

# NEWS MEDIA HANDBOOK



# NEWS MEDIA

## H A N D B O O K

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DAILY RECORDED STATUS REPORT    (321) 867-2525

LAUNCH MANIFEST RECORDING    (321) 867-4636

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# Welcome to KSC

Thank you for your interest in Kennedy Space Center and our contribution to NASA's Space Program. This handbook will familiarize you with the many services provided by KSC's media services organization. The following instructions are in place so that we can better serve you. Feel free to call the KSC Press Site at (321) 867-2468 for clarification of any details.

## Media Credential and Badging Instructions

Media should submit requests for accreditation via the online Accreditation Web site at <http://media.ksc.nasa.gov>. Requests for media accreditation may also be made by a supervisory official other than the applicant, requested on company letterhead clearly indicating the assignment (reporter, photographer, technician, etc.), date of visit, Social Security number, citizenship, date of birth and place of birth. Requests can be faxed to (321) 867-2692 or mailed to:

**Accreditation  
Mail Stop: XA-E  
Kennedy Space Center, FL 32899**

Credentials to cover Space Shuttle missions are issued to accredited media representatives. Badges are issued from the Pass and Identification Building at Gate 3 on State Road 405 in Titusville. (Please refer to attached maps.) The hours of operation at the badging station are announced via KSC press release, one week before launch.





NASA  
NEWS  
CENTER

ATTENTION  
ALL VISITORS  
MUST REGISTER AT THE  
ENTRANCE TO THE  
BUILDING. VISITORS  
MAY BE ASKED TO  
PRESENT IDENTIFICATION  
AND A PHOTOGRAPH.  
FOR MORE INFORMATION  
CALL THE NASA  
NEWS CENTER AT  
202-358-0001

13-207

## Location and Access

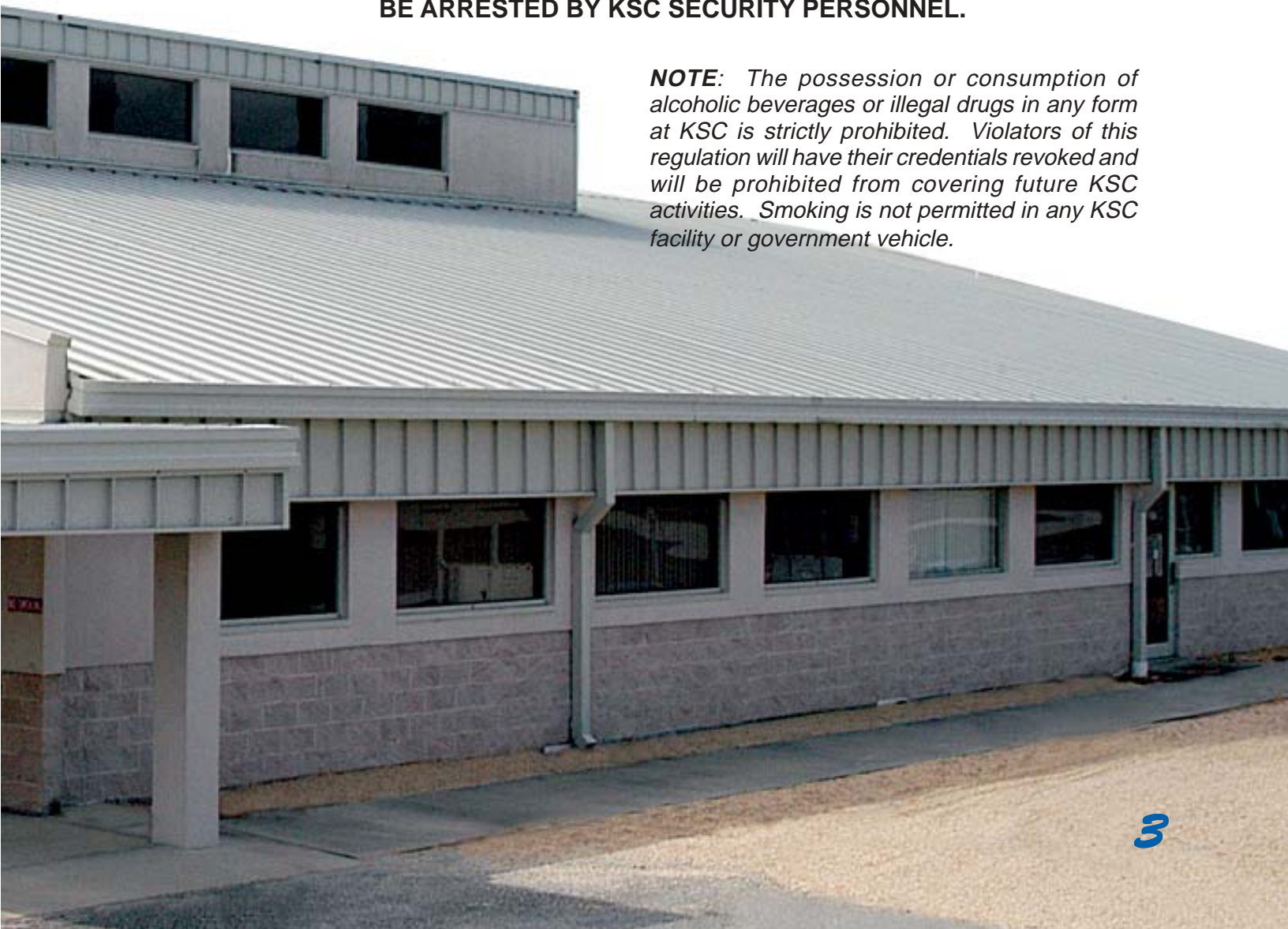
All Space Shuttle media services operations are staged from the Complex 39 Press Site. Permanently badged media may drive directly to the Press Site via Gate 2C (State Road 3), Gate 3 (Intersection of U. S. 1 and NASA Causeway), and Gate 4 (Titusville). All other media must be escorted by Public Affairs. During high attendance missions, media may be requested to park off site at designated locations and ride a bus to the Press Site.

