

National Aeronautics and Space Administration



Michoud Assembly Facility, New Orleans, LA

EMERGENCY PROCEDURES HANDBOOK

MAF Emergency Operations Center
911 or 504-257-2333

MICHOU
ASSEMBLY FACILITY

MAF EMERGENCY MANAGEMENT

EMERGENCY PROCEDURES HANDBOOK INTRODUCTION

This Handbook is intended for use by all Michoud Assembly Facility (MAF) employees, and has been designed as a quick reference to be used during emergency conditions that may occur at the Center. Recipients of this handbook should become familiar with its contents, and all new employees, contractors, and extended visitors should be made familiar with these procedures during orientation and safety briefings.

Informational blanks have been provided in several sections and should be filled in immediately. Once blanks are filled in and procedures reviewed, this handbook should be kept in a readily accessible location, preferably near the telephone. Users should strive to keep this handbook up-to-date by periodically checking to insure that information is current.

In instances where emergency procedures and/or instructions from NASA Protective Services Officers (PSO) or MAF Emergency Management personnel differ from those in the handbook, such procedures and/or instruction will supersede those outlined in this handbook.

The handbook should be used as a day-to-day guide and companion to IMSC-PLAN-003D MAF Emergency Management Plan. The content herein does by no means replace or supersede policies and procedures outlined in IMSC-PLAN-1040.3.

******NOTE******

911 calls dialed from a MAF telephone will ring into the 911 Emergency Dispatch Center. If you use a cell phone to dial 911, your call may be answered by New Orleans Emergency Dispatch. Tell the dispatcher that the emergency is at the Michoud Assembly Facility, and the call will be transferred to the MAF Emergency Dispatch Center.

EMERGENCY & REFERENCE PHONE NUMBERS

The following numbers are for use at MAF. The use of these numbers will assist in a prompt response to an emergency at MAF.

**For ACCIDENTS, INCIDENTS + Police + Fire + Emergency Medical Services (EMS) +
Hazardous Material Incidents + Utility Failures**

Call 911 or 504-257-2333

OTHER IMPORTANT NUMBERS:

Item	Phone Number
NASA Emergency Management Director	504-257-2526 or 504-458-5880
Protective Services	504-257-2672
Safety Office	504-257-0723
Environmental Department	504-257-0413
Safety Department	504-257-3454
MAF Clinic	504-257-2701
LEAK Line	504-257-5325
Safety Hotline	504-257-0723
Burn Permits	
Dig Permits	
Help Desk	504-257-4357

CRIMINAL ACTIVITY

If you observe a crime in progress, or behavior which you suspect is criminal in nature, immediately notify MSFC Protective Services by calling 911 during an actual emergency or 504-257-2333. Report as much information as possible including what the person(s) is/are doing; where it is happening; physical and clothing description of those involved; are weapons involved, if so what type; vehicle description and license number if appropriate; direction of travel when last seen.

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Stay on the phone with the Dispatchers and continue to provide additional information as changes with the situation occur until Protective Services arrives at your location.

UTILITY FAILURE

In case of a utility failure, call 256-544-3919 (Facilities Work Control Desk) and contact your Supervisor. Call 911 in the event of an emergency.

Be prepared to give:

- (1) Building Person to Contact**
- (2) Floor and Room Number**
- (3) Nature of Problem**

During power failures, areas that do not have enough natural light to illuminate exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are on. Re-entry to the building should not be made until power is restored. Emergency lighting in MAF facilities is temporary and is not provided to continue building operations.

During a power failure in a laboratory or similar setting, safely turn off all gases or equipment before leaving the facility.

BOMB THREATS

Typically, bomb threats are extremely rare; however, some bomb threats are received in the form of emails or handwritten messages. Most bomb threats are received by telephone. The person receiving the message, or telephone call should remain calm and obtain as much information as possible by using the checklist below.

Immediately call 911 or MAF Protective Services at 504-257-2333 and inform them of the situation with as much information as is available; specifically the location of device and time of possible detonation. Inform your immediate supervisor after informing police.

Protective Services may order the immediate evacuation of the building to a designated location or a minimum safe distance of 1,000 feet.

