NASA
National Aeronautics and Space Administration

Langley Research Center
Safety Alert

SA-16-94

Date: December 20, 1994

TO: Distribution

FROM: 429/Head, Office of Safety and Facility Assurance, OSEMA

SUBJECT: LaRC Emergency Announcement System

Weather, as we all know, is an unpredictable factor in our lives. While forecast accuracy has significantly improved in recent years, it is still not perfect. When weather conditions are likely to create hazardous driving conditions for employees, Center management makes every effort to collect information from local area law enforcement agencies regarding traffic and road conditions. This information, evaluated with weather predictions, is used in determining whether the Center should continue normal operations. Then as rapidly as possible, we make appropriate announcements through local television and radio broadcasts, as well as on our own emergency announcement telephone system.

The decision and announcement procedure is:

1. Any decision to delay work hours or to close the Center will be made as early as possible, and except for unforeseen circumstances will be made prior to 5 a.m. on the day in question.

2. A message announcing the decision will be placed on the emergency announcement telephone system (864-2111) by 5 a.m. The information is also provided to the media (television and radio) for broadcast at this same time.

3. Any delay in opening the Center will be for either two hours or four hours from the normal beginning of each work shift. If weather or road conditions change, a second decision concerning delayed work hours may be made, but no more than one change will be made on any day. For employees working the Variable Day schedule, day shift will be considered to be 8 a.m. to 4:30 p.m.

4. If a delayed opening of two hours is announced at 5 a.m., that announcement will be updated at 7 a.m. If a delayed opening of four hours is announced 5 a.m., that announcement will be updated at 9 a.m.

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5. In those cases where the weather or road conditions are extremely hazardous, and the decision is made to close the Center for normal operations, the 5 a.m. announcement will not be modified until 12 noon, at which time a decision applicable to second and third work shift personnel will be announced.

6. Employees are responsible for monitoring radio and television announcements for changes to the Center's operational status. Employees not complying with announced changes to the Center's operational status will be charged appropriate leave to cover their absence.

We realize many employees live relatively far from the Center and that it is necessary for these individuals to leave home earlier than usual when weather has created potentially hazardous driving conditions. When such weather conditions occur, the Center and all supervisors will recognize a liberal annual leave policy. As well, we will strive to announce Center opening schedules as quickly as possible.

These unique weather conditions fortunately do not occur frequently. When such situations do develop, employees should call the emergency telephone announcement system (864-2111) and listen to radio or television stations for the latest information.

Alan H. Phillips

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