**Once you have arrived at the News Center, all movement to other areas must be arranged with a Public Affairs escort in advance.**

Parking at the News Center is located in the paved lot directly east of the press buildings.

**MEDIA WHO VIOLATE KSC ACCESS RESTRICTIONS ARE AT RISK OF LOSING THEIR CREDENTIAL PRIVILEGES AND MAY BE ARRESTED BY KSC SECURITY PERSONNEL.**

**NOTE:** *The possession or consumption of alcoholic beverages or illegal drugs in any form at KSC is strictly prohibited. Violators of this regulation will have their credentials revoked and will be prohibited from covering future KSC activities. Smoking is not permitted in any KSC facility or government vehicle.*



# **ews Operations**

The KSC News Center is located at the Press Site in the Launch Complex 39 area of the Kennedy Space Center. Query Desks are typically staffed by NASA Public Affairs personnel from Headquarters and field centers, foreign space agency representatives (depending on the mission), and other organizations associated with the Space Shuttle program.

Inside the KSC News Center, news media will find working space, printed materials, TV/photo operations and tour information. Tables in the press working areas are numbered and are assigned on a first-come, first-served basis. Television programming, distribution, communications operations and an auditorium for news conferences are housed in the prefabricated building directly behind the grandstand.

Additional press working space is available in the grandstand and trailer facility located southeast of the News Center. Grandstand and temporary trailer space is limited and available on a first-come, first-served basis. To make distribution of grandstand and trailer space more equitable, the number of seats available to any single news-gathering agency is limited to one, unless a legitimate need for more can be established (two maximum). Grandstand and trailer seats are pre-assigned.

## **Public Information Officers**

Public Information Officers Bruce Buckingham, George Diller, Amber Marek, Tracy Young and Jessica Rye are on duty during scheduled office hours. They are available for queries and function as official NASA and KSC spokespersons. Contact Bruce Buckingham, News Chief, if a specific appointment is desired, or for requests to see a PIO at the News and Information Desk.

## **Hours of News Center Operations**

Media representatives should contact the News Center for the precise hours of operation for any given mission. The News Center will remain open as long as required on launch and landing days. Normal operating hours of 8 a.m. - 4:30 p.m. on weekdays will resume the day after landing. Media representatives are not permitted at the News Center during non-working hours. Media representatives who require access to the News Center site during non-working hours need to contact Media Services well ahead of planned events.



