

IRTF

**Emergency
Action Plan**

**VERSION:
DRAFT 2.0**

**GENERATED:
January 13, 2025**

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1. ABBREVIATIONS

- 1.1. AED Automated External Defibrillator
- 1.2. CFR Code of Federal Regulations
- 1.3. EAA Emergency Assembly Area
- 1.4. EAAL Emergency Assembly Area Leader
- 1.5. EAP Emergency Action Plan
- 1.6. HIOSH Hawaii Occupational Safety and Health Division
- 1.7. IIPP Injury and Illness Prevention Program
- 1.8. IRTF Infra-Red Telescope Facility
- 1.9. NASA National Aeronautics and Space Administration
- 1.10. PPE Personal Protective Equipment
- 1.11. SM Safety Manager

2. PROGRAM APPROVAL

- 2.1. The National Aeronautics and Space Administration (NASA) Infra-Red Telescope Facility (IRTF) Emergency Action Plan (EAP) has been approved by the following member of senior management:
 - 2.1.1. NAME: Chris Yamasaki
 - 2.1.2. TITLE: Safety Manager
- 2.2. Any changes to the EAP must be approved by the NASA IRTF Safety Manager (SM) listed below before they are put into practice.
 - 2.2.1. NAME: Chris Yamasaki

3. SCOPE

- 3.1. This program applies to all IRTF employees, visitors and contractors entering IRTF facilities.

4. PURPOSE

- 4.1. The purpose of the IRTF EAP is to:
 - 4.1.1. Establish the minimum requirements for:
 - 4.1.1.1. Evacuating a building or an area,
 - 4.1.1.2. Responding to a fire,
 - 4.1.1.3. Handling an injury or illness,
 - 4.1.1.4. Active shooter,
 - 4.1.1.5. Shelter in place,

- 4.1.1.6. Summit road closure, and
- 4.1.1.7. Dealing with an earthquake,
- 4.1.2. Meet the regulatory requirements set by local, state and federal agencies.

5. REGULATION

- 5.1. This EAP complies with the following regulation:
 - 5.1.1. Title 29 of the Code of Federal Regulations (CFR) section 1910.38.

6. WRITTEN PROGRAM

- 6.1. Hawaii Occupational Safety and Health Division (HIOSH) requires IRTF to develop a written EAP.
- 6.2. The EAP shall be reviewed annually by the SM and updated as necessary to reflect those changes that affect emergency response.
- 6.3. A copy of the EAP is available for review from the SM.

7. RESPONSIBILITIES

- 7.1. It is the responsibility of each employee to know:
 - 7.1.1. How to evacuate from their area.
 - 7.1.2. Location of the Emergency Assembly Area (EAA) that they are to report to.
 - 7.1.3. The proper procedures to follow during anticipated emergencies.
 - 7.1.4. The identity of the person that they are to report to at the EAA.
- 7.2. It is the responsibility of each supervisor to:
 - 7.2.1. Make sure their employees know their evacuate route as well as the location of the EAA.
 - 7.2.2. Instruct employees to evacuate during an evacuation and ensuring that they evacuate.
 - 7.2.3. Shutting down operations that may become unsafe if left unattended (only if it can be done safely and quickly).
 - 7.2.4. Being the last to evacuate from their area.
 - 7.2.5. Closing door(s) to their area but not locking them.
 - 7.2.6. Take the headcount of their employees at the EAA and report to the Emergency Assembly Area Leader (EAAL).
 - 7.2.7. Designating a backup person to take the headcount, in case the supervisor is absent during an evacuation.

- 7.3. It is the responsibility of the EAAL to:
 - 7.3.1. Report to the EAA in case of an evacuation.
 - 7.3.2. Once at the EAA collect the headcount from supervisors assigned to the EAA and report it to the responding agency such as Fire Department or Police Department.
 - 7.3.3. Designating a backup EAAL to take the headcount, in case the primary EAAL is missing from the EAA at the time of the evacuation.
- 7.4. The SM responsibilities are as follows:
 - 7.4.1. Training employees, EAAL and their backups on the EAP.
 - 7.4.2. Ensuring that a backup EAAL has been assigned.
 - 7.4.3. Reviewing the EAP annually and updating as needed.
 - 7.4.4. Running an evacuation drill once a year.

