rigging Services
- Pipefitting

ACTION

Contact the appropriate responsible individuals as listed in the LARC Duty Officer Call List.

Controls Systems (ROME)

Contact the appropriate controls personnel as listed in the LARC Duty Officer Call List.

Cranes and Elevators (ROME)

1. Contact the appropriate cranes and elevators personnel as listed in the LARC Duty Officer Call List.
2. Contact the Cranes and Elevators Contract COTR as listed in the LARC Duty Officer Call List.

NOTE: In the event that the responsible personnel, as listed, cannot be reached in an emergency situation, pertinent calls shall be directed to:

Maintenance Manager
Center Operations Directorate

When the problem is within a facility or associated with a facility, in addition to the individuals listed above, notify one of the following:

1. Principal Facility Coordinator
2. Alternate Facility Coordinator
3. Facility Safety Head

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

EMERGENCY STOCK ISSUE

Duty Officer ACTION

- When NASA or contractor employees require stock after normal duty hours the following procedures are to be used:
 1. Notify the Emergency Dispatch Office, extension 45500 or 45600, that emergency Stock Issue is being requested (name of person and organization assigned) for specific item or items.
 2. Dispatcher will record the request and assign a Security Officer to accompany the Duty Officer and the requestor. The Security Officer will provide access to stockroom and other warehouse facilities as necessary, and ensure facilities are secured when leaving premises.
 3. Escort the person requiring stock into the warehouse area to obtain the required items. If you are unable to escort the person, you may authorize the Security Officer to do so.
 4. The Security representative will log item or items supplied to requester and time of transaction.
 5. The Duty Officer will annotate date and time and co-sign NASA Langley Form 55, “LaRC Stock Issue and Turn-In Slip,” and leave the completed form on the stock supervisor’s desk in 4 South Marvin Street (Facility 1206).
 6. The Duty Officer will record in the NASA Langley Duty Officer’s Log that access was made and that the above procedures were followed.
- In case of fire or other emergency condition, emergency personnel are to be admitted immediately.

The facilities involved in this procedure are:

Street Address	Facility Number
4 South Marvin Street	1206
7 East Durand Street	1245
18 South Marvin Street	1171
20 South Marvin Street	1172
22 South Marvin Street	1173

Capital Assets and Logistics
Branch

Head, Security and Program Protection
Branch

NATURAL GAS LEAK

Duty Officer **ACTION**

- When a natural gas leak is reported, notify the Emergency Dispatch Office, Extension 45600 or 0
- 2. Notify one of the following in the order listed:
 1. Zone Maintenance Manager
 2. Zone Maintenance Management Office

[See the LARC Duty Officer Call List for contacts and telephone numbers]

- If a natural gas leak or odor is in the vicinity of the 16-Foot Tunnel, check the natural gas station in the fenced area on the west side of the 16-Foot Tunnel Drive Control Building near Route 172.

[If gas is escaping, call one of the Virginia Natural Gas personnel as listed in the LARC Duty Officer Call List]

Maintenance Manager
Center Operations Directorate

POLYCHLORINATED BIPHENYL (PCB) SPILL
Duty Officer **ACTION**

- When notification that a polychlorinated biphenyl (PCB) spill has occurred, contact Spill Response personnel, in the order listed.
- Spill Coordinators
- Contractor COTR (ROME)
- LaRC Safety Manager or the Alternate Emergency Preparedness Officer
- Zone Maintenance Management Office

OR

- Hazardous Materials Cleanup and Decontamination Team (See ROME Support Services in the LARC Duty Officer Call List)

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

HAZARDOUS MATERIAL SPILL
Duty Officer **ACTION**

When a hazardous material spill occurs:

1. Obtain location
2. Immediately contact the Emergency Dispatch Office, extension 911 and provide all information.

Director, Safety and Mission
Assurance Office

Environmental and Engineering
Compliance Branch,
COD

SNOW AND ICE REMOVAL

Duty Officer **ACTION**

- When heavy or unexpected night snowfall or severe ice conditions occur, to ensure that removal operations are initiated, notify one of the individuals listed below:
 1. Emergency Preparedness Office or the Alternate Emergency Preparedness Officer
 2. Snow Removal Officer
- If none of the above personnel can be reached, call:
ROME Maintenance COTR

BACKGROUND The Snow Removal Officer is responsible for alerting appropriate JSI personnel to stand by for duty.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

WATER, STORM SEWER, AND SANITARY SEWER

Duty Officer **ACTION**

- When water damage to the inside or outside of a facility occurs or a storm sewer or sanitary sewer problem is reported, notify the appropriate Craft Supervisor from the ROME listing in the LARC Duty Officer Call List. If there is facility damage, notify the Emergency Preparedness Officer or the Alternate Emergency Preparedness Officer.

NOTE: In addition to the above notification, notify one of the following:

1. Principal Facility Coordinator
2. Alternate Facility Coordinator
3. Facility Safety Head
4. For storm sewer or sanitary sewer problems, also notify the Environmental Management Office

- When water damage to the grounds is reported, notify one of the following:

1. COTR/Grounds Maintenance Contract
2. Zone Maintenance Management Office

NOTE: If none of the above individuals can be reached, call:

Maintenance Manager
Center Operations Directorate

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate

UNDERGROUND UTILITIES
Duty Officer **ACTION**

- After receiving notice of an underground utilities emergency, contact the appropriate Craft Supervisor from the ROME listing in the LARC Duty Officer Call List.

Personnel to perform the work (contractor or civil service) will consult the Duty Officer and identify any hazards adjacent to the affected area, using subsurface drawings.

- Approve digging operations after assuring that hazards have been identified.

If digging is near high voltage underground cables or instrumentation lines and a clear judgment cannot be made, contact Engineering personnel to clearly identify the area.

- Inform the Underground Utilities Coordinator, extension 47265, of the emergency operation at the beginning of the next regular shift.

The Underground Utilities Coordinator will inspect the site and issue a permit if the excavation must remain open.

[See the LARC Duty Officer Call List for contacts and telephone numbers]

Maintenance Manager
Center Operations Directorate