## Briefings

Various briefings are carried live on NASA TV on the days prior to launch. Notices of these and other media activities are available in the News Center. KSC-originated briefings such as countdown status briefings, prelaunch and post-launch briefings are held in the KSC News Center Television Auditorium. Media representatives are free to watch these briefings from this location and participate in the “question-and-answer” period that follows.

## Telephone Service

The Kennedy Space Center is linked with commercial telephone systems, and media members are able to make outgoing long distance calls collect or by credit card.

Those who wish to arrange for their own telephone line installation on a temporary basis at the News Center should make arrangements by calling BellSouth at (800) 213-4988 or fax to (800) 274-7357. They will need the number of your grandstand seat or press table seat to meet your service request. All telephone installations are at the requester’s expense. Service problems should be discussed with BellSouth. BellSouth does not provide telephone instruments. **You must bring your own telephone.**

Public Affairs commentaries are carried on the audio systems in the News Center area and on individual audio lines that can be dropped at specific seats or desks in the grandstand or press trailers. This is done at the requester’s expense and may be arranged by calling BellSouth. The so-called “**black box**” circuit carrying Public Affairs commentary is available off-center. This service is also available at the requester’s expense and may be arranged with BellSouth. You must furnish your own speaker boxes with self-contained amplifiers and connections compatible with the modular jacks used for telephone hookups.

## Recorded Daily Status Report

A source of information that is useful, particularly during launch and landing activities, is the KSC recorded status report. This is a telephone recording that provides a daily summary of current launch activities, countdown milestones, press conferences, news media logistics and other activities of interest. To reach the recorded status, dial (321) 867-2525. A recorded launch schedule for Space Shuttle and expendable vehicle launches is also available by dialing (321) 867-4636.

## Information Service

Information queries and administrative services are located in the News Center. Personnel from Kennedy Space Center, NASA Headquarters, Johnson Space Center, other NASA installations and Cape Canaveral Air Force Station's weather office are normally available to respond to media inquiries from one to three days before launch. Query Desk accommodations are also provided for NASA scientists, Shuttle payload sponsors and public relations personnel. This is also the distribution point for printed press materials. NASA representatives will arrange interviews with Space Program officials on request. When demand is heavy for an individual's time, interviews may be arranged on a pool basis.

**Publications:** Publication racks containing printed information on Shuttle missions and other NASA programs are located in the press working area in the News Center. Other historical documents may be requested through Kay Grinter in the media reference library. She can be reached at (321) 867-2493 or e-mailed at [Kay.Grinter-1@ksc.nasa.gov](mailto:Kay.Grinter-1@ksc.nasa.gov).



# 7 Television/Photo Operations

News representatives whose prime interest is in television or photo operations should contact members of the NASA TV/Photo team at (321) 867-7819/7820.

A number of photo activities may be covered on a pool basis. These include the astronaut departure from the Operations and Checkout Building on launch day and the launch photo observations from the roof of the Vehicle Assembly Building.

Other activities include crew arrival, a sunset/nighttime Shuttle photo opportunity and chances to establish photo sites for remotely activated equipment. (This offers closer camera views of the Space Shuttle launch than can be obtained from the News Center.) Media representatives are required to sign up for these and other photo opportunities in advance. The sign-up sheets will be located at the Transportation and Escort Counter beginning two days before the launch.

## **A listing of photo opportunities and established ground rules follow:**

1. A survey tour for remote camera locations will be conducted when necessary, usually on L-2 days before launch. Photographers setting up remote cameras assemble at the News Center one hour prior to posted departure time. They are transported into the field by bus.
2. On L-1 day, photographers setting up remote cameras meet at the News Center for a security check. They are transported into the field in buses. Each news organization is limited to four remote cameras per site, and only one representative from each news organization is allowed to set up remote cameras in the field.
3. On L-1 day, the Rotating Service Structure at the pad is moved to its launch, or park, position. Photographers who wish to document this move should check with the Transportation and Escort Counter, or call 867-7819/7820, to determine when they should assemble at the Press Site.
4. On launch day, a photo opportunity for the press is permitted to cover the departure of the astronauts from the Operations and Checkout Building (O&C). Media members are transported from the





News Center to the O&C in buses, where they will set up their cameras outside the roped-off area surrounding the departure ramp.