8. EVACUATION

- 8.1. IRTF facility may have to evacuate the building in case of:
 - 8.1.1. Fire (major):
 - 8.1.1.1. Major fire (takes more than one minute to put out the fire or takes more than one fire extinguisher to put out the fire) requires the evacuation of the building.
 - 8.1.1.2. Minor fire (can be put out in less than one minute and with only one fire extinguisher) requires evacuation of the immediate area of the fire only and not the building.
 - 8.1.2. Chemical spill (major):
 - 8.1.2.1. Major chemical release involving more than one gallon of a hazardous material requires the evacuation of the whole building.
 - 8.1.2.2. Minor chemical release involving less than one gallon of a hazardous material requires the evacuation of the immediate area of the release only and not the whole building.
 - 8.1.3. Earthquake (lasting more than 3 seconds).
 - 8.1.4. Power outage in buildings or areas with inadequate natural lighting and no emergency lighting.
 - 8.1.5. Major flood (due to rain, pipe damage or sprinkler system activation).
 - 8.1.6. Summit road closure due to storm,
 - 8.1.7. Civil disturbance (active shooter etc.).
 - 8.1.8. Verbal command from EAAL or SM.

- 8.1.8.1. An evacuation may also be initiated by a verbal command from any employee in the absence of the EAAL or SM.
- 8.2. Once an evacuation has been initiated:
 - 8.2.1. Stop all work and immediately evacuate using the nearest exit.
 - 8.2.2. If you are not at your workstation, evacuate using the nearest exit including alarmed emergency exits.
- 8.3. Once an evacuation has been initiated:
 - 8.3.1. DO NOT; delay to retrieve personal belongings,
 - 8.3.2. DO NOT; run,
 - 8.3.3. DO NOT; go to the bathroom,
 - 8.3.4. DO NOT; light a cigarette or smoke,
- 8.4. Once you have evacuated out of the building, go directly to the EAA.
- 8.5. Check-in with your supervisor so a headcount can be taken and await further instructions.
 - 8.5.1. If your supervisor is missing report to the EAAL.
- 8.6. Once at the EAA, do not leave unless:
 - 8.6.1. You are directed to do so by EAAL, SM, Fire/Police department, or
 - 8.6.2. Staying at the EAA may endanger your safety or health.
- 8.7. Do not re-enter any evacuated area or building unless advised by the EAAL or SM.

9. EMERGENCY ASSEMBLY AREA

- 9.1. The EAA for admin building is located at:
 - 9.1.1. IfA Sign at main entrance
- 9.2. The EAAL for admin building is:
 - 9.2.1. Michael Keli'i
- 9.3. The Backup EAAL for admin building is:
 - 9.3.1. Richard Sevao
- 9.4. The EAA for the Summit building is located at:
 - 9.4.1. Bunker Entrance
- 9.5. The EAAL for summit building is:
 - 9.5.1. Observatory Manager
- 9.6. The Backup EAAL for summit building is: Observatory Supervisor

- 9.6.1. Summit leader (morning ops.) / Telescope Operator (night ops.)
- 9.7. For field operations that do not involve a building, the supervisor will designate a landmark for the duration of field activity to be the EAA such as a vehicle or a unique object and inform the work crew to go the landmark for a headcount in case an evacuation is necessary.

10. CONTRACTORS & VISITORS

- 10.1. All outside contractors and visitors inside the building or area at the time of the evacuation:
 - 10.1.1. Must evacuate to the EAA with other employees.
 - 10.1.2. Once they have safely evacuated to the EAA and checked in with the EAAL, visitors and contractors are allowed to leave the EAA.
- 10.2. Contract employees (temporary employees) will follow the employee evacuation protocol.

