

KENNEDY SPACE CENTER

**KENNEDY DOCUMENTED PROCEDURE
KDP-KSC-P-3018**

**NATIONAL INCIDENT MANAGEMENT SYSTEM
COMPONENT STRUCTURE AT KENNEDY
SPACE CENTER**

Director, John F. Kennedy Space Center

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1. PURPOSE

This Kennedy Documented Procedure (KDP) describes the five components of the National Incident Management System (NIMS) adopted by Kennedy Space Center (KSC). These five NIMS components comprise the basic framework for emergency mitigation, preparedness, response, and recovery at KSC and ensure implementation of Kennedy National Aeronautics and Space Administration (NASA) Procedural Requirements [\(KNPR\) 8715.2](#), Comprehensive Emergency Management Plan (CEMP), and Presidential Policy Directive 8, National Preparedness.

2. APPLICABILITY

This KDP applies to civil servants, tenants, and contractor organizations operating within the boundaries of KSC. The KDP is applicable when NASA and NASA contractor organizations and tenants develop internal supplemental emergency plans, standard operating procedures, or emergency checklists. The KDPs referenced in this plan apply to all emergency responders at KSC.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of civil servants, tenants, and contractors to comply with the requirements of this KDP when developing emergency plans, checklists, and standard operating procedures. Senior management at KSC has the overall responsibility for emergency response and shall be notified when there is an emergency affecting the Center. The Incident Commander (IC) is responsible for notifying the NASA Protective Services Office when there is an emergency response or an activation of any KDP listed in KNPR 8715.2, Table A, Kennedy Documented Procedures for Emergencies. All emergency response plans shall address the NIMS component structure at KSC.

4. NATIONAL INCIDENT MANAGEMENT SYSTEM COMPONENTS

4.1 Component 1–Preparedness

4.1.1 Planning

Senior management officials and all personnel having the designation of *emergency responder* shall recognize and execute their responsibilities for the safety and well-being of employees and the public through a continual cycle of planning, training, equipping, exercising, evaluating, and

taking appropriate action to correct and mitigate any issues. The KDPs, as depicted in KNPR 8715.2, Table A, provide a unified approach to ensure mission integration and interoperability in response to emergencies. The KDPs are comparable to emergency operation plans or incident action plans referred to in all Department of Homeland Security directives.

4.1.2 Mutual Aid Agreements

Mutual Aid Agreements allow one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Documented Mutual Aid Agreements supporting KSC are maintained by the KSC Protective Services Office and are retained in TechDoc. The Protective Services Control Center (PSCC) shall be familiar with all Mutual Aid Agreements in order to respond to requests from the IC or Unified Command structure. The jurisdictions of the entities in various Mutual Aid Agreements facilitates interagency preparedness activities.

4.1.3 Emergency Management Planning Committee

At KSC, the NASA Emergency Management Officer (NEMO) shall chair the Emergency Management Planning Committee (EMPC). The EMPC provides installation-level guidance on developing drills and exercises. The EMPC approves changes to emergency management policy and exercise and drill requirements. Representatives from each NASA directorate and the points of contact from each major contractor are members of the EMPC. The EMPC shall convene at least annually to review and plan exercises and drills for the emergency responder elements.

4.1.4 Emergency Management Training

Emergency management training, including NIMS courses in SATERN (System for Administration, Training, and Educational Resources for NASA), is available online through the Department of Homeland Security and the Federal Emergency Management Agency. The following Web site provides links to the the Independent Study (IS) courses: <http://training.fema.gov/IS/crslist.asp>. See Table 1 below for IS courses and the In Resident State Administered (prefixed by the letter G in course numbers) NIMS training requirements. G training is scheduled through the NEMO.