BOMB THREAT CHECKLIST

1. Exact wording of the threat:

2. If caller's threat is vague in nature, ask the caller:

- a. When will the bomb explode?
- b. Where is the bomb?
- c. What building is it in?
- d. What floor is it on?
- e. Where are you?
- f. Who are you?
- g. Why are you doing this?

3. Caller's voice and demeanor:

4. If the caller's voice sounds familiar, who does it sound like?

5. Date and time call is received: ____ / ____ / _____ ____ : ____ a.m./p.m.

6. Person who received the call: _____

CALLER'S VOICE

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> CALM | <input type="checkbox"/> INCOHERENT |
| <input type="checkbox"/> ANGRY | <input type="checkbox"/> RASPY |
| <input type="checkbox"/> EXCITED | <input type="checkbox"/> DEEP |
| <input type="checkbox"/> RAPID | <input type="checkbox"/> ACCENT |
| <input type="checkbox"/> SOFT | <input type="checkbox"/> DISGUISED |
| <input type="checkbox"/> LOUD | <input type="checkbox"/> MALE |
| <input type="checkbox"/> PROFANE | <input type="checkbox"/> FEMALE |
| <input type="checkbox"/> LAUGHING | <input type="checkbox"/> ETHNICITY |

HAZARDOUS GAS LEAKS

(Flammable, toxic, corrosive, oxygen, natural-gas/propane cryogenic)

If a gas cylinder or gas piping should rupture, and in the judgment of the person(s) responsible for such materials the situation presents a danger to themselves, other building occupants, or MAF, the following steps should be taken:

1. If possible close valve to limit release.
2. Activate building fire alarm to commence evacuation.
3. **Call 911 or 504-257-2333** as soon as possible and be prepared to provide the following:
 - a. Chemical Substance/Gas Involved
 - b. Type of Incident
 - c. Building, Floor, and Room Number
4. Evacuate the building to your pre-designated assembly area as noted on the Emergency/ Evacuation plan. Do not return to the building unless instructed to do so by emergency personnel.
5. Suspected gas leaks or other suspicious odors should be reported immediately to 911 or 504-257-2333.

UNEXPLODED ORDNANCE (UXO)

An Unexploded Ordnance (UXO) is defined as explosive weapons (bombs, bullets, shells, grenades, land mines, blasting caps, detonators etc.) that did not explode when they were employed and still pose a risk of detonation, potentially many decades after they were used or discarded.

In the event that a possible UXO is discovered, personnel will immediately evacuate the area to a safe distance and **call 911 or 504-257-2333**.

HAZMAT/CHEMICAL SPILLS

(Immediate Danger)

During an emergency caused by an accidental spill, release, or discovery of potentially dangerous known or unknown hazardous material (HAZMAT), which in the opinion of the person(s) responsible for such material poses an immediate threat to them, other building occupants, or MAF, the following steps should be taken:

1. Activate building fire alarm
2. Remove any contaminated clothing and flush affected area with copious amounts of water if possible.
3. Call 911 or 504-257-2333 and provide the following:
 - a. **Advise if there are any injured persons**
 - b. Chemical Substance Involved
 - c. Dangerous Chemical Interactions
 - d. Building, Floor, and Room Number
4. Evacuate building to pre-designated assembly area as noted on the Emergency/Evacuation plan or follow instructions provided by emergency personnel.
Do not re-enter building unless instructed to do so.
5. Call MAF LEAK LINE immediately at 504-257-5325.

FIRE/EXPLOSION

1. **Remain calm.**
2. Activate the fire alarm system upon discovery of fire, explosion, or smoke in the building.

The nearest fire alarm pull station is located: _____

3. Call 911 or 504-257-2333 and provide the following:

Building #:

Floor and Room #:

Type of incident:

4. After activating the fire alarm, you may attempt to contain a SMALL fire by closing doors and windows, and/or extinguish the fire provided it can be extinguished using available fire extinguishers and **YOU ARE TRAINED TO DO SO**. If the fire is beyond control or involves possible volatile or explosive materials, evacuate immediately.