11. HEADCOUNT PROCEDURES

- 11.1. Once an evacuation is initiated the EAAL will go to the EAA to take the headcount.
- 11.2. After getting the headcount from supervisors, the EAAL will communicate the headcount status of the evacuation to the Fire or Police department or park rangers.
- 11.3. When relaying your headcount status, provide the following information:
 - 11.3.1. The number and names of those missing from the headcount, if any.
 - 11.3.2. Where the missing person(s) were last seen.
 - 11.3.3. The number of injured or ill, type of injury and name of the injured person(s), if any.

12. TRAINING

- 12.1. The SM or designee will train all employees on the EAP at the time that they are hired or transferred.
 - 12.1.1. The training is to be documented on a sign in sheet.
 - 12.1.2. The training shall be conducted in a manner that is understandable to the employee.
 - 12.1.3. A copy of the EAP training packet is in Attachment A.
- 12.2. Retraining shall be done in case inadequacies are identified in the:
 - 12.2.1. EAP,

- 12.2.2. Evacuation drills,
- 12.2.3. Employee knowledge, or if
- 12.2.4. The evacuation procedures, routes or assembly areas are changed.

13. EVACUATION DRILLS

- 13.1. Evacuation drills will be held periodically to familiarize all employees on proper evacuation procedures and prepare employees, and EAAL on their evacuation responsibilities.
- 13.2. Employees, and visitors, should react to an evacuation drill with the same seriousness as an actual emergency evacuation.

14. NOTIFICATION PROCEDURE

- 14.1. It is the responsibility of all employees to assess any emergency and determine if outside agencies if any should be notified.
 - 14.1.1. Verbal notification to outside agencies is to be made immediately as long as it does not interfere with the immediate control of the incident,
- 14.2. The verbal notification to outside agencies must include the following information:
 - 14.2.1. Name and phone number of person notifying the agency,
 - 14.2.2. Name and address of IRTF,
 - 14.2.3. Type of emergency (fire, chemical release, injury, etc.),
 - 14.2.4. The identity of chemical(s) and the quantity released, if any,
 - 14.2.5. Number of injured or ill persons and the nature of injuries, if any,
 - 14.2.6. Possible hazards to the community or environment, if any.
- 14.3. Mutual aid can be requested from other observatories using the Maunakea emergency number list in Attachment B.
- 14.4. For emergencies involving any **FIRE** call the fire department at 911.
- 14.5. For emergencies involving **INJURIES** or illnesses which require medical attention:
 - 14.5.1. Call the park rangers at 911.
 - 14.5.2. In case of work-related fatality or serious injury or hospitalization notify HIOSH according to the Injury and Illness Prevention Program (IIPP).
- 14.6. Notify the fire department at 911 if **HAZARDOUS MATERIALS** have been released and:
 - 14.6.1. Resulting in an employee injury or illness; or

- 14.6.2. Outside the chemical container's secondary containment; or is contained but presents a threat to health or property; or
 - 14.6.3. Create fumes or mists which escape to the environment; or
 - 14.6.4. Cannot be cleaned up within 8 hours.
- 14.7. After notification follow the Maunakea emergency procedures in Attachment C.

15. FIRE

- 15.1. In case of fire employees are to:
- 15.1.1. Evacuate the immediate area of the fire.
 - 15.1.2. Determine if minor or major fire.
 - 15.1.2.1. Minor fire can be put out with only one fire extinguisher and will take less than 1 minute to put out.
 - 15.1.2.2. A major fire is a fire that cannot be put out with one fire extinguisher or requires more than 1 minute to put out.
- 15.2. In case of a major fire, evacuate the building and calling 911 once safely out of the building.
- 15.2.1. Advise 911 operator as to:
 - 15.2.1.1. Type of emergency (FIRE),
 - 15.2.1.2. Location of fire (exact address),
 - 15.2.1.3. What is on fire,
 - 15.2.1.4. The number injured personnel and type of injury if any,
 - 15.2.1.5. If a chemical is involved, the identity of the chemical.
- 15.3. Send one person to the street to meet the first in engine and direct them to the location of the fire.
- 15.4. In case of a minor fire attempt to fight a fire ONLY if you have been trained on the use of fire extinguishers.
- 15.5. To use the extinguisher, follow the PASS rule:
- 15.5.1. **P**ull the pin,
 - 15.5.2. **A**im the nozzle,
 - 15.5.3. **S**queeze the handle,
 - 15.5.4. **S**weep back and forth.

