



W. W. Hansen Experimental Physics Laboratory
STANFORD UNIVERSITY
STANFORD, CALIFORNIA 94305-4085

Gravity Probe B Relativity Mission

**GRAVITY PROBE-B
STANDARD OPERATING PROCEDURE**

ACCIDENT/INCIDENT/MISHAP NOTIFICATION PROCESS

P0879

October 5, 2001

Prepared By

Checked By

_____ Date _____
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Systems Effectiveness

_____ Date _____
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Integration and Test Manager

Approvals:

_____ Date _____
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Manager, Systems Effectiveness

_____ Date _____
Tom Langenstein
Deputy Program Manager

_____ Date _____
Barry Muhlfelder
Program Technical Manager

_____ Date _____
Sasha Buchman
Program Manager

SCOPE:

The Stanford University Gravity Probe-B Program requires reporting the occurrence of accidents/incidents/mishaps to our customers at the Marshall Space Flight Center (MSFC) in Huntsville, Alabama.

This reporting is done in accordance with the MSFC Requirement 802SA-02 Accident/Incident/Mishap Report.

A Gravity Probe-B accident/incident/mishap is defined as an unplanned occurrence that results in personal injury and/or damage to program hardware or program facilities.

Additionally, the Stanford University Gravity Probe-B Program defines the categories of Major Accident, Major Incident, and Mishap as those which require the notification MSFC GP-B Program management and the Program Safety Officer. These categories are defined as:

Major accident: An unplanned occurrence which results in death, serious injury, or major property damage (i.e., damage of \$100,000 or more to property, including the product).

Major incident: An unplanned occurrence which by characteristics or frequency has major potential even though property damage or injury did not occur.

Mishap: A test failure, if the damage encountered was unexpected or unanticipated, or if the failure is likely to have significant program impact or visibility.

This procedure describes the process to be followed at the time of an accident/incident/mishap involving GP-B mission essential hardware, support equipment, facilities, and processes, to assure that proper notification is provided to the Gravity Probe-B customer. Without exception MSFC management will be notified within 24 hours of the occurrence of any major accident, incident, or mishap.

Additionally, written corrective action reports are due to the MSFC customer within ten working days after the initial submission for mishaps requiring notification within 24 hours. Additional reports, if needed, shall be provided at the next program monthly review.

The content of the report should include:

- Location
- Date and time
- Discription of the mishap including extent of hardware and facility damage
- Identification of fatalities, if any
- Description of Government facility/equipment, if any, involved
- Causes and contributing factors
- Recurring control action implemented or recommended

**NOTIFICATION TO BE GIVEN IN THE EVENT OF AN ACCIDENT/
INCIDENT/MISHAP.**

- A. Any Stanford University Gravity Probe-B personnel who witness or are involved in a accident/incident/mishap, shall report it immediately to their supervisor/manager. If emergency services are required call 9-911 on University property and 911 when not on University property. If the event takes place on LMSSC property call 117.
- B. The on-scene person-in-charge (i.e. supervisor, product lead, team member) notifies the following persons in the order shown.
- C. It is the responsibility of the first individual notified to contact MSFC and Lockheed management. (See page 4)

(1) Gravity Probe-B Program Management

Primary Sasha Buchman
 Work: 650-725-4110
 Cell: 650-823-4905
 Home: 650-857-9075

1st Alternate Ronald Singley
 Work: 650-7259165
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2nd Alternate Barry Muhlfelder
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(2) The Gravity Probe-B Systems Effectiveness Manager,
Dorrene Ross

Work: 650-724-6403

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Home: 510-791-2957

(3) The Gravity Probe-B Product Safety Officer,
Harv Moskowitz

Work: 650-354-5390

Home: 650-967-0183

Page: 650-317-7931

MSFC Management Personnel to be notified:

- Rex Geveden Office: 256-544-1969 Cell: 256-714-6258
- Buddy Randolph Office: 256-544-9533 No cell or pager
- Tony Lyons Office: 256-544-2281 Cell: 256-520-2576
- Jack Grass Office: 256-544-6468 Cell: 256-759-6373

Lockheed Personnel to be notified:

- Hugh Dougherty Office: 650-354-5028 Pager: 650-317- 7894
- Jeff Vanden Beukel Office: 650-354-5003 Pager: 650-317- 8033
- Mike Sisley Office: 650-424-2235 Pager: 650-317- 7888