

**Upon hearing a fire alarm, evacuate the building according to the following procedures:**

1. Stop work, telephone calls, conferences, and meetings.
2. Secure sensitive materials.
3. Turn off equipment, if it does not delay departure.
4. Secure or take all personal belongings.
5. Close all internal doors.
6. Proceed in a calm, orderly manner to the nearest stairwell exit.
7. In a building evacuation, enter the stairwell, move to the right on the stairs, proceed down the stairs, and exit the building from the GROUND LEVEL.
8. Report to your color-coded staging area to await further instruction.
9. Return to NASA HQ only when the "all-clear" announcement has been made. Otherwise, comply with other instruction given by the proper authorities.

**Personnel With Special Needs:**

Upon alarm activation personnel with special needs will be assisted by his/her assigned monitor to Stairwell B for evacuation.

**EMERGENCIES CALL: 202-358-1616**

**EVACUATION  
PROCEDURES**

## **EMERGENCIES CALL: 202-358-1616**

Security Desk  
(medical emergency, fire,  
suspicious package, etc.) **(202) 358-1616**

Health Clinic  
(8 a.m.–4:30 p.m. weekdays) **(202) 358-2600**

NASA Headquarters  
operating status  
recorded message **(202) 358-3000**

Incident Command Post (ICP) **(202) 358-3737**

NASA Emergency  
Operations Center **(202) 358-0046**

Federal Protective  
Service (FPS) **(202) 708-1111**

Director, Facilities  
and Administrative  
Services Division (FASD) **(202) 358-4577**

# **EMERGENCY PHONE NUMBERS**