16. SPILL OR LEAK

- 16.1. In case of a chemical spill or leak:

- 16.1.1. Evacuate the immediate area of the release and any other areas where unprotected personnel may become exposed to the hazardous chemical spill or leak.
- 16.1.2. Prevent reentry of personnel into the spill area.
- 16.1.3. Notify 911.
- 16.2. The following information must be provided to the 911 operator:
 - 16.2.1. Type of emergency (Chemical),
 - 16.2.2. Location of emergency (exact address),
 - 16.2.3. Number of exposed or injured employees (if any),
 - 16.2.4. Name and amount of chemical(s) released,
 - 16.2.5. Actions being taken regarding evacuation or first aid,
 - 16.2.6. Caller's name and number calling from.
- 16.3. Take a head count of all personnel according to the evacuation plan to ensure that everyone is accounted for.
- 16.4. Provide first aid to contaminated or exposed workers.
 - 16.4.1. If the chemical is on their skin, wash it for 15 minutes with cold water.
 - 16.4.2. If their clothing was contaminated with chemicals, remove all contaminated clothing.
 - 16.4.3. If the chemical got into their eye, wash their eye for 15 minutes with cold water,
 - 16.4.3.1. Keep their eyelids open to flush the chemical out,
 - 16.4.3.2. Have them roll their eyes with their eyelids held open to ensure that the entire eye is being flushed out.
- 16.5. Do not attempt to clean up the chemical spill unless you have been trained to do so and you have the proper equipment.

17. INJURY OR ILLNESS

- 17.1. In case a serious injury or illness notify 911 of the following:
 - 17.1.1. Type of injury or illness(s),
 - 17.1.2. The location of the victim(s),
 - 17.1.3. Number of victims,
 - 17.1.4. What is being done,
 - 17.1.5. Caller's name,
 - 17.1.6. Always hang-up last.

- 17.2. Do not move injured employees unless they are in immediate danger.
- 17.3. If the patient stops breathing begin mouth-to-mouth resuscitation if you know how to perform rescue breathing.
 - 17.3.1. The use of a barrier is recommended during mouth-to-mouth resuscitation.
- 17.4. If the employee has no pulse begin CPR if you have been trained on how to do CPR.
- 17.5. Never touch blood without the proper Personal Protective Equipment (PPE) and training.
 - 17.5.1. Blood may carry bloodborne pathogens such as AIDS or Hepatitis B.
- 17.6. Notify the employee's supervisor and the SM as soon as possible of the injury or illness.

18. SUMMIT BLIZZARD OR WHITE OUT

- 18.1. The fire department does not have winter weather rescue capability and will not send staff above Halepohaku in a blizzard or whiteout condition.
- 18.2. If the summit road becomes impassable during a storm, anyone on the summit is trapped until the storm passes and a path to the summit is cleared.
- 18.3. Therefore, it is imperative that the summit is evacuated before conditions begin to become hazardous.
 - 18.3.1. This is especially true in the late afternoon and evening, when the pavement can quickly become icy, snowdrifts form in short order, and blowing snow can create zero visibility.
- 18.4. Remember, entrapment at the summit is life-threatening as some people may develop serious altitude sickness before the roads can be cleared.
 - 18.4.1. Evacuate the summit before this happens.
- 18.5. Refer to the winter procedures in attachment D for additional information.

