

Chapter 22 – Public Safety (REDACTED)

22.1 Purpose

The purpose of this chapter is to define responsibilities and provide information to prevent injury or illness to members of the public while visiting Ames Research Center.

22.2 Applicability

This manual is applicable to: (1) all Ames Employees; and (2) all persons and entities who agree in writing to comply with this manual.

22.3 References and Authority

The following AMM articles set forth procedures governing visitors to Ames Research Center. Measures to enhance the physical safety of visitors are contained in this chapter.

1. APD 1371.5, Coordination and Authorization of Access by International Visitors or Representatives to Ames
2. APG 1620.1, Security Procedures and Guidelines

22.4 Responsibilities

22.4.1 Safety Division

1. Provide technical safety evaluations of the tour areas at the request of management.
2. Maintain oversight of Building Safety Plans, tour procedures, and employee training.
3. Provide specialized safety training at the request of the supervisor and maintain training records.
4. Provide specialized safety consulting on an as-requested basis.
5. Periodically review and revise this chapter as appropriate.

22.4.2 Branch Chiefs

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22.4.3 Managers

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22.4.4 Employees

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22.5 Building Safety Plans

Building Safety Plans shall be developed for each facility or area that is open to the public for tours. All plans shall be submitted to the Safety Division for approval. Any changes or revisions to tour routes outlined in the plans must be approved by the Safety Division prior to conducting tours on the revised route. Building Safety Plans must include the following information, as a minimum:

1. **A building layout drawing, map, or photograph indicating:**
 - All entrances and exits to and from the tour route.

- Locations of fire extinguishers.
 - Locations of fire alarm pull boxes.
 - Locations of nearest useable and accessible restrooms.
 - Locations of nearest usable and accessible potable drinking water supply.
 - Locations of hazardous materials.
 - Locations of flammable materials.
 - Hazardous equipment, machinery, and building structures that may pose a hazard to the public.
 - Route that public will follow through the facility or area.
2. **A physical description of the tour route, indicating:**
- The maximum capacity or number of persons permitted in a building or area at any time.
 - The method for controlling the number of persons in a building or area at any time.
 - Steps required and taken to isolate hazardous materials, equipment, or machinery from the public.
 - Methods for emergency evacuation of the building or area.
 - Responsible person's name and telephone number for tour planning and conducting for each building or area.
 - Duties and responsibilities of docents, volunteers, or employees who actually conduct the tour.

22.6 Visitor Safety

1. The procedures delineated in the listed directives are to be followed in all cases. The physical safety of visitors is a matter of concern to all; it is a matter of personal concern to individuals who conduct visits of friends or acquaintances. This latter class of tour is usually limited to the employee's own work area. When it extends beyond this area, coordination with those in charge of the areas to be visited must be arranged as required by the directives. The employee conducting visitors through the Center must notify the person responsible for safety in the building or area of the visit prior to entering the facility with the visitors. Local safety rules and requirements as outlined in the Building Safety Plan must be followed at all times.
2. Whenever tours are being conducted through your area, ensure visitors are protected from hazards. They should be provided with hard hats, safety goggles or glasses, or other safety equipment when it is required. Adequate lighting and safe, secure footing should be provided. Any unusual conditions in the area should be brought to the attention of the tour guide, with suggestions on how to safely avoid the hazardous conditions or areas.
3. Assistance should be provided to tour directors in controlling large groups (more than 10 persons) from straying from scheduled routes. Such assistance is of considerable importance when there are children in the group.
4. Visitors to the Ames hangar and flight ramp area are to obey the signs that state "KEEP OUT - AUTHORIZED PERSONNEL AND VEHICLES ONLY." The ramp area is clearly marked with yellow chains as well. You are required to comply with the following rules:
 - Check in with Flight Operations prior to conducting an impromptu tour to find out the status of aircraft operations.
 - DO NOT touch or enter any aircraft!
 - Stay on the perimeter of the ramp at all times and beware of jet and propeller blast.
 - Obtain information regarding hydrazine hazards and restricted areas. This may require special training for both escorts and tour visitors.