The intent of this emergency manual is to provide information to employees, tenants, docents, visitors and the general public about handling and preparing for emergencies.

Please read this manual, if you have any questions or comments please e-mail or call the Risk Management Department, gessner@noao.edu, 318-8211.

BE PREPARED!
Know the procedures and suggestions in this manual.
Tenants, Docents and Employees: Always carry your radio and flashlights.
Visitors: Always carry your flashlights and know the location of your host or how to reach a Kitt Peak staff member.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN CASE OF EMERGENCY –EMERGENCY CALL PROCEDURE</td>
<td>2</td>
</tr>
<tr>
<td>EMERGENCY CALL NOTES</td>
<td>3</td>
</tr>
<tr>
<td>AFTER HOURS INSTRUCTIONS</td>
<td>3</td>
</tr>
<tr>
<td>INJURY OR ILLNESS</td>
<td>4</td>
</tr>
<tr>
<td>FIRE EMERGENCY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THREATENING WEATHER</td>
<td>6</td>
</tr>
<tr>
<td>Wildlife ENCOUNTERS</td>
<td>8</td>
</tr>
<tr>
<td>VEHICLE ACCIDENT</td>
<td>9</td>
</tr>
<tr>
<td>UNAUTHORIZED SUSPICIOUS PERSONS</td>
<td>10</td>
</tr>
<tr>
<td>VIOLENCE</td>
<td>10</td>
</tr>
<tr>
<td>POWER FAILURE</td>
<td>11</td>
</tr>
<tr>
<td>BROKEN WATER MAIN /SERIOUS LEAK</td>
<td>13</td>
</tr>
<tr>
<td>PROPANE OR OTHER GAS LEAK</td>
<td>15</td>
</tr>
<tr>
<td>CHEMICAL SPILL</td>
<td>16</td>
</tr>
<tr>
<td>COLLAPSE, STRUCTURE FAILURE, PROPERTY DAMAGE</td>
<td>17</td>
</tr>
<tr>
<td>BOMB THREAT</td>
<td>18</td>
</tr>
<tr>
<td>EXPLOSION</td>
<td>21</td>
</tr>
<tr>
<td>MEDIA INCIDENT</td>
<td>22</td>
</tr>
<tr>
<td>EMERGENCY EVACUATION</td>
<td>23</td>
</tr>
<tr>
<td>USEFUL TELEPHONE NUMBERS</td>
<td>25</td>
</tr>
<tr>
<td>KITT PEAK MAP</td>
<td>30</td>
</tr>
</tbody>
</table>
IN CASE OF EMERGENCY
(All emergencies, injury, fire or threats to people or property)

TELEPHONE: DIAL 8777
Or
444

If there is not an immediate answer, **DO NOT HANG UP**. 8777 rings a sequence of extensions beginning with the reception desk until a responsible person is reached. Follow the Emergency Call Procedure below.

TO BE CONNECTED DIRECTLY TO THE RADIO SYSTEM BY TELEPHONE
DIAL 8721

After one or two beeps, state your message. This is a two-way radio phone patch. Follow the Emergency Call Procedure below. Dial "#" to disconnect.

IF you have a **Radio**, follow the **Emergency Call Procedure** below.

In the event that you are unable to contact anyone on the mountain, or if you feel that the emergency requires additional help, **Dial 911 and follow the Emergency Call Procedure below.**

**Emergency Call Procedure:**

State on the telephone or the radio:

- I have an emergency (wait for a reply)
- The type of emergency
- Your name and phone number
- The exact location of the emergency
- If assistance is required (medical, fire fighting, etc.)
- The number of injured persons
- If a hazardous condition exist at the scene now
- Who is at the emergency scene
- Wait for instructions before hanging up
EMERGENCY CALL NOTES

FIRE OR OTHER EMERGENCY:

- REMAIN CALM – avoid panic and confusion
- KNOW THE LOCATION OF EXITS – be sure you know the safest way out of the building no matter where you are
- KNOW THE LOCATION OF NEARBY FIRE EXTINGUISHERS – learn the proper way to use all types of extinguishers
- KNOW HOW TO REPORT A FIRE OR OTHER EMERGENCY – send in the alarm without delay
- FOLLOW EXIT INSTRUCTIONS – determine if you should stay at your location, if you decide to leave or you are instructed to leave; complete all emergency duties assigned to you and be ready to walk out rapidly according to plan.
- WALK TO YOUR DETERMINED EXIT – maintain order and quiet; take each drill seriously – it may be the real thing.