Table 1, NIMS Training Requirements

Audience	Required Training
• Occupational Health Facility staff • Public health personnel • Public works and utility personnel • Skilled follow-on support personnel • Other response personnel	• IS-100.b: Introduction to Incident Command System (ICS), or equivalent • IS-700.a: NIMS, An Introduction • IS-200.b: ICS for Single Resources and Initial Action Incidents
• Emergency Medical Service personnel • Firefighters • PSCC manager/supervisor/specialists • Law enforcement and security personnel • KSC senior managers • First-line supervisors • Other response personnel who require a higher level of ICS/NIMS training	• IS-100.b: Introduction to ICS, or equivalent • IS-200.b: ICS for Single Resources and Initial Action Incidents • IS-700.a: NIMS, An Introduction • IS-800.b: National Response Framework, An Introduction
KSC Center Operations Directorate personnel who are responsible for, or have emergency support roles within, the emergency management function	• IS-100.b: Introduction to ICS, or equivalent • IS-200.b: ICS for Single Resources and Initial Action Incidents • G-300: Intermediate ICS for Expanding Incidents • IS-700.a: NIMS, An Introduction • IS-800.b: National Response Framework, An Introduction
• KSC Incident Commanders • Emergency managers • Emergency Operations Center (EOC) managers • Center Chief of Protective Services • Members of Crisis Negotiation Team • Center personnel responsible for participating in multiagency response and support	• IS-100: Introduction to ICS, or equivalent • IS-200.b: ICS for Single Resources and Initial Action Incidents • G-300: Intermediate ICS or equivalent • G-400: Advanced ICS or equivalent • IS-700.a: NIMS, An Introduction • IS-800.b: National Response Framework, An Introduction

4.1.5 Documentation

Documentation of NIMS training shall be entered in SATERN and recorded in the employee's learning history.

4.1.6 Personnel Qualifications and Certifications

Emergency responders who respond to incidents involving hazardous materials shall be trained at the appropriate levels required by Occupational Safety and Health Administration, [29 Code of Federal Regulations 1910.120\(q\)](#). The initial responders (fire, security, and emergency medical) to any emergency shall be trained, qualified, and certified to perform the duties to which they are assigned. Follow-on and support personnel shall receive requisite training necessary to attain the appropriate level of NIMS training depicted in Table 1 of this KDP.

4.1.7 Exercises and Drills

The Kennedy Protective Services Contract (KPSC) Emergency Management Office shall coordinate the training, scheduling, and conduct of integrated emergency management exercises and drills with KSC, Department of Defense, and local, state, and Federal organizations involved in similar activities. Due to the unique hazards, such as toxicity and explosives, present in the vehicle processing facilities, the Emergency Evacuation Training Assessment Group shall conduct exercises, drills, and assessments of emergency evacuations in launch processing facilities. In addition, the KSC fire department shall perform annual evacuation drills in all facilities, other than launch processing facilities, that are occupied by 10 or more personnel. At KSC, exercises and drills shall be accomplished by the responsible party within the areas described in Table 2 below.

Table 2, KSC Exercise and Drill Requirements

Type Drill or Exercise	Responsible Party	Frequency	Documentation
Notification Drill	EMPC	Quarterly	KPSC and NEMO
Major Accident Response Exercise	EMPC	Annually	KPSC and NEMO
Ground Processing Facility Exercise	Emergency Evacuation Training Assessment Group	Annually	NASA Test Director and KPSC
Facility Evacuation Drill	Fire Department	Annually	KPSC, NEMO, and Supervisor
Emergency Notification System	NEMO	Quarterly	Emergency Notification System

4.2. Component 2—Communications and Information Management

4.2.1 Interoperable and Redundant Communications

The KSC EOC is equipped with landline telephones, Operational Intercommunication System, amateur radio, Telecommunication Shared Resources High Frequency Radio, mobile and stationary satellite radio/telephones, 400/800 megahertz radios, and radios with county-wide

capabilities. Secure telephone equipment is also provided in the EOC. Documentation of events and interoperability among responders during an emergency are maintained and disseminated by the Web Emergency Operations Center (WEBEOC) software program. [KDP-KSC-P-3002](#), Command, Control, and Communications, outlines all the communication and information management procedures employed at KSC. To enhance the understanding of radio communication between responders, plain language or common terminology protocol shall be used during all emergencies. The use of uncommon acronyms, code words, Citizens Band, military call signs, and police call signs or handles should be avoided during emergency communications when possible.

4.2.2 Support Technologies

KSC possesses a variety of specialized systems and supporting technologies that could be made available in the event of an emergency or disaster requiring a major response effort. Fire and security ICs shall be charged with the responsibility of developing a list of these unique technologies and providing the EOC and the PSCC a copy of all available items for rapid callout. Examples of unique technologies are mobile field communications, toxic plume hazardous materials monitoring devices, high-reach vehicles, and transporter carriers.