5. On launch day, photographers and television crews are escorted to several photo sites for coverage of the launch (if they desire to view the launch from locations other than the News Center). These locations are at the fire training area on Static Test Road at the east end of Astronaut Road, the Banana Creek viewing area and the Vehicle Assembly Building roof. These sites are identified on maps provided at the News Center.



Countdown event times vary from mission to mission, and news photographers should verify times for specific missions with the TV and Photo Operations staff. Most of the activities listed above have limited numbers of participants and must be registered for in advance and in person.

**Proper Attire:** Media representatives who are escorted to operational areas such as the Orbiter Processing Facility (OPF), Vehicle Assembly Building (VAB) or launch pads must wear full-length slacks or trousers. Shorts and skirts are not permitted in certain areas of these facilities. High-heeled and open-toed shoes are not permitted in operational areas for safety reasons. KSC's operational areas are adjacent to Mosquito Lagoon, the Banana River and their extensive marshes. Mosquito Lagoon did not receive its name frivolously, and a reliable brand of mosquito repellent is useful. Those who sunburn easily should consider bringing suntan lotion or sunscreen and wear a hat.

### Photo and Video Releases

The Photo and Video Librarian coordinates the issuing and mailing of visual releases. The office can be reached by calling (321) 867-7826.

### Orientation Tours

The Transportation and Escort Counter is in operation beginning at L-2 days to handle arrangements for press tours and interview requests.

**Press Orientation Tour:** On L-1 day (or as required), an orientation tour of KSC and its facilities is conducted for news media personnel, usually after the pre-launch press conference. This tour includes Space Shuttle launch and processing facilities, and facilities in the industrial area and launch sites on Cape Canaveral Air Force Station. Arrangements to take the tour should be made with personnel at the Transportation and Escort Counter at (321) 867-7819.





## *eneral Information*

**Press Dependents:** The News Center is a working area and accommodations are limited. Due to space limitations, access is limited to the working press. There are no provisions for handling press dependents. Like anyone else not on official assignment by their media employers, press dependents are not permitted on Center.

**Audio Feeds:** There are two NASA audio release circuits. (1) The NASA TV AUDIO circuit provides prelaunch status briefings, news conferences, special briefings, mission status briefings, post-landing briefings and all audio associated with PAO Video Release System television coverage. (2) The NASA MISSION AUDIO circuit provides pre-launch status reports from the Launch Control Center, launch and mission commentary, and voice communications with

the crew. At KSC, these circuits are available at News Center locations through BellSouth at 1-800-213-4988. For foreign national press calling from overseas, the number is area code (865) 694-2480. Clean feeds of launch sound and voice communication with the crew (air/ground) are available through BellSouth.

KSC provides limited access to MISSION AUDIO and NASA TV AUDIO without charge at audio feed boxes located in the press grandstands. Limited access to MISSION AUDIO, NASA TV AUDIO, LIFTOFF SOUND and AIR/GROUND is unilaterally distributed to broadcast interface locations throughout the News Center. Audio distribution boxes with high and low impedance are located throughout the Press Site. Information on video/audio feeds, such as multi-box specifications and operations, may be obtained by calling (321) 867-7819.





**NASA TV:** All NASA audio/video feeds can be accessed on AMC-2, transponder 9C, located at 85 degrees west longitude, vertical polarization. Video channel is at 3880 MHz. and audio channel is 6.8 MHz. For questions about NASA TV, call NASA Headquarters at (202) 358-0016.

**V-Circuits:** News media unable to attend press briefings in person may monitor them by calling (321) 867-1220/1240/1260.

**Status Reports and News Release Electronic Subscription Services:** Kennedy Space Center Newsroom offers an electronic subscription service for status reports and news releases issued from KSC. There are two possible ways to subscribe: You may send a blank e-mail message to ***ksc-newsrelease-subscribe@kscnews.ksc.nasa.gov*** or follow the instructions on the Web site at ***http://kscnews.ksc.nasa.gov/***. The system will confirm the request via e-mail.



