



Crisis Management Team Mission Day Instructions

Overview

The environment of Space Station Alpha is constantly being monitored for quality, comfort and safety so that the crew is living and working in as optimal conditions as possible. Because it is such a compact living space, it is critical that there is always a sense of balance among all components of the environment. Any sudden change in one area, no matter how small, will certainly impact other areas in the station as well. Especially in times of crisis, it is important to keep in mind how the space station functions like a body and that all of the systems on board are inter-related.

The role of the Crisis Management Specialists is to communicate with the other team's specialists to make one another aware of the current status of your team in the event of a crisis. You will also need to keep the entire group informed regarding the location of the crew and what they are currently involved in. You will also have to come to consensus regarding what are the most urgent issues that need to be taken care of and which ones can wait. Please keep in mind the unique environment of the Space Station and that any changes are certain to impact other team's operations.

Your Task

First, each member of the Crisis Management team will be a part of one of the other mission teams, i.e. Life Support, STORM, Power or Radiation. It is important that you have a solid understanding of how calculations are done with your team's data and how to accurately graph it. While you will contribute to the tasks of your specific team, you will also be responsible for taking your team's recommendations to the Crisis Management Team discussions.

Second, you will use your understanding of how the space station works as a system to make recommendations regarding where the crew is placed and what they are able to do. These recommendations should be based on the data that is coming in from the individual teams. Make sure that the other Crisis Management Specialists are aware of how the recommendations will manage the problem. These discussions should be a valuable source of information as each member begins to understand the crises facing each of the other teams throughout the mission and how they may impact the space station as a whole.

To do their job effectively, the Crisis Management Team should be able to answer the following questions:

1. What are the normal ranges for the data that my team will be receiving? What scales will we use to determine the safety of the space station?
2. How is my specific team related to the other teams in the Mission?
3. What are some possible ways that our team decisions could potentially impact the other systems on the Space Station?
4. What resources are available in each of the Space Station Alpha's modules?

Mission Day Materials

- Charts or scales that indicate normal and dangerous ranges for your team
- Model of Space Station Alpha, including astronaut figures, cards that represent life support emergency resources, radiation shielding materials and symbols for power systems.

Job Assignments

The following tasks must be completed during the mission. Next to each task, assign a team member.

Team Member Assigned To This Task	Task
_____	Power Team Crisis Management Specialist: Collect Data report forms and deliver to Communications Team, assign priority level to data. Maintain regular contact with Power Team, review recommendations forms, participate in Crisis Management Team discussions, update Space Station Alpha diagram and report critical information to Power Team.
_____	Life Support Team Crisis Management Specialist: Collect Data report forms and deliver to Communications Team, assign priority level to data. Maintain regular contact with Life Support Team, review recommendations forms, participate in Crisis Management Team discussions, update Space Station Alpha diagram and report critical information to Life Support Team.
_____	Radiation Team Crisis Management Specialist: Collect Data report forms and deliver to Communications Team, assign priority level to data. Maintain regular contact with Radiation Team, review recommendations forms, participate in Crisis Management Team discussions, update Space Station Alpha diagram and report critical information to Radiation Team.
_____	Storm Team Crisis Management Specialist: Collect Data report forms and deliver to Communications Team, assign priority level to data. Maintain regular contact with Storm Team, review recommendations forms, participate in Crisis Management Team

discussions, update Space Station Alpha diagram and report critical information to Storm Team.

Instructions for the Crisis Status Diagram

You will be receiving data report forms from your team every five minutes or so. On these forms there will be information regarding the status of the data that your team is responsible for. The team will have also assigned an urgency level according to the following chart:



Level 1 – Urgent, danger zone has been reached, inform Mission Control immediately


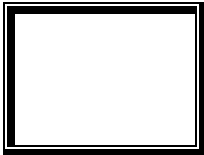
Level 2 – Potential danger-Monitor closely

Level 3 – Maintaining normal levels, conditions stabilizing

The report form will also include an area for recommendations. Please communicate both pieces of information to the rest of the Crisis Management Team. Both the status and any concerns or recommendations need to be written on the Crisis Status Diagram in the corresponding box.

Crisis Status Diagram Example

Storm Team	Status	Radiation Team	Status
			
Concerns:		Concerns:	
Recommendations:		Recommendations:	

Life Support Team	Status	Power Team	Status
			
Concerns:		Concerns:	
Recommendations:		Recommendations:	

It is important for the Crisis Status Diagram be located in a central place so that all teams can observe the current conditions on board the space station. Ideally, it should be drawn on a dry erase board or chalkboard so that it can be constantly changed and updated.

Instructions for the Space Station Alpha Diagram

Your team will be utilizing a large diagram of Space Station Alpha that can either be mounted on a wall or be located at a central table to serve as a visual aid for the mission. Additionally, models of astronauts, as well as emergency tools and resources will be utilized to show the location of the crew and what resources they have at their disposal. As the crew is relocated throughout the mission, all teams will be able to make determinations and recommendations utilizing this diagram. The Crisis Management Team is responsible for moving the astronauts and indicating what resources are being used at any given time so as to keep the SSA Diagram current.

(Example of diagram)

Getting Started

At the beginning of the mission, all three astronauts should be located in the Destiny, anticipating the arrival of the Expedition Two Crew. You should use this opportunity to familiarize yourself with what controls need to be monitored (blue cards) and what resources are available in each module (tan cards). It is also advisable for each member to review the material in the Reference Guide that pertains to their specific team (Storm, Radiation, Power and Life Support).

Throughout the Mission

1. As the mission gets underway, each team will begin calculating data. With each reading, teams will be assigning a priority level on their report forms that you

deliver to the Communicator who then sends it to Mission Control. If your team assigns a priority level of 2 -“Potential Danger—Monitor Closely” or 1 - “Urgent – Inform Mission Control Immediately” inform the rest of the Crisis Management Team immediately. You will need to discuss any recommendations and possibly make additional recommendations, especially if two crises are occurring simultaneously. **Important – Do not move the crew from module to module unless notified to do so by Mission Control!**

2. If your team recommends relocating the crew, having them monitor a different control or access a specific resource, submit it for approval for Mission Control. Mission Control will contact the crew of Space Station Alpha and get back to you with their response. If the recommendation is approved, then move the crew member on the diagram to the corresponding module.
3. Update the ***Crew Status Chart*** whenever you make a new recommendation that is approved by Mission Control. This is done by placing the corresponding card next to the crew member who is responsible for that function.
4. Inform your team of any changes so that they can take that into account if they make any subsequent recommendations as they receive new data.

Control Cards

Control cards contain information regarding numerous activities that the crew is responsible for when they are on board the space station. Your team is responsible for determining what the critical activities are that they need to be focused on at any given time during the mission. Not all of the activities need to be completed during the mission. Evaluate the importance of the jobs according to what is happening during the mission. It may be helpful to refer to the Power Systems section of the Reference Guide to get a better understanding of what some of the controls are. Once you have received approval from Mission Control, place the corresponding card on the ***Crew Status Chart***.

Resource Cards

These cards indicate what resources are available to the crew of Space Station Alpha. These resources may or may not be utilized throughout the course of the mission. Before making any recommendations to utilize these resources, make sure that you utilize the Reference Guide to insure that it is the best choice for the job. Once you have received approval from Mission Control, place the corresponding card on the ***Crew Status Chart***.