

JSC Safety and Health Requirements	JPR No.	1700.1L
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Chapter 4.2 Emergency Preparedness Training

4.2.1 Applicability of this chapter

You are required to follow this chapter if you work at or visit JSC or a JSC field site.

4.2.2 Fire drills

4.2.2.1 Training for fire evacuation includes a yearly fire drill for all buildings. Employees in a building during a fire alarm shall evacuate the building as described in Chapter 3.8. The following requirements apply:

- a. The building's Chief Fire Warden receives notice stating the date and time of the drill. If the drill cannot be conducted when scheduled, it will be rescheduled. Fire drills are not normally announced to building occupants in advance.
- b. Floor fire wardens are responsible for all occupants involved in a fire drill and for ensuring evacuation procedures are followed.
- c. When everyone has evacuated the building and is accounted for, a uniformed Fire Protection Specialist from the Safety and Test Operations Division will declare the drill terminated and notify building occupants they may return to the building.
- d. Any actual evacuation caused by a fire protection system, whether real or due to a malfunction, will count as an annual drill.
- e. Employees shall record their fire drill participation in SATERN.

4.2.3 Make-up fire drills and fire evacuation training

4.2.3.1 Supervisors shall ensure make-up evacuation training for employees who are out of the building during a fire drill. Make-up training shall include:

- a. A review of the evacuation route and procedures and any lessons learned from the fire drill, plus special considerations if you are physically challenged.
- b. Ensuring employees have exercised an emergency evacuation and are familiar with the designated assembly area.

NOTE: Make-up fire drills and fire evacuation drills are only required once a year, regardless of how many times the alarm sounds in the building.

4.2.4 Other emergency training

- a. Occupational Health provides training for medical emergencies per the Automated External Defibrillator program (chapter 5.10) and through SATERN.
- b. Supervisors shall provide a yearly briefing to employees on the current emergency action plan (Chapter 3.8) for the building or work area as part of a safety meeting. This briefing must emphasize employee protective measures for hazards identified in the Emergency Action Plan.
- c. Managers shall provide additional training for certain buildings or work areas with potential emergencies beyond fire evacuation. Employees in one of these buildings or areas shall:

- (1) Receive specific training in emergency procedures for their building or work area.

Verify correct version before use at [Center Directives Management System](#).

JSC Form JF2420B (Revised April 3, 2012) (MS Word August 28, 2006)

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- (2) Participate in emergency drills to reinforce the training at least once a year or more frequently if required.

4.2.5 Visitor training

Employees escorting visitors in their work area shall inform the visitors of any special emergency procedures and make sure they follow those procedures if an emergency occurs.

4.2.6 Responsibilities for emergency training

- a. As a *JSC manager*, you are responsible for making sure your employees:
 - (1) Participate in a fire drill or receive fire evacuation training at least once a year. Keep a record of those employees who need a make-up drill as described in paragraph 4.2.4 above. You may use JSC Form 2150 for this record.
 - (2) Record their fire drill participation in SATERN.
 - (3) Are aware of other emergencies that could happen in their work areas and the procedures to respond to those emergencies. This may include formal training as necessary.
 - (4) Participate in any other emergency drills required for their work areas.
 - (5) Receive other emergency training described in paragraph 4.2.5.
- b. The JSC Security Office is responsible for providing safety and health information to visitors via the visitor badge card.

4.2.7 Safety and health documentation for emergency training

4.2.8.1 JSC managers shall maintain the following organizational-level documentation to document your emergency training:

- a. SATERN record of employee fire drill participation.
- b. JSC Form 2150, "Building Evacuation Accountability Record," or equivalent documentation, to document those employees who need make-up fire evacuation training.
- c. Documentation of other required emergency training or emergency drills in your work areas.

NOTE: See Appendix F, Attachment 1.1A for details on documentation required by this chapter.