The nearest fire extinguisher is located: _____

5. Evacuate to the pre-designated assembly area when the fire alarm sounds. A complete evacuation is required. Walk to the nearest exit. If you are in a multi-storied structure, proceed to the nearest stairway exit, continue to the ground floor, and exit the building. The alarm may not sound continuously. If the alarm stops, continue the evacuation.
6. **DO NOT USE ELEVATORS DURING FIRE EMERGENCIES.**
7. Leave the building and move to your pre-designated assembly area noted on the Emergency Evacuation Plan(s) posted throughout your building. Try to leave walkways and drives open for responding firefighters. Do not return to your building until instructed to do so.

My designated assembly area is: _____

8. Someone who is familiar with the situation or the building manager should meet the Fire Department and pass along any important information regarding the fire, or possibly trapped or injured persons.

TORNADO/THUNDERSTORM/SEVERE WEATHER

DEFINITIONS:

SEVERE THUNDERSTORM WATCH

Conditions favor the development of severe thunderstorms in and around the watch area. Continue normal activities while monitoring developing weather situations. Remain alert for Emergency Warning System (EWS) messages.

SEVERE THUNDERSTORM WARNING

Severe thunderstorms have been sighted or indicated by radar in the local area. Stay indoors and away from windows. Remain alert for EWS messages, and be prepared to move to your designated protective area if necessary.

TORNADO WATCH

Conditions favor the formation of tornadoes in and close to the watch area. Remain alert for a Tornado Watch EWS announcement. Be prepared to move to your designated protective area if so directed.

TORNADO WARNING

A tornado has been sighted or indicated on radar within the immediate area. An EWS announcement will be made directing everyone to their designated protective area. **DO NOT** leave the protective area unless instructed to do so. Updated EWS messages will be announced approximately every 15 minutes if necessary.

1. If you are in a warning area, seek shelter immediately in your designated protective area. If you are in a different building, protective areas are highlighted on building emergency/ evacuation plans. Do not use elevators.
2. If you are in a vehicle, get out and take shelter in a sturdy building, preferably in its protective area if possible. If a structure is not available, a depression, ditch or ravine will offer some protection.
3. Stay away from windows.
4. If you cannot make it to a protective area, basements, interior hallways, and small interior rooms on lower floors will offer the best protection.
5. After the "All Clear" is announced evacuate your building if it is badly damaged. Do not attempt to return to the building unless instructed to do so by emergency personnel.
6. Report any injuries or damage.

HAZARDOUS WEATHER

Hazardous weather could be anything from high winds to ice storms. Any significant weather event or pending forecast that will affect MAF will be announced via the EWS or "This Just In" messages, along with instructions and/or precautionary statements. Information may also be sent to employees via the Emergency Notification System (ENS).

HURRICANES

Hurricane Condition (HURCON) is an alert scale to indicate the state of emergency or preparedness for an approaching hurricane. This designation is especially important to installations in the southern Atlantic and Gulf Coast regions, as they are most affected by tropical weather. A HURCON shall typically be issued 72 hours or longer before a hurricane or tropical weather is expected to strike the installation but may be adjusted due to aggravating weather conditions. The scale consists of 5 conditions, decreasing in seriousness, from Secure to Alert:

HURCON V: Readiness Phase

Hurricane Condition V is a condition of readiness that exists during the entire hurricane season, June 1 to November 30. HURCON V requires that all plans be in order, emergency equipment be available, and all personnel be aware of a possible hurricane.

HURCON IV: Alert Phase

Hurricane Condition IV is declared by the Emergency Management Director when the forecast calls for the arrival of a tropical storm with 50-knot (58 mph) sustained winds or greater is possible within 72 hours. All operating organizations are alerted and routine duties and tie-down plans are initiated while normal operations continue. A general state of readiness is assumed. Individuals evacuating should decide now where to go.

HURCON III: Preparation Phase

Hurricane Condition III is declared by the Emergency Management Director when the forecast calls for the arrival of a tropical storm with 50-knot (58 mph) sustained winds or greater is possible within 48 hours. Each operating organization completes all tie-down and emergency preparations. Monitor storm reports on local radio and television stations. Individuals planning to evacuate should know the route they will take and consider leaving before an evacuation order is issued.