19. EARTHQUAKE PROCEDURES

- 19.1. Since earthquakes may cause other emergency conditions such as fires and chemical spills, other appropriate sections in this EAP may also apply.
- 19.2. In case of an earthquake DUCK, COVER and HOLD:
 - 19.2.1. Immediately take cover,
 - 19.2.2. Get under a table or desk and hold onto it.
 - 19.2.3. Cover your head if you are not under cover.
 - 19.2.4. Watch out for falling objects.

- 19.2.5. Stay away from windows.
- 19.3. In the event of a major earthquake:
 - 19.3.1. Once the shaking has stopped evacuate the building.
 - 19.3.2. A significant earthquake usually lasts more than 3 seconds.
 - 19.3.2.1. However, since it is difficult to immediately evaluate the magnitude of an earthquake, evacuation must rely on the best judgment of EAAL.
- 19.4. If the earthquake lasts more than 3 seconds, WAIT until the shaking stops, evacuate the building, and go to EAA for a head count.
- 19.5. If you are outside:
 - 19.5.1. Move to an open area away from buildings, trees, power lines, brick walls, and falling objects.
 - 19.5.2. Do not stand between cars during an earthquake.
 - 19.5.2.1. In a major earthquake, cars can smash together, injuring you or trapping you between them.
- 19.6. After an earthquake:
 - 19.6.1. If you smell gas don't turn on electrical switches or light matches.
 - 19.6.2. Don't touch downed electrical wires or objects touched by downed electrical wires.
 - 19.6.3. First, assess the building from outside before entering back into the building.

20. ACTIVE SHOOTER

- 20.1. In case of an active shooter near MP employees will shelter in place by locking all entrances to building and staying away from windows.
- 20.2. In case of an active shooter inside the building: RUN, HIDE or FIGHT.
 - 20.2.1. RUN otherwise
 - 20.2.2. HIDE otherwise
 - 20.2.3. FIGHT.
- 20.3. RUN:
 - 20.3.1. Get out of area that shooter is in.
 - 20.3.2. If clear path run outside.
 - 20.3.3. If you see police raise your hands up and keep your hands up (empty).
 - 20.3.4. Do not point at the police.
 - 20.3.5. Leave your belongings behind.

- 20.3.6. Try to bring others with you, but don't wait for those who don't want to run.
 - 20.3.7. Check around corners and stairs before moving into them.
 - 20.3.8. Move to the exit as quickly and quietly as possible.
 - 20.3.9. Stay low and duck below windows.
 - 20.3.10. Warn and prevent individuals from entering the area where the active shooter may be.
- 20.4. When you are safe and outside:
- 20.4.1. Call 911 (outside).
 - 20.4.2. Describe shooter, location, and weapons.
 - 20.4.3. Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- 20.5. Hide:
- 20.5.1. If you cannot run HIDE.
 - 20.5.2. If running is impossible or unsafe, take shelter in a safe place.
 - 20.5.3. The ideal hiding spot will be out of the shooter's view and provide some protection from gunfire but will not trap you or prevent you from being able to escape.
 - 20.5.4. A room with a lockable door is ideal.
 - 20.5.5. Bathroom is not a good hiding spot unless the entrance can be locked.
 - 20.5.6. If you can; LOCK the door.
 - 20.5.7. If door has window cover it.
- 20.6. When hiding, you should:
- 20.6.1. Enter the room and immediately lock the door and turn the light out.
 - 20.6.2. Barricade the door with heavy objects, such as desks, bookshelves, or other furniture.
 - 20.6.3. Shove a doorstop, rug or other object beneath the door.
 - 20.6.4. Tie or wedge the doorknob so that it can't be turned.
 - 20.6.5. Hide behind thick wood or metal.
 - 20.6.6. Continue to try to think of an escape plan and look for opportunities to run.
- 20.7. Call 911:
- 20.7.1. Stay in place until law enforcement gives you the all clear.
 - 20.7.2. Put all phones on silent and turn off sources of light or noise.