AFTER HOURS INSTRUCTIONS:

After normal office hours (8:00 AM to 4:00 PM), all calls reporting an emergency are to be directed to Extension 8777 or the radio patch extension 8721 (see Page 2).

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

The Kitt Peak person receiving the call will immediately alert proper personnel and/or authorities depending on the type of emergency.

In many instances, the Observing Technician(s) on duty may be able to handle the situation without calling out off-duty personnel.

All emergencies require prompt contact with the Supervisor, Mountain Scientific Support and the Supervisor of Facilities.
INJURY OR ILLNESS

- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.
- Provide first aid/CPR if you are able; otherwise try to find someone in the area who can.
- Care for victim until medical help arrives, if necessary.
- Do not move victim unless his/her life is in jeopardy to prevent further injury.
- Wait for help.

For minor illness, please call your personal health care provider.

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
After the emergency call is received, the Group Leader will assess the situation and determine if additional resources are needed. If so, Dial 911 and follow the Emergency Call Procedure on Page 2.

Unless patient requests otherwise, referrals will be to our primary care provider noted below:

St. Mary's Hospital, 1601 West St. Mary's Road, 520-622-5833
FIRE EMERGENCY PROCEDURES

If you discover a fire:

- Pull the nearest fire alarm pull station to alert and evacuate everyone in the building
- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.
- If the fire can be contained or extinguished without endangering yourself, use the nearest fire extinguisher
- If you are not able to control the fire, leave and close the door behind you and evacuate to the Kitt Peak Emergency Center (Fire Barn) (see map on page 28).

After your call, the Kitt Peak First Response Team will report to the Kitt Peak Emergency Center and will respond to your location.

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

If the alarm is received automatically, from smoke or heat detectors, report to the Kitt Peak Emergency Center and respond to the location with the fire apparatus. The location fire alarm panel will indicate if the problem is “Trouble” (yellow light) or “Alarm” (red light).

If the panel is in the “Trouble” mode, attempt to reset to normal.

If the panel is in the “Alarm” mode,
Check which zone is in alarm.
When help arrives, put on protective clothing and check out the zone (floor, area, building).

It is important that you maintain radio contact with other units and report everything you do, everything you see, hear and smell.

If you are notified that there is a fire in a location where there is not a pull station and believe that there is a risk to Kitt Peak, initiate the audible fire alarm by the pull station in the office of the Kitt Peak Emergency Center, Dial 911 and follow the Emergency Call Procedure on Page 2.
THREATENING WEATHER

In the event that threatening weather approaches, the Kitt Peak First Response Team Group Leader will monitor a weather band radio. (Some mountain radios have this capability) As soon as a serious weather warning is issued, the Kitt Peak First Response Team Group Leader will notify all personnel in the facility that a warning has been issued and be prepared to go to a designated shelter area if needed.

Any person observing threatening weather should:

- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.
- Immediately seek shelter inside a building
- Return to your work area after the "all clear" sign is given by the Kitt Peak First Response Team Group Leader

Lightning Hazards
Lightning is considered one of our greatest hazards at Kitt Peak. The following suggestions can minimize your risk during a lightning storm:

- Know how far safe shelter is from your present location
- Know how long it will take you to get to the safe shelter
- If you can hear thunder, you are close enough to the storm to be struck by lightning - go to safe shelter
- Determine whether the storm is approaching your position
- Seek shelter in a sturdy building or an auto with the windows up (shacks, metal sheds, picnic shelters are considered unsafe)
- Move to a safe location early enough to avoid being caught in the storm.
- Once in a sturdy building, stay away from metal objects (faucets, showers, pipes) and stay away from phones unless it is an emergency (cordless phones are ok).

If you are out in the open during a storm, stay away from tall, exposed objects or away from open areas. The safest position to be in is to be crouched down on the balls of your feet. Do not allow your hands (or other body parts) to touch the ground, and keep your feet close to one another as possible.