HURCON II: Final Preparation Phase

Hurricane Condition II is declared by the Emergency Management Director when the forecast calls for the arrival of a tropical storm with 50-knot (58 mph) sustained winds or greater is possible within 24 hours. Final check is made to assure optimum preparedness and readiness. Normal work ceases upon direction of the Director of Michoud Assembly Facility. Adhere to evacuation orders if provided.

HURCON I: Secure Phase

Hurricane Condition I is declared by the Emergency Management Director when the forecast calls for the arrival of a tropical storm with 50-knot (58 mph) sustained winds or greater is possible within 12 hours. All preparations should be complete. The facility shall have been secured and a hurricane watch posted. All precautions to minimize injury to personnel and damage to property shall have been completed. If necessary, evacuation orders should be followed. Remain indoors if riding out the storm.

HURCON V Condition Reset (No Hurricane)

This condition begins when notification is received that the storm has passed, and actions are to be taken to return to normal operation.

Public Announcements

When the decision is made for closure or evacuation involving Michoud Operations personnel, the Emergency Management Director shall contact the Deputy Chief Operating Officer or their designee at the earliest opportunity, and inform them of such plans. MAF personnel who are not on the facility when closure or evacuation announcement is made receive such information by public announcements on WWL Radio (870-AM) and WWL TV (Channel 4). This information can also be obtained by calling the official work status telephone number, 257-1MAF or 1-800-611-3116, or by accessing MAF Status Page on the Internet at <http://mafspace.msfc.nasa.gov/status/index.html>. When conditions indicate that an emergency no longer exists, the Emergency Management Director, or designated alternate shall contact NASA management for permission to announce the reopening of MAF. When notified, MAF Public Affairs contacts WWL Radio and WWL-TV to place announcements informing MAF personnel of return to work schedules and ensure the MAF Status Page is updated.