**NASA and KSC Internet Sites:** Status reports and other NASA publications are available online at: <http://www-pao.ksc.nasa.gov/kscpao/kscpao.htm>. Information about the Shuttle and Expendable Launch Vehicle (ELV) countdowns and missions can be accessed online for Shuttles at: <http://www-pao.ksc.nasa.gov/kscpao/shuttle/countdown/> and for ELVs at: <http://www.ksc.nasa.gov/elvnew/elv.htm>

**Use of Radio Frequency/Microwave Transmitting Equipment:**

News media organizations planning to operate radio frequency/microwave transmitting equipment for coverage of activities at KSC and Cape Canaveral Air Force Station are reminded that such equipment is subject to specific restrictions and controls. To ensure that health and safety requirements are met, any organization requiring RF/MW transmitting equipment for their operation must contact the appropriate KSC offices and obtain approval by NASA and the USAF to transmit before operating the equipment at KSC or CCAFS. Bill Johnson can assist you in obtaining information and approval. Hand-held amateur or citizens band radio equipment may not be used within the geographical limits of Kennedy Space Center or Cape Canaveral Air Force Station. Mobile units (CB or amateur) installed in private vehicles may be used but are not authorized for commercial purposes.

**Food Services:** Hot and cold sandwiches, canned food and snacks are available at a mobile canteen that visits the News Center from time to time. Cold soft drinks are also available from vending machines located in the lobby of the News Center TV auditorium.

**Volunteers:** KSC Public Affairs relies heavily on the services of volunteers to assist with the multitude of media who visit the Center for Shuttle launches and landings. They are here to assist us because of their dedication to NASA's mission and their desire to see the NASA story told worldwide. Many of our volunteers have spent their entire careers at KSC in a variety of capacities and remain quite knowledgeable of the Space Program. We welcome their dedication and thank them for their years of support. Because of them, our jobs are made much easier.

**Work Trailers:** Limited space for trailers, vans and other vehicles to be used as work areas is available in the press parking lot. These vehicles are not to be used as living accommodations, and access to them is limited to the hours the News Center is open.





**Heliport:** A heliport is maintained at the News Center and can be used by news-gathering organizations for time-driven projects only. Flight clearance is required for use of this facility. Clearances must be arranged with Bill Johnson at (321) 867-2468.

**Parking:** The press parking site is in the large paved area to the northeast of the News Center. Media representatives are required to park in this lot. Parking on the News Center mound in the direct vicinity of the News Center or auditorium is strictly prohibited. This area must be kept open for buses and for handicapped parking. Vehicles illegally parked there are subject to removal.









## **KSC** *Landing Operations*

All KSC landing operations are staged from the Complex Press Site beginning at about L-4 hours on landing day. Transportation from the Press Site is provided to the Shuttle Landing Facility (SLF). Media interested in covering a Shuttle landing should plan on being at the Press Site in time to catch one of the buses leaving for the SLF. The first bus will leave approximately four hours prior to landing, and the last bus departs about 90 minutes before touchdown.

Television satellite trucks, radio broadcast vans and other production vehicles to be escorted to the SLF will depart at the same times as above. NASA TV audio/video, electrical power and telephone hookups are available at the SLF.

The badging station located at Gate 3, on State Road 405 in Titusville, will re-open about four hours prior to landing to accommodate news media requests for accreditation. Check with the accreditation desk at (321) 867-2468 on specific hours of operation. News media personnel already accredited for the launch and mission do not need to be re-badged.

A limited number of press working spaces are available in the bleachers at the Shuttle Landing Facility. Reservations for seating assignments should be coordinated in advance. Those who wish to arrange for their own telephone lines at the SLF should call BellSouth in Orlando, FL, at (321) 245-2215. They will need the number of your seat assignment.

Remote camera operations at the SLF will be conducted the day before the landing and should be coordinated in advance with Ken Thornsley, (321) 867-7819.



# Guidelines for Accredited Media

Media representatives are only allowed on the Center when NASA Public Affairs personnel are on duty and Media Services is open. Hours of operation are based on mission activities. A news release listing the hours of operation will be issued prior to launch and landing. Media requiring access to the Press Site beyond the hours of operation must coordinate with NASA personnel **ahead of time**.

