

## WELCOME ABOARD!

Fleet Readiness Center East (FRC East) wishes to welcome you and ensure that all personnel are aware of the conditions and factors that affect the well-being of all those within this facility. This information brochure contains important information that is vital to the safety and health of yourself, and all others of this facility. If personnel are non-compliant with this information brochure they may be asked to leave the facility.

FRC East is registered to the ISO 9001, ANSI 9100, ISO 14001, and OHSAS 18001 standards. In addition to these, registration under Occupational Safety and Health Administration's Voluntary Protection Program is also in progress. To adhere to the standards required of these programs, the FRC East must ensure that all individuals accessing the facility are aware of the conditions and factors that affect the well-being of all employees, temporary workers, contractor personnel, visitors, and any other person in the workplace.

The "Command Operating Policy" of FRC East is:

**"Generating Combat Air Power for America's Marines and Naval Forces."**

### Points of Contact

- Safety Office - 464-7015
- Fire Department - 911
- Fire Department Dispatch - 466-3616
- Plant Engineering - 464-7610
- Quality Department - 464-9397
- ISO 14001 Management Rep - 464-9814 or 464-8412
- Security - 464-7999
- Hazardous Material Program Manager - 464-8051
- Environmental Office - 464-8042

## ALL PERSONNEL

- In the event of an emergency, including hazardous material spills, the individual discovering the emergency shall call 911 from any FRC East phone, relay the grid number listed on the phone. If you are calling from a cell phone, state that this is an MCAS Cherry Point emergency at FRC East and relay the location.
- Badges will be displayed at all times and shall be returned upon completion of visit/work. Every badge is considered Government Property and all lost badges will be reported to the Badge and Decal Office, located in Trailer 32.
- Report any injury/illness occurring on site to the FRC East Safety Office immediately via e-mail or phone number listed in this brochure.
- The facility must be kept clean and orderly at all times. Ensure that you place all waste in proper receptacles so that the facility is maintained in a "Clean as you go" condition.
- When in the FRC East industrial areas, wear the personal protective equipment (PPE) required for that area. PPE requirements are generally marked but if there is uncertainty, check with the area supervisor. Typically, safety glasses with side shields and steel toed shoes are required in most shops.
- Smoking is NOT authorized while traveling from one facility location to another while walking or in a vehicle being operated anywhere within the FRC East compound. **Absolutely No Smoking** on the property except in the "Designated Smoking Areas."
- Extra caution shall be taken around the flight line and aircraft turn-up areas to control trash, debris, and materials. Additionally all personnel on the flight line must be continuously alert and stay clear of helicopter and jet operations in progress.
- Vehicles must not obstruct aircraft movement or other daily operations.
- Safety, security, and environmental infractions shall be reported to the appropriate office immediately via the telephone number provided herein.
- If an emergency situation occurs which would endanger the health or safety of personnel, the area shall be evacuated. Reentry to affected buildings will be at the direction of uniformed guards, fire department, or safety personnel only.
- Decisions to evacuate the base will be from FRC East Commanding Officer or his/her representative. Visitors/contractors along with non-essential facility personnel, south of Harrison Drive, adjacent to Building

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4224, will evacuate the facility first. Fifteen minutes later, the visitors/contractors south of Curtiss Road, between Buildings 83 and 84, will evacuate the facility. Fifteen minutes later the contractors north of Curtiss Road will evacuate the facility.

- Cellular phones and photographic equipment are not authorized within FRC East unless they are approved in advance by the Security Office. Cellular phones may be used in roof areas for emergency purpose only.
- All vehicles must have proper passes, and no pass may be transferred between vehicles.
- All vehicles will follow posted speed limits which are 5 mph on the outside of buildings and 3 mph inside of any building."
- Vehicle headlights must be on at all times within the facility.
- All vehicles are required to slow down, sound horn, and proceed with caution at all cross aisles and other locations where vision is obstructed.
- Personnel are strictly forbidden to introduce any substance into the storm drain system including catch basins, roof drains and floor drains.
- All facility entrants are responsible for all materials they bring into the facility and shall handle them in such a manner to ensure they are not left as "foreign objects" anywhere in the facility.
- In case of a utility emergency on weekends or after normal work hours, call the Facilities Maintenance trouble call desk, 464-4363.
- The use of gasoline is prohibited for any purpose other than fueling motor vehicles. All gasoline-powered vehicles are prohibited inside FRC buildings.
- Buildings 137, 188, 4224, 131, 4247 and 245 are classified as hazardous areas and have special requirements. Do not utilize any ignitable items, items powered by electric motors or internal combustion engines unless they are determined to be suitable to the conditions of the buildings.
- The recharging of mobile equipment shall not take place inside any FRC East building.