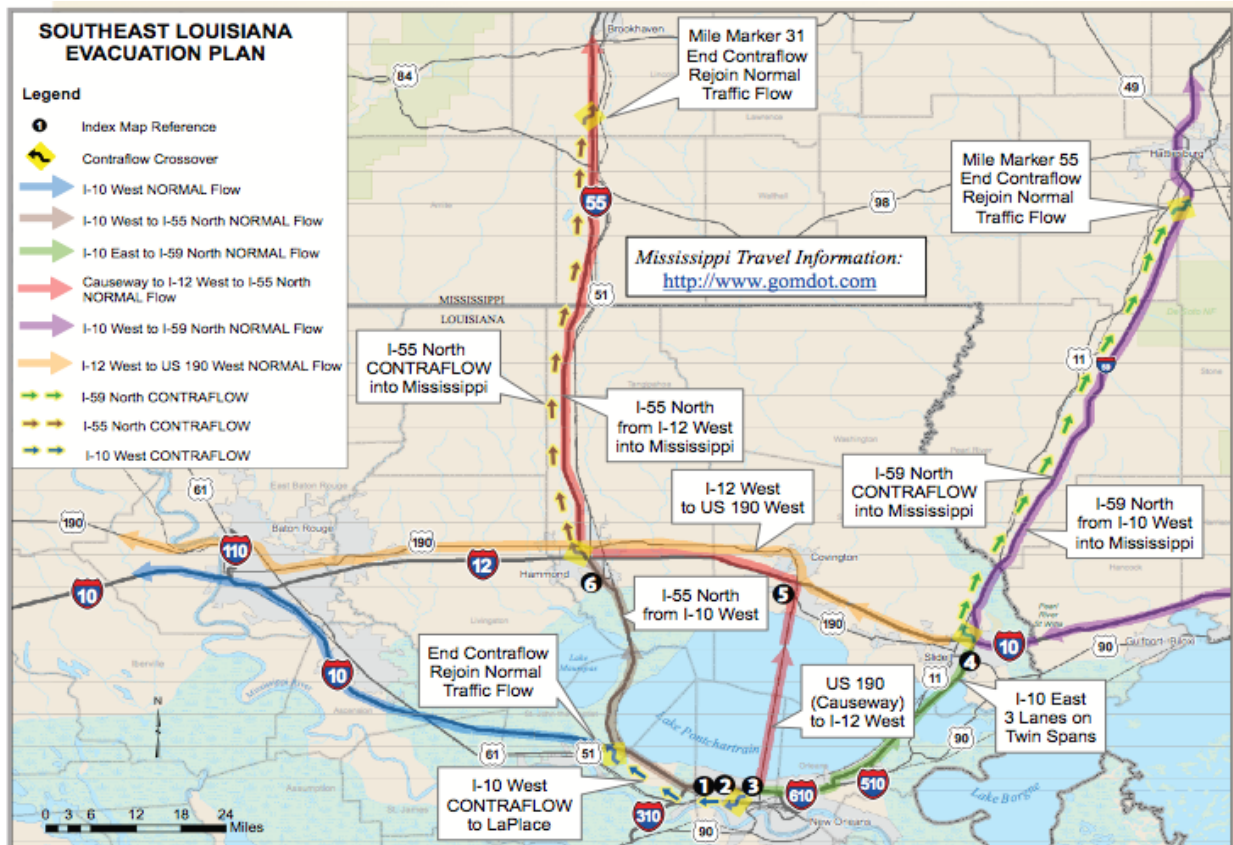
HURRICANE EVACUATION

Disasters can occur anywhere at any time. At a moment's notice citizens may need to move quickly out of harm's way. Government agencies have planned and are prepared for possible emergencies that might arise. It is important that you and your family have a plan as well. This guide will assist you and your family with creating such a plan. It is critical for a safe and less stressful evacuation to study this guide so you can be best prepared to evacuate safely from impending threats should the need occur. In the event of an emergency, stay alert and pay attention to the news and announcements in your area if a situation develops. **DRIVING TIMES FOR EVACUATING IN A HURRICANE ARE SIGNIFICANTLY LONGER THAN IN NON-EMERGENCY SITUATIONS.** For more information, please visit the Governor's Office of Homeland Security and emergency Preparedness (GOHSEP) website at <http://gohsep.la.gov> or www.getagameplan.org.

The Official Louisiana Hurricane Survival Guide is available at



[Official Louisiana Hurricane Survival Guide](#)



New Orleans Contraflow Map

SUSPICIOUS PACKAGES AND LETTERS

Biological and chemical threats targeting individuals or departments are rare and can frequently be controlled by screening of materials and by following the procedures listed below. Responding Police and Fire agencies have specific plans and procedures in place for dealing with these types of threats. Following the advice listed below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

1. Mail and package delivery to each department or organization should be screened for suspicious flags or common features such as:

- No return address
- Hand written or poorly typed address
- Misspelling of common words
- Restrictive markings such as “Confidential”, “Personal” etc.
- Package is leaking, or looks as though it had been leaking at one time.
- Excessive weight and/or feel of a powdery or foreign substance.

2. Suspicious letters and/or packages should not be opened and should not be handled more than absolutely necessary. If the package appears suspicious to YOU, call 911.

3. There have been instances where people have opened letters or packages with a note that reads something like “You are now contaminated.” Remain calm; there has never been a confirmed case of any contamination from a letter of this type. In any case, immediately wash hands with warm soapy water, do not handle the letter or package and do not allow anyone else to handle it and contact 911.

ACTIVE SHOOTER

An active shooter situation may occur if an individual has entered MAF or a nearby building and starts shooting. Please note that these types of situations are highly unpredictable and the following guidelines are based upon past experiences and best practices. Altering your particular response may be necessary depending on the circumstances. #1 Rule-Be aware of your surroundings.

If you hear gunshots or EWS announcement is made, remember:

RUN – HIDE – FIGHT

RUN if a safe path is available. Always try and escape or evacuate even if others insist on staying.

- Encourage others to leave with you, but do not let their in decision to slow down your own effort to escape.
- Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

HIDE if you cannot get safely out of the room or building.

- When hiding, turn out lights. Remember to lock doors, or place large, heavy objects in front of the closed door if possible. Silence your ringer and vibration mode on your cell phone. Stay quiet and out of sight.

FIGHT as a last resort, working together or alone. Act with aggression as if your life depended upon it, because it does. Use anything and fight to disarm or incapacitate the assailant long enough to escape.