Accredited media are allowed to operate within the News Center boundaries. Special requests at locations other than the News Center can be accommodated by making arrangements with appropriate NASA Public Affairs Officers.

**Stopping to take photographs when traveling between the outer gates and the Press Site is strictly prohibited. Violators will be picked up by KSC Security.**

It is standard for K-9 units to inspect news media representatives and equipment.

**NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS OR WEAPONS ARE PERMITTED ON THE CENTER.**



# Lightning Notice for Media Covering Launches

Media representatives covering Shuttle launch and landing activities at Kennedy Space Center should be aware of the dangers posed by lightning during inclement weather.

KSC is located in a broad lightning belt that stretches across Central Florida from the Atlantic Ocean to the Gulf of Mexico. This belt has the nation's highest number of lightning strikes, with Brevard County (KSC) second only to the Tampa Bay area.

Because of the high lightning potential in the KSC area, the Center has adopted stringent procedures for the protection of KSC personnel and visitors.

The lightning policy will be implemented when the potential for lightning occurs within five miles of a specific KSC area or facility. Warning announcements will be made over the Center's Public Address system. Personnel and visitors are expected to heed the warnings and evacuate open and exposed locations, especially rooftops or top levels of structures. They should seek shelter in buildings, metal structures or metal-enclosed vehicles.

It is recognized that some media activities must be conducted outside in the open. Generally, when possible, a lightning warning is issued approximately 30 minutes before a lightning potential is expected to occur in a specified area. This should allow ample time for media personnel to complete activities under way at the time the warning is sounded. When a warning is announced, media personnel should act prudently and seek shelter for their own protection.





# Exhaust Plumes Notice to Media

Extensive monitoring of Space Shuttle exhaust clouds following launch has shown that the powdery residue from solid rocket booster exhaust plumes can be deposited as much as five miles downwind of the launch site. The area of deposition can include the Complex 39 News Center under certain weather conditions. The Press Site is approximately four miles from the pad.

The residue is composed partially of hydrogen chloride, which, in combination with moisture, can form droplets of hydrochloric acid. This deposition can irritate the eyes and respiratory tract, and could damage the finish of an automobile.