Winter Hazards
During the winter, Kitt Peak receives snow and ice accumulations. You will find sand barrels near most building entrances that are used on walkways to prevent slipping. Feel free to use them.
INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
Should the facility have serious weather damage, personnel could be instructed to evacuate. Determine a meeting area.

No one should enter a damaged part of the facility. People may not re-enter the area being evacuated until the department having jurisdiction or the Kitt Peak First Response Team Group Leader deems the area is secured and determined safe.

The Kitt Peak First Response Team Group Leader or his designate will account for all personnel in the meeting area and identify any missing persons. An employee roster may be useful.

All questions and/or problems relative to the plan should be addressed to the Kitt Peak First Response Team Group Leader.
WILDLIFE ENCOUNTERS

If you are bitten by an animal:

- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.

Never approach or feed any wild animals you may encounter on the mountain. Giving food to, or approaching wild animals not only interferes with their natural activity: it is the leading cause of conflicts.

Although rare to sight, there are rattlesnakes and possibly coral snakes on the mountain. There are king snakes on the mountain that look very similar to coral snakes, when in doubt just stay away. Watch your path, especially at night where snakes may use the road or sidewalks for heat.

If you encounter swarming bees, (not swarming miller moths- they are only an annoyance) get into an enclosed vehicle or building and close the door. Follow the IN CASE OF AN EMERGENCY procedure on Page 2 if possible.

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

After the emergency call is received, the Group Leader will assess the situation and determine if additional resources are needed. If so, Dial 911 and follow the Emergency Call Procedure on Page 2.

If it is suspected that the animal is rabid, try to locate the animal without putting yourself at risk and call the Arizona Game and Fish (Tucson) 520-628-5376 for further instructions. You may have to arrange the animal suspected of having rabies to be sacrificed immediately and sent to a laboratory for examination. Refer to the Arizona Department of Health Services, www.hs.state.az.us/lab/micro/rabies.htm for lab preparation instructions.
VEHICLE ACCIDENT ON KITT PEAK

- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.
- Provide first aid/CPR if you are able, try to find someone who can.
- Care for the injured until medical help arrives.
- Do not move victims unless necessary.
- Do not move vehicle until investigation is completed, unless absolutely necessary.

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
Assign at least two people to immediately deploy to the scene of the accident with first aid supplies in hand. Administer first aid if appropriate.

Call for an ambulance, Dial 911, if not already done, and cooperate with Emergency Medical personnel.

Try to control access to the scene and warn other motorists to avoid the area (if this has not been done) and see that the scene is not disturbed pending an initial investigation.

If on Kitt Peak leased property, monitor the cleanup of the scene and retrieve any documents or personal belongings that were in the vehicle at the time of the accident.

Cooperate with local authorities if they investigate the accident. Prepare a written report, including circumstances that may have contributed to the cause of the accident and the effectiveness of the response.
UNAUTHORIZED OR SUSPICIOUS PERSON IN THE AREA

- Before approaching the person, determine what the person is doing and if you feel that the person's behavior could be threatening to you. If there is any doubt, follow the **IN CASE OF AN EMERGENCY** procedure on Page 2.
- Ask politely, May I help you?
- Identify their purpose for being there.
- Remain calm and do not become adversarial.
- Do not try to remove the person from the premises yourself.
- Note the person's description (height, weight, complexion, dress, etc.).
- Take note of the person's movements and which direction they go.
- Then Follow the **IN CASE OF AN EMERGENCY** procedure on Page 2.

VIOLENCE

In the event that you feel that a person or property is threatened, **Dial 911** and follow the **Emergency Call Procedure** on Page 2.

- Then Follow the **IN CASE OF AN EMERGENCY** procedure on Page 2, to notify the Kitt Peak First Response Team.

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

Observe the facts, assess the situation, and remove personnel from any immediate danger.

Take whatever steps that can safely be taken to reduce or eliminate the risks without putting anyone in danger. If there is a confrontation, try to calm the situation or disengage from the confrontation.

If not already done, notify Law Enforcement, by Dialing 911, explain the situation and request their immediate response.