- 20.7.3. Text the location of shooter or where sound of shooting is coming from.
- 20.7.4. Text your location to friends and family.
- 20.8. Fight:
 - 20.8.1. If you are confronted directly by the shooter and cannot run, you will have to fight.
 - 20.8.2. Only fight as a last resort.
 - 20.8.3. If shooter can get in get ready to fight to the death.
 - 20.8.4. Everyone rushes at same time not one at a time.
 - 20.8.5. Find something to use as weapon.
 - 20.8.6. Fire extinguisher is a good weapon to blind and hit shooter.
 - 20.8.7. Throw anything you can at the shooter, including coffee mugs, chairs, pencils and other sharp objects.
 - 20.8.8. Target the head, eyes, throat, fingers, groin and any other sensitive areas that you can reach.
 - 20.8.9. Best time to attack when shooter is reloading.
 - 20.8.10. Do not stop hitting until shooter has been incapacitated and weapon taken from shooter.
 - 20.8.11. Place the weapon in a trash can.
 - 20.8.12. Do not carry it and have the police see that you are armed and mistake you for the shooter.
 - 20.8.13. Restrain shooter (belts/extension cord/power cord) to prevent them from being able to get another weapon or escape.
 - 20.8.14. If police enter the room drop weapon and keep your hands up.

21. CHAIN OF COMMAND

- 21.1. In the event of an emergency at IRTF the chain of command is as follows in the order of priority:
 - 21.1.1. Park rangers
 - 21.1.2. SM
 - 21.1.3. EAAL
- 21.2. During the emergency, the EAAL is responsible for directing all activities and coordinating efforts with responding agencies and contractors.

22. EMERGENCY EQUIPMENT

- 22.1. The following emergency equipment are available at the site:

- 22.1.1. Fire extinguishers,
 - 22.1.2. First aid kit,
 - 22.1.3. Automated External Defibrillator (AED),
 - 22.1.4. Emergency oxygen and concentrators (Summit).
- 22.2. Do not block emergency equipment or exits.
- 22.2.1. Maintain a 36-inch clearance around fire extinguishers,
 - 22.2.2. Maintain a minimum 24-inch clearance in hallways.

23. INSPECTION

- 23.1. The SM shall insure that the following emergency equipment are inspected on a monthly basis:
- 23.1.1. First aid kits,
 - 23.1.2. Fire extinguishers.
 - 23.1.3. AED.
 - 23.1.4. Emergency eye wash shower.
- 23.2. A record of the inspection is to be kept on each unit inspected specifying month inspected and initials of the person inspecting the unit.

24. RECORDKEEPING

- 24.1. The SM shall:
- 24.1.1. Keep a log of each evacuation drill.
 - 24.1.2. Maintain training records.
 - 24.1.3. Maintain emergency equipment inspection records for at least one year.