4.3 Component 3—Resource Management

The NEMO shall coordinate and oversee the application of tools, processes, and systems that provide incident managers with timely and appropriate resources, such as equipment, supplies, or services required during an incident. Dispatching resources prior to, during, and after an incident shall be in accordance with standard KSC procedures and NASA-approved contractor procedures. Appropriate ICS forms, maintained within the WEBEOC software, shall be used to track resources. Each emergency response organization and support contractor shall maintain and provide to the KPSC Emergency Management Office a list of emergency equipment available to support an emergency response.

4.4 Component 4—Command and Management

4.4.1 The Incident Command System

The ICS is used by all levels of Government and is adopted by KSC to provide organizational and management structure for both near- and long-term field-level operations. The ICS provides emergency response capability to a broad spectrum of incidents, ranging from small to complex emergencies and encompassing both natural and technological disasters. Refer to KNPR 8715.2, Figure 1, Incident Command System, and Figure 2, Emergency Response Flow, to discern use of applicable processes and procedures at KSC.

4.4.2 Multiagency Coordination

Multiagency coordination systems or operational functions shall be established when incidents cross disciplinary or jurisdictional boundaries or when an incident involves complex incident management scenarios.

4.4.3 Unified Command Structure

The NIMS Unified Command structure brings together the ICs of all agencies and jurisdictions involved in an incident to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. Under the Unified Command, the various jurisdictions, agencies, and non-Government responders may blend together throughout the operation to create an integrated response team. An example of integrated IC collaboration at KSC would be a large disaster involving a response by KSC and local county emergency responders. At KSC, the IC has the authority to implement a Unified Command any time the situation dictates.

Organizations with specific emergency response roles are identified throughout KNPR 8715.2. Detailed emergency support plans and checklists shall be developed where necessary and shall be consistent with this KDP.

4.4.4 Emergency Operations Center

The EOC, upon activation, shall establish communications with the IC or Unified Command and shall be the primary location for coordination of information and resources. At KSC, the EOC is operated by the KPSC. The NEMO shall serve as the EOC Manager. The WEBEOC software, KDPs listed in Table A of KNPR 8715.2, and the ICS are used by the EOC to manage emergencies occurring at KSC.

4.4.5 Public Information and Public Affairs

The Communication and Public Engagement directorate (PX) provides media support along with coordination and dissemination of official KSC news and information. In some instances (e.g., launches with radiological material) a Joint Information Center is formed with applicable Federal, state, and local media representatives. The PX directorate performs staff functions in the KSC EOC.

4.5 Component 5—Ongoing Management and Maintenance

4.5.1 FEMA

The FEMA National Integration Center provides strategic direction, oversight, and coordination of NIMS. The National Integration Center coordinates ongoing maintenance and continuous refinement of NIMS concepts and principles.

5. APPENDIX

5.1 ACRONYMS AND ABBREVIATIONS

CEMP	Comprehensive Emergency Management Plan
EMPC	Emergency Management Planning Committee
EOC	Emergency Operations Center
G	In Resident State Administered
IC	Incident Commander
ICS	Incident Command System
IS	Independent Study
KDP	Kennedy Documented Procedure
KNPR	Kennedy NASA Procedural Requirements
KPSC	Kennedy Protective Services Contract
KSC	Kennedy Space Center
NASA	National Aeronautics and Space Administration
NEMO	NASA Emergency Management Officer
NIMS	National Incident Management System
PSCC	Protective Services Control Center
PX	Communication and Public Engagement
SATERN	System for Administration, Training, and Educational Resources for NASA
WEBEOC	Web Emergency Operations Center

5.2 DEFINITIONS

Common Terminology: Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles. For example, do not say “the fire is inside the BMP.” Instead, say “the fire is inside the base motor pool.” Using code and abbreviations during an emergency confuses the communications process.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Web Emergency Operations Center: An off-the-shelf emergency management software program that is used at KSC to record, document, and compile information related to the KSC emergency management program. NIMS training is recorded in WEBEOC, as well as damage assessment during disasters, including links to checklists, KDPs, quick reference guides, and emergency coordinator listings.