If there is any risk to the occupants of the facility, provide instructions over the radio, or pass the word to avoid or vacate the affected area.
POWER FAILURE

If you experience a power failure:

- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

If the stand-by generators fail to start, use one of the three cellular telephones, the Fast Attack Fire Truck located in the Kitt Peak Emergency Center (520-349-5785), Administration (520-349-0698) or the Maintenance Telephone Room (520-850-6192) to call for assistance of Kitt Peak Maintenance Personnel or the power company. Remember the cell phones are independent telephone links unaffected by power outages. If the entire system is down and the cell phone is used, full phone numbers with area codes must be dialed to reach outside lines.

Contact a Maintenance person or proceed to:

Generator House #1
- Look for the gray electrical panel “5” on the west wall of the building,
- Locate the black label on the lower right side of panel 5
- Move the toggle switch from Automatic to Manual

Generator House #2
- Follow the instructions on the North wall. This generator provides power to Mayall 4-Meter and Steward Observatories.

If personnel responding require the assistance of an electrician, personnel should be called in the following order:

Mike Hawes, Kitt Peak Facilities Coordinator
520-318-8734 (Office)
520-498-6076 (Pager)
520-578-1729 (home)
POWER FAILURE, CONTINUED

Turn off all non-critical electrical equipment to reduce the load when power is restored.

See that no one attempts to use an elevator, verify that no one is in the 4 meter elevator. Dial the elevator emergency telephone 520-383-3540.

Instruct employees to wait for instructions.

In the event of an evacuation, remind people to be extra cautious if conditions along the evacuation route are dark, instruct them to use flashlights and determine a meeting place.

Assess the situation. Determine if the power outage was caused by an emergency or an incident that might pose a risk to occupants of the facility, and if so, decide if an evacuation is warranted.

Assign someone to contact the power company or source, provide details of the outage, and standby for further instructions.

Telephones and total power failure:

If the generators are not running, the primary telephone system will be out of order. Five extensions are on the town of Sells system, which might work:

- 8604 (admin) and 8687 (dining hall); to dial back to these numbers the caller must dial 520-383-2892
- 8656 (generator house #1), 8629 (4M elevators Visitor Area), and 8672 (NRAO); to dial back to these numbers the caller must dial 520-383-3540
BROKEN WATER MAIN/SEVERE LEAK

If you discover a broken water main or severe water leak:

- Follow the **IN CASE OF AN EMERGENCY** procedure on Page 2.

**INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:**
If you are the person who responds to the emergency, immediately go to the Valve House and the Pump House (located SE of the Water Collection Basin, see map on page 28) where instructions for shutdown are posted.

For further instructions following shutdown, telephone Supervisor of Facilities.

If maintenance personnel are not available, follow the procedure below:

**EMERGENCY WATER MAINS SHUT OFF**

See drawing on page 14

- If there is a broken water main, go to the Green Valve House, lift the hatch in the floor and turn the **red colored** valve handle clockwise to close the 6" valve. Then proceed to the Pump House and turn the **red colored** valve handle clockwise to ensure that the valve is closed.

**OR**

- If there is a leak in the short section between the Valve House and the Pump House, go to the Valve House, lift the hatch in the floor and turn the **blue colored** valve handle clockwise to close the 6" valve. Then proceed to the Pump House and turn the **blue colored** valve handle clockwise to close the 6" valve. In this case, it is not necessary to close the red valves.

Note: If you are unsure which way to turn the valves, the handles have arrows showing which way to open and close.

- After closing the valves, call maintenance personnel for further instructions.
PROPANE OR OTHER GAS LEAK

If you observe or smell a gas leak:

- Leave the area immediately, with this manual
- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

- Attempt to close all inlet valves
- Isolate power/ignition sources in the area of the gas leak. Prohibit smoking, open flames or hot work within 25 feet of the leak
- Consider giving the order for partial or full evacuation of the building or site
- Stay upwind of the gas leak
- Notify the facilities maintenance and the gas provider
- Call out the Fire Department at 911 if needed
CHEMICAL SPILL

In the unlikely event of a chemical spill:
- If you believe that the spill endangers other people, activate local evacuation alarm.
- Determine what has been spilled (use the “right to know” station with MSDS sheets).
- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.
- If trained, care for injured persons

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
Containment response will be made only for incidental spills under the control of the Kitt Peak First Response Team Group Leader.