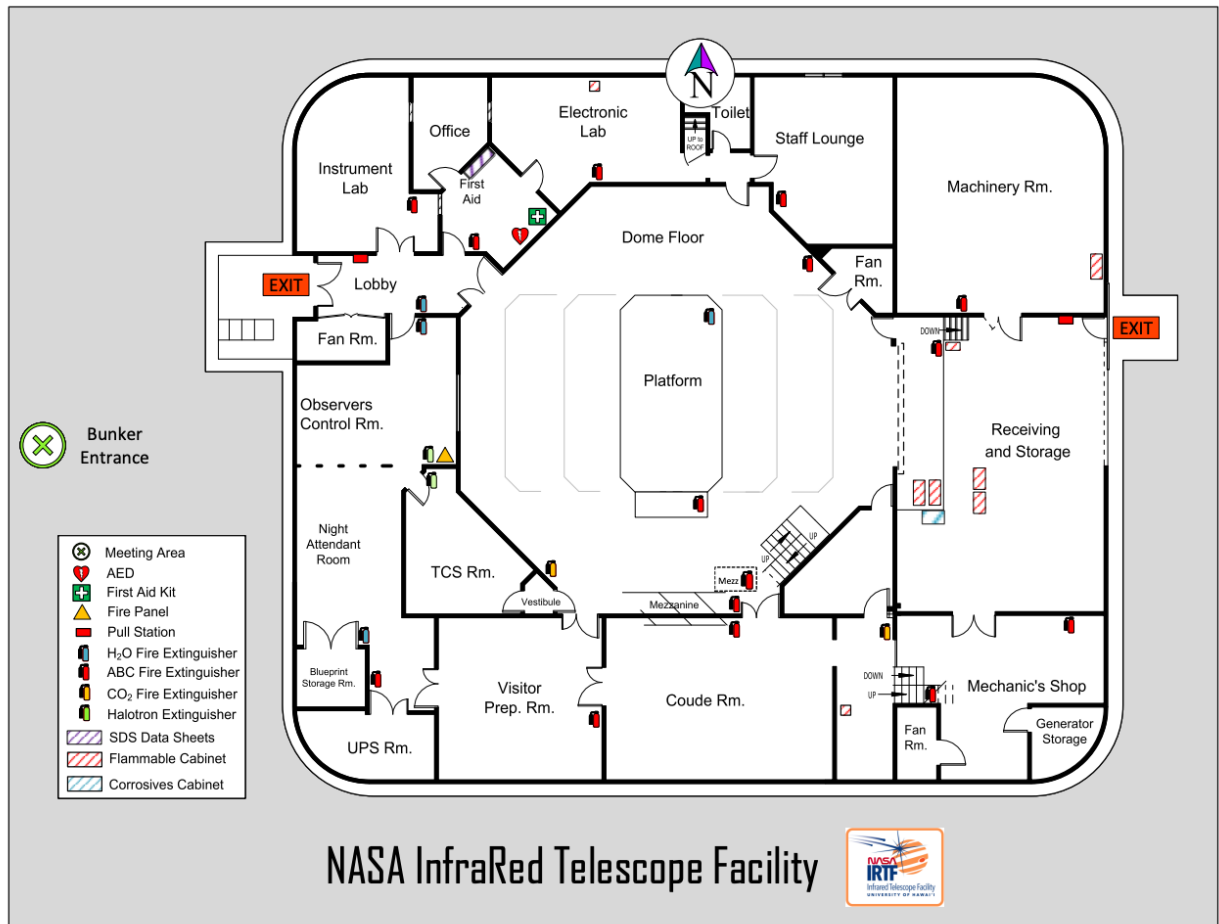
25. PROGRAM EVALUATION

- 25.1. The SM will conduct an annual evaluation of the EAP to ensure that it is implemented and is up to date.
- 25.2. Corrective actions identified during this evaluation shall be implemented as necessary.

ATTACHMENT A – TRAINING PACKET

ATTACHMENT B – MAUNAKEA EMERGENCY NUMBERS

ATTACHMENT C – MAUNAKEA EMERGENCY PROCEDURES



NASA InfraRed Telescope Facility

EMERGENCY/EVACUATION PLAN

November 21, 2024

IN CASE OF EMERGENCY

R Remove personnel from immediate danger

A Alert others and emergency services, **CALL 911**

C Close windows and doors, contain the spread of fire

E Evacuate the premises, meet at designated area

PHONE NUMBERS

IRTF (Summit): (808) 974-4210
 Ranger Office: (808) 969-9613
 Ranger Mobile: (808) 464-3753
 (808) 464-3754
 IFA (Hilo): (808) 932-2300
 HP: (808) 935-7606

Observatory Manager: Chris Yamasaki
 Home – (808) 936-6668
 Mobile – (808) 959-0249

CALL 911:

1. Select line #
 2. Dial 9-1-1

Information for dispatcher
Where – IRTF facility, Summit of Maunakea
What – Nature of emergency
Who – Name(s), description of those involved
When – Time
Why – Answer any follow up questions