POLICE RESPONSE TO AN ACTIVE SHOOTER

NASA Protective Services Officers are highly trained in responding to incidents of this type. They will enter the building as soon as possible and find the assailant. Officers will not be able to immediately assist you and deliver medical treatment to victims at this point because the main goal is to confront and neutralize the threat to minimize further injuries or fatalities. Try to remain calm, do not interfere with police operations, and follow their instructions. Be assured that once the area has been secured, rescue teams will arrive to provide assistance.

MAF Force Protection Condition

DELTA Operations

Every member of the MAF Team should recognize the four different Force Protection Conditions and know what to do in the event the conditions are ever changed.

The THREATCON (Threat Condition) system is directed by NASA to position NASA facilities against possible threats. These levels can be adjusted by NASA Emergency Management based on local conditions, specific threat information, or guidance from higher headquarters.

Knowing how to respond to the THREATCON is imperative, especially since MAF is a Government Owned facility. The THREATCON system allows the facility to quickly increase protective measures if a threat exists, and the learning curve can be confusing.

THREATCONs have varying degrees of restrictiveness, with the more restrictive conditions reserved for periods of suspected or anticipated aggressive terroristic activities.

While some specifics cannot be discussed, these conditions apply to everyone at MAF and all persons visiting the facility.

THREATCON levels can be changed in the event of a real-world event that could impact the security level of the installation, and during an exercise in which MAF is participating.

The THREATCON levels are posted at all the gates to the Facility, and you might see them on entrance ways to Garrison buildings and on the marquees around the Arsenal.

DEFINITIONS:

FORCE PROTECTION CONDITION: (THREATCON: Threat Condition)

Alpha (THREATCON BLUE)	implemented when there is a general risk of terrorist activity.
Bravo (THREATCON YELLOW)	implemented when there is a significant risk of terrorist activity.
Charlie (THREATCON ORANGE)	Implemented when there is a high risk of terrorist activity.
Delta (THREATCON RED)	implemented when there is a severe risk of terrorist activity.

You will be notified through EWS, ENS, email or other means with official instructions and information regarding changes in THREATCON s and how they may affect MAF and you.

MEDICAL EMERGENCIES/LOSS OF LIFE

1. Do not move a seriously injured or unconscious person unless they are in a life threatening situation.
2. If trained personnel are not available in your area at the time, call 911 as soon as possible. Give as much information as possible regarding the nature of the injury or illness, including:

Age

Bleeding

Male/Female

Conscious/Unconscious

It is also important to advise 911 if the injured person is a contractor or civilian employee (if known). The reason for this is because the notification process of supervisors, next of kin etc. differs between the two.

Persons in your area who are trained in CPR and Automated External Defibrillator (AED)

An AED is located: _____

3. LOSS OF LIFE

If you discover an obviously deceased individual in the workplace, **call 911 immediately**. If you are in doubt as to whether or not the victim is deceased or just unresponsive, **call 911 immediately** and refer to #1,#2 above. Notify your supervisor **after** you have called 911.

DO NOT ATTEMPT TO MOVE THE VICTIM. DO NOT MOVE OR DISTURB ANYTHING ON OR AROUND THE VICTIM. DO NOT ATTEMPT TO NOTIFY NEXT OF KIN.

Give as much information as possible to 911 operators. Follow their instructions and stand by for Protective Services to arrive.

EMERGENCY NOTIFICATION SYSTEM (ENS)

1. What is it? The Emergency Notification System (ENS) provides NASA with the capability to notify and account for employees in the event of an emergency.

2. How does it work? The ENS will contact you based upon the contact information that you have entered in either IDMAX or Employee Express. In the event of an emergency, the Center will send important information directly to you by means of email and/or telephone.

3. What do I need to do?

- Watch for e-mails

E-mails will come from Emergency.NASA@dccnotify.com. Some letters or characters in the e-mail may look puzzling, but an e-mail from this address is not spam.

Read the e-mail carefully and follow the directions given. NASA will send e-mails to your work account as well as other personal e-mail accounts if you have provided them in your contact information.