If the spill is large enough to require the necessity of an evacuation of the facility or large enough that it grows past the incipient response stage, the proper agencies should be notified, which requires Dialing 911.
COLLAPSE, STRUCTURE FAILURE, PROPERTY DAMAGE

If you experience or witness a structural failure or property damage:

- Leave the area immediately, with this manual
- Do not enter the affected area
- If trained, care for injured persons
- Follow the IN CASE OF AN EMERGENCY procedure on Page 2.

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
Assess the situation. Evacuate the affected area. Move to a safe vantage point. Do not endanger yourself or other rescuers.

Stop all operations in the area until it is safe to resume.

Determine if utilities need to be shutdown.

If there is anyone injured, follow the procedures for Injury or Illness.

If there is anyone in need of rescue, Dial 911.

Remain at the safe vantage point until relieved by a higher authority and authorized to leave.

If there is a chance of continuing risk, consider giving the order for a partial or full evacuation of the site.

Before giving the order to enter the affected area, check for toxic gasses, gas leaks, other hazards, and the possibility of secondary collapse.

Prepare access to the scene for emergency services vehicles when it is safe for them to enter the area, and direct them to the scene.

Once normal operations a cleared to resume, preserve the area for investigation.
BOMB THREAT

If you receive a bomb threat call:

- Try to keep the caller on the line as long as possible
- Notify someone else to call 911 for a phone trace, if possible
- Use the Checklist for Bomb Threats on the next page. Ask the caller to repeat the message
- Write down the message
- Try to persuade the caller to reveal the location and detonation time
- Listen carefully for any background sounds that may indicate the caller’s location at the time the call is placed
- Try to detect a speech pattern or accent in the caller's voice
- Then Follow the IN CASE OF AN EMERGENCY procedure on Page 2.

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

Try to create radio silence: transmitting on the two-way radio could trigger a detonator.

If the threat is directed against Kitt Peak Mountain, report this immediately to the Supervisor, Mountain Scientific Support. If he is unavailable, telephone the next person on the list as follows:

Kitt Peak Mountain:

Mike Hawes, Kitt Peak Facilities Coordinator
520-318-8734 (Office)
520-498-6076 (Pager)
520-578-1729 (home)

Mike Merrill, Supervisor of Mountain Scientific Support
520-446-4937 (Pager)
520-318-8319 (Office)
520-749-2924 (Tucson Residence)
Cell: 520-331-9685
Kitt Peak Office: 520-318-8701

Hal Halbedel, EMT & Observing Associate
520-318-8614 (Kitt Peak Residence)
BOMB THREAT, CONTINUED

Tucson:
Buell Jannuzi, Director of Kitt Peak National Observatory
520-245-3551 (Mobile)
520-318-8353 (Office)

John Dunlop, Facilities Manager
520-531-4475 (Pager)
520-624-4695 (Tucson Residence)
520-318-8284 (Tucson Office)

Chuck Gessner, Risk Manager
520-446-0599 (Pager)
520-743-7630 (Tucson Residence)
520-318-8211 (Tucson Office)

NOTE: The person contacted is the designated official in charge. The designated official will Dial 911 and report the incident and will follow any instructions given.

Determine if evacuation of buildings and/or area is indicated. If so, proceed with orderly evacuation to a determined area.

Thoroughly search the Kitt Peak Emergency Center, establish as a control center, if it is not considered the area threatened.

The bomb squad requests that no information be released to the news media because this may precipitate additional calls.

All inquiries from the news media should be directed to the NOAO Director and the NOAO Public Affairs and Educational Outreach Manager or to the designated official (staff member in charge).
CHECK LIST FOR BOMB THREATS
Be calm and courteous. Notify a supervisor/others while caller is still on the line if possible.

EXACT WORDING OF THE THREAT:

QUESTIONS TO ASK:
1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

CALLER’S VOICE
___Calm  ___Angry  ___Excited  ___Slow
___Rapid  ___Soft  ___Loud  ___Laughter
___Crying  ___Normal  ___Distinct  ___Slurred
___Nasal  ___Stutter  ___Lisp  ___Raspy
___Deep  ___Ragged  ___Accent  ___Clearing throat
___Familiar  ___Disguised  ___Deep breathing
___Cracking voice