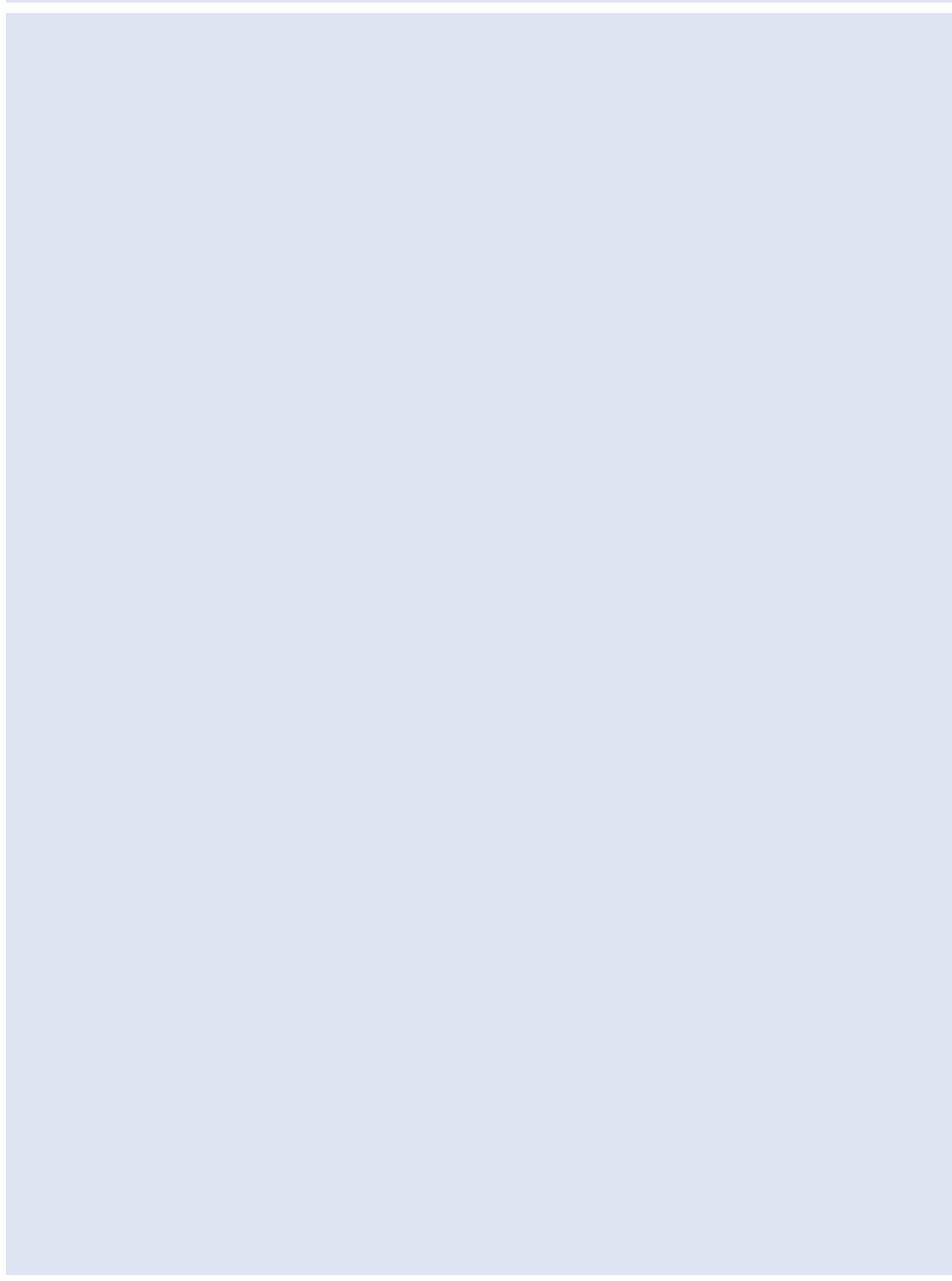
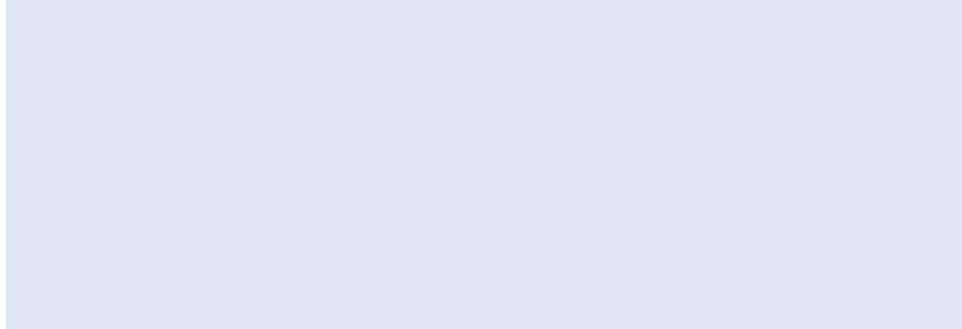
Weather conditions on launch day will be closely monitored, and alerts will be issued if there is a possibility that the exhaust cloud could drift in the direction of the Press Site after launch. If that should occur, reporters should move indoors or into their vehicles immediately after launch and remain there until an all clear is given. Anyone exposed to the deposition and feeling irritation should wash the affected area with water.

Those concerned about protecting their car finishes may be interested in purchasing suitable covers at area automobile accessory, department or discount stores.

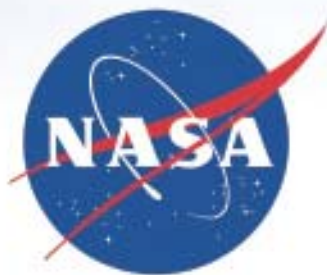
If protective vehicle covers are used and the Press Site area receives a dust residue, the following precautions should be used in removing them:

1. The covers should be folded so that the outside surface exposed to the dust remains on the inside.
2. They should then be cleaned or properly disposed of in a suitable manner.
3. If liquid from the cover contacts the skin, the skin should be flushed with water as soon as possible.

If the dust cloud reaches the Press Site, uncovered vehicles should be washed as soon as possible to reduce the danger of finish damage.







**JOHN F. KENNEDY SPACE CENTER, FLORIDA**