- Listen for and respond to phone calls

ENS uses phone numbers that you have listed in your contact information. ENS will ring multiple phone numbers (e.g. work phone, home phone and cellular phones) in an attempt to contact you in an emergency. These calls will have a 615 area code.

Upon hearing someone answer the phone, ENS will typically state, “This is an emergency message from NASA. Please press a numeric key to receive an important message.” When you hear this, press a numeric key and continue to listen to the entire message. Follow all instructions to successfully account for your safety and status.

- Update your personal contact information

Civil Servants can update information in Employee Express (<https://www.employeeexpress.gov>). Non-Civil Servants should visit IdMAX (<http://idmax.nasa.gov>) to access personal contact information.

4. Do I always need to respond to all notifications?

No, some messages will be informative only, and others may request a response which is why it is very important to listen to the entire message. If the notification requests a response, and one is not given, ENS is designed to continue to call you until a response is entered.

For more information, please visit <http://www.hq.nasa.gov/office/ops/nasaonly/ENSinformation.html>

MAF ALERT SYSTEM

1. What is it? The MAF ALERT provides NASA with the capability to notify and account for employees in the event of an emergency through texts and emails to your cell phone.

2. How does it work? MAF ALERT will contact you based upon the contact information that you have entered in MAF ALERT System. In the event of an emergency, Emergency Management will send important information directly to you by means of email and/or telephone.

3. What do I need to do?

- Watch for e-mails.

Emergency notifications email messages will come from “NASA Michoud Assembly Facility Alerts.” Once you receive the message from this address, read the e-mail carefully and follow the directions given.

- Listen for and respond to phone calls.

MAF ALERT uses phone numbers that you have listed in your contact information. MAF ALERT will ring multiple phone numbers (e.g. work phone, home phone and cellular phones) in an attempt to contact you in an emergency. These calls will come from the following number, 1-781-373-9800. Please add this number to your contact list, as MAF ALERT

Upon hearing someone answer the phone, MAF ALERT will typically state, “This is an emergency message from NASA. Please press a numeric key to receive an important message.” When you hear this, press a numeric key and continue to listen to the entire message. Follow all instructions to successfully account for your safety and status.

4. Do I always need to respond to all notifications?

Yes, MAF ALERTS are emergency messages that will provide you with detailed instructions to keep you safe. It is very important that you listen to the entire message. If the notification requests a response, and one is not given, MAF ALERT is designed to continue to call you until a response is entered.

Sign Up for MAFALERT Today!

- Web Address: <https://member.everbridge.net/index/892807736729046#/event>
- Texting: MAFALERT to 888777

WORKPLACE VIOLENCE

Workplace violence is any act of violence against a person or property, physical, or verbal aggression, including threats, intimidation, harassment, or other inappropriate, disruptive behavior that causes a reasonable person to fear for their safety in the workplace. Workplace violence can affect or involve employees, visitors, contractors, and other non-Federal employees.

In an emergency, call 911. Report all concerns or threats of violence to the Protective Services Office at 504-257-2672.

Workplace Violence Pre-Incident Indicators

Increased use of alcohol and/or illegal drugs	Increased severe mood swings
Unexplained increase in absenteeism	Noticeably unstable, emotional responses
Noticeable decrease in attention to appearance and hygiene	Explosive outbursts of anger or rage without provocation
Depression/withdrawal	Injustice Collectors
Resistance and overreaction to changes in policy and procedures	Behavior which is suspect of paranoia (everybody is against me)
Repeated violations of company policies	Suicidal; comments about “putting things in order”
Increasingly talks of problems at home; including domestic abuse/violence	Increase in unsolicited comments about firearms, other dangerous weapons and violence
Talk of severe financial problems	Talk of previous incidents of violence — statements regarding the approval of such acts; empathy with individuals committing violence
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Increasingly talks of problems at home; including domestic abuse/violence	Increase in unsolicited comments about firearms, other dangerous weapons and violence
Talk of severe financial problems	Talk of previous incidents of violence — statements regarding the approval of such acts; empathy with individuals committing violence
Recognize Early Warning Signs	Take all threats seriously
Awareness + Action = Prevention	Report all threats of violence, including threats of outside violence

National Aeronautics and Space Administration

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