Assemble at the Bunker entrance

NASA InfraRed Telescope Facility

EMERGENCY/EVACUATION PLAN

November 21, 2024

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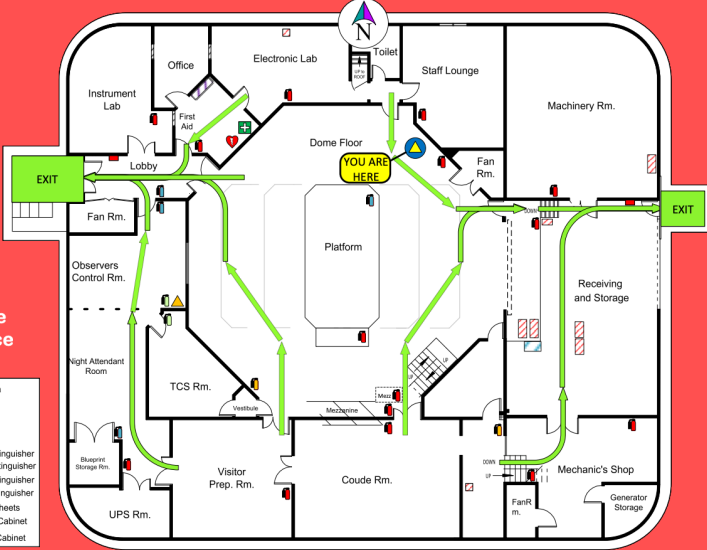
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Assemble at the Bunker entrance



	Meeting Area
	AED
	First Aid Kit
	Fire Panel
	Pull Station
	H ₂ O Fire Extinguisher
	ABC Fire Extinguisher
	CO ₂ Fire Extinguisher
	Halotron Extinguisher
	SDS Data Sheets
	Flammable Cabinet
	Corrosives Cabinet

NASA InfraRed Telescope Facility



EMERGENCY/EVACUATION PLAN

November 21, 2024

IN CASE OF EMERGENCY

R Remove personnel from immediate danger

A Alert others and emergency services, **CALL 911**

C Close windows and doors, contain the spread of fire

E Evacuate the premises, meet at designated area

PHONE NUMBERS

IRTF (Summit): (808) 974-4210
 Ranger Office: (808) 969-9613
 Ranger Mobile: (808) 464-3754
 IFA (Hilo): (808) 932-2300
 HP: (808) 935-7606

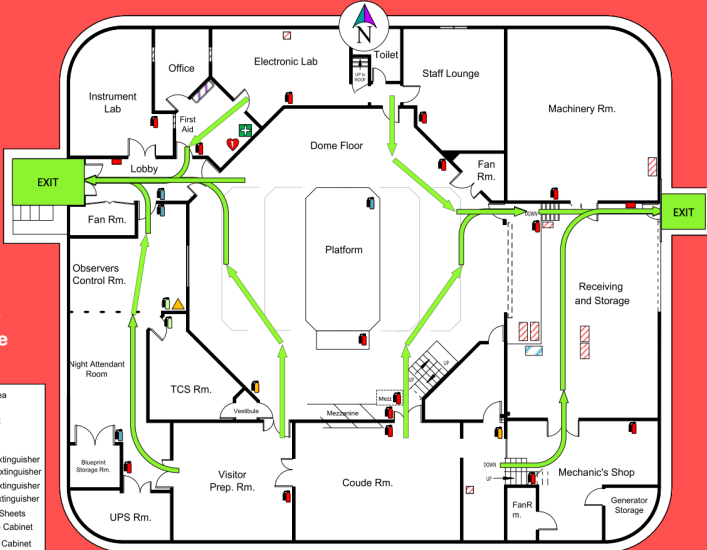
Observatory Manager: Chris Yamasaki
 Home – (808) 936-6668
 Mobile – (808) 959-0249

CALL 911:

1. Select line #
 2. Dial 9-1-1

Information for dispatcher
Where – IRTF facility, Summit of Maunakea
What – Nature of emergency
Who – Name(s), description of those involved
When – Time
Why – Answer any follow up questions

Assemble at the Bunker entrance



	Meeting Area
	AED
	First Aid Kit
	Fire Panel
	Pull Station
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ATTACHMENT D – WINTER WEATHER PROCEDURES