If voice is familiar, who did it sound like? ________________________________

BACKGROUND SOUNDS:
___Street noise  ___Crockery  ___Voices  ___PA System
___Music  ___House noises  ___Motor  ___Office machines
___Factory machines  ___Animal noises  ___Clear  ___Phone booth
___Static  ___Local  ___Long distance
___Other _______________________________________________________________

THREATENING LANGUAGE:
___Well spoken  ___Incoherent  ___Foul  ___Irrational
___Taped  ___Message read by threat-maker
Remarks
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
EXPLOSION

In the unlikely event that you witness an explosion Dial 911 and follow the Emergency Call Procedure on Page 2.
- If available, pull the nearest fire alarm
- Then Follow the IN CASE OF AN EMERGENCY procedure on Page 2, to notify the Kitt Peak First Response Team.
- Care for injured persons if it is safe to do so.

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
Assess the situation. Make sure there will not be subsequent explosions. Evacuate the affected area. Move to a safe vantage point. Do not endanger yourself or other rescuers.

Stop all operations in the area until it is safe to resume.

If there is anyone injured, follow the procedures for Injury or Illness.

Verify if 911 was called for additional assistance.

Remain at the safe vantage point until relieved by a higher authority and authorized to leave.

If there is a chance of continuing risk, consider giving the order for a partial or full evacuation of the site.

Prior to giving the order to enter the affected area, check for toxic gasses, the possibility of secondary explosions or structural damage which could cause a collapse.

Prepare access to the scene for emergency services vehicles when it is safe for them to enter the area, and direct them to the scene.

Once normal operations a cleared to resume, preserve the blast area for investigation.
MEDIA INCIDENT

If you are approached by the Media during an emergency:
- Follow the **IN CASE OF AN EMERGENCY** procedure on Page 2.

If you are approached by the Media during a non-emergency, contact the KPNO Director for instructions.

**INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:**

It is very important that all levels of the organization coordinate their statements to and interaction with the media in an emergency. Therefore, the KPNO Director and the NOAO Public Affairs and Educational Outreach (PAEO) Manager will develop a media strategy. No other NOAO employees should make statements without clearance. Whenever possible, such statements should be coordinated and cleared with the KPNO Director in advance.

Do not underestimate the lengths to which some representatives of the media have been known to go, including illegal activities, to get their story, or their willingness to change the positive tone of your statements to get a negative impression. **All media requests shall be directed to the KPNO Director.**

- Do not allow unauthorized media representative’s access to the site of an emergency. Simply state that site access has been controlled as a safety consideration and as a matter of Company policy.
- Designate a media reception area, preferably off-site, where media representatives can convene comfortably to wait for announced times for statements, if any will be given locally. Provide access to phones and coffee if possible.
- When necessary, the KPNO Director and/or the PAEO Manager may issue written statements to the media which only:
  - Confirm what has happened.
  - Express the Company’s genuine concern.
  - State the safety record for the operation (if appropriate).
  - Do NOT speculate about the cause of the emergency, even if you feel you know what it was.
  - Only issue confirmed information on what has happened.
- Monitor the local media for coverage of the emergency and provide the PAEO Manager with copies of all news stories and video copies of TV stories if possible.
- Implement local action as directed by the KPNO Director and/or PAEO Manager to be consistent with the KPNO Director and/or PAEO Manager’s overall media response strategy.
- In all interaction with the media, do not let an adversarial relationship develop. Be polite and cooperative, within the above guidelines and policy. Ask when their news deadline is, and try to have an updated statement ready in time if such statements are necessary and authorized by the KPNO Director.
- Maintain a record of all contacts with the media.
Emergency Evacuation

There may be a situation that requires evacuation from the mountain. The following is the procedure and INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:

In the event that Kitt Peak management decides that there is danger to people on the mountain, notification to evacuate will be communicated on the radio, by phone and physically. Everyone is asked to comply with the request of the Incident Commander (Kitt Peak First Response Team Group Leader).

All Kitt Peak First Response Team members and NOAO personnel will report to the Kitt Peak Emergency Center (Fire Barn) per procedures. The most senior NOAO person (or designate) on the mountain shall take command as the Incident Commander at the Kitt Peak Emergency Center.

The Incident Commander will determine and coordinate the following appropriate actions:

- Initiation of the general alarm, if not actuated
- Notification of the T.O. Fire Department and emergency response network
- Notify the Risk Management Specialist and, if possible, Tucson Management Staff
- Activities of the fire brigade and if fire fighting is necessary at the facilities
- Building and/or mountain evacuation necessity
- Sheltering necessity instead of evacuation
- Feasibility of perimeter foaming by fire brigade
- Feasibility to shut off propane tank valves and to turn off power to telescopes
- Initiate closure of all windows, doors and openings in buildings
- Notification of all personnel (including tenants and public) on the mountain by radio, telephone and physically “pounding on doors” (use area map and develop contact list) and request people to go to the assembly area
- Turn Kitt Peak authority over to highest emergency response department having jurisdiction

During Mountain Evacuation the Incident Commander will:

- Identify assembly area, visitor parking lot is preferred
- Prepare a list of contacted individuals/organizations and review list to ensure that all personnel are accounted for
- Determine what route shall be taken for evacuation
- Request the public to evacuate mountain if practical, check restrooms 4 meter, Solar and other public areas
- Coordinate drivers and move vehicles to assembly area
- Authorize each vehicle for departure and check off occupants on roster
- Save one vehicle for Incident Commander, remaining staff and evacuate
Emergency Evacuation, Continued

Sheltering:
- The Incident Commander will:
  - Determine if personnel can be rescued by helicopter
  - Notify emergency response department of shelter location, preferred Mayall 4 meter pier or McMath Pierce tunnel
- Determine assembly area, visitor parking lot is preferred
  - Prepare a list of contacted individuals/organizations and review list to ensure that all personnel are accounted for
  - Request public to convene at the assembly area
  - Coordinate drivers and move vehicles to assembly area
  - If possible, gather water, medical supplies, food and oxygen
  - Authorize each vehicle to shelter area and check off occupants on roster
  - Save one vehicle for Incident Commander, remaining staff, and proceed to shelter area.
USEFUL TELEPHONE NUMBERS

Observatory Personnel:
Lists of speed-dial numbers of observatory personnel home telephone numbers are carried by all Observing Techs as well as being posted in all telescopes.

Primary Contacts:
Tohono O’Odham Department of Public Safety 911 all emergencies
Fire 33-383-2241
Fire Dispatch 33-383-7200
Police 33-383-2241
Environmental Office 33-383-8113
Solid Waste Regulatory Office 33-383-8680
Bomb Squad 911

U.S. Border Patrol 520-670-6871
U.S. Customs, Special Agent in Charge 520-229-5100
Federal Bureau of Investigation, Tucson 520-623-4306
Center for Disease Control (CDC) 404-639-3311
U.S. Hazardous Materials Information Line 800-467-4922
Federal Communications Inspector (FCC) 888-863-2244
U.S. Forest Service Supervisors Office 520-670-4552

Arizona Highway Patrol and Helicopter 520-746-4500
Arizona State Fire Marshals Office 520-628-6920
Occupational Safety and Health 520-628-5478
National Guard 800-464-8273
Road Conditions 888-411-7623
Transportation Department State Route Maintenance 520-628-5700
Arizona Department of Environmental Quality, Tucson 520-628-6733
Arizona Pesticide Hotline 800-423-8876
Arizona Game and Fish (Tucson) 520-628-5376
Arizona Traffic Operations 800-379-3701
After hour/Emergency (report highway/milepost and nature of the emergency, closures, traffic control, livestock, fence down)

Pima County Sheriff 520-741-4600
Pima County Animal Control 520-743-7550
Pima County Disease Control 520-740-8315
Poison Control 800-362-0101

American Red Cross, Disaster Services, Tucson 520-318-6740
Chemical Spill, Kitt Peak Emergency Number 8777/8721
USEFUL TELEPHONE NUMBERS, CONTINUED

ChemTrec 800-424-9300
SouthWest Hazard Control (Contractor) 800-279-5266

Useful Blanket Order Contract Phone Numbers:
Hotchkiss Elevator Co. Service (24 hour emergency) 520-628-1616
Air Liquide 520-889-4776
Amerigas (propane tanks) 520-887-7120
Central Alarm Security 520-882-8147
Copper State Cranes 520-975-3777
United Fire Equipment Company 800-362-0150
R.J. Safety Supply Co. 520-571-0500
Mine Safety Appliance (MSA safety supplies) 800-672-5555

Water Main Break 8777/8721

Tohono O'odham Utility Authority (power lines only)
  Regular hours, from the mountain 33-383-2236
  Weekends, from the mountain 33-383-5003
  Pager numbers 446-4721 or 446-4723
  Regular hours, from Tucson 622-2241 x330
  After hours, weekends, and holidays: 33-711

Hospitals:
Davis-Monthan AFB Hospital, Information 520-750-2564
Davis-Monthan AFB Hospital, Emergency 520-750-3233
El Dorado, 1400 North Wilmot 520-886-6361
Kino Community Hospital, 2800 East Ajo Way 520-294-4471
Kino Community Hospital Dedicated Emergency Line 520-573-2800
Northwest Medical Center, 6200 North La Cholla Blvd. 520-742-9000

St. Joseph's, 350 North Wilmot Road 520-873-3000
St. Mary's, 1601 West St. Mary's Road 520-872-3000
Sells Hospital 33-383-7200
Sells Emergency Room 33-383-7240
Tucson Medical Center, 5301 East Grant Road 520-327-5461
University Medical Center, 1501 North Campbell Avenue 520-694-0111
Poison Control Center at UMC 520-626-6016
USEFUL TELEPHONE NUMBERS, CONTINUED

Kitt Peak Mountain Staff:

Mike Hawes, Kitt Peak Facilities Coordinator
520-318-8734 (Office)
520-498-6076 (Pager)
520-578-1729 (home)

Mike Merrill, Supervisor of Mountain Scientific Support
520-446-4937 (Pager)
520-318-8319 (Office)
520-794-2924 (Tucson Residence)

Rich Fedele, Public Outreach Manager
520-318-3638 (Tucson Residence)
520-318-8163 (Office)

Hal Halbedel, EMT & Observing Associate
520-318-8614 (Kitt Peak Residence)

Tucson Staff:

Todd Boroson, Acting NOAO Director
520-884-9900 (Tucson Residence)
520-318-8281 (Office)

Buell Jannuzi, Director of Kitt Peak National Observatory
520-245-3551 (Mobile)
520-318-8353 (Office)

Doug Isbell, Public Affairs and Educational Outreach Manager
520-529-5882 (Tucson Residence)
520-318-8214 (Tucson Office)

John Dunlop, Facilities Manager
520-531-4475 (Pager)
520-624-4695 (Tucson Residence)
520-318-8284 (Tucson Office)

Chuck Gessner, Risk Manager
520-446-0599 (Pager)
520-743-7630 (Tucson Residence)
520-318-8211 (Tucson Office)
Administration cell phone number (dial 1-520) 520-349-0698
Fast Attack Vehicle cell phone number 520-349-5785
Telephone Room cell phone number 520-850-6192

4 meter elevator emergency telephone 520-383-3540.

**Telephones and total power failure at Kitt Peak:**

If the generators are not running, the primary telephone system will be out of order. Five extensions are on the town of Sells system, which might work:

- 8604 (admin) and 8687 (dining hall); to dial back to these numbers the caller must dial 520-383-2892
- 8656 (generator house #1), 8629 (4M elevators Visitor Area), and 8672 (NRAO); to dial back to these numbers the caller must dial 520-383-3540

**Telephones and total power failure at Tucson Facility:**

These telephones might work in Tucson if there is a power failure in Tucson:

- Ext. 8209 (318-8001) in the CFO hallway and Security office
- Ext. 8193 (318-8002) in the main lobby
- Ext. 8560 (318-8003) in La Quinta Room Q-17
- Ext. 8109 (323-8236 in the telephone equipment room in CFO building
### USEFUL TELEPHONE NUMBERS, CONTINUED

#### KPNO ADMINISTRATION/SUPPORT:
- Conference Phone/Library: 8601
- Dining Room: 8686
- Dining Room Lobby: 8687
- Dining Room Lounge: 8689
- Disconnect Radio: #
- Electrician's Shop: 8654
- Electronic Maintenance: 8683/8722
- Facilities Coordinator: 8734
- Facilities Manager: 8708
- Facilities Supervisor: 8608
- Fire House/First Aid: 8659
- Fire/Emergency Reporting: 8777 or 444
- Garage: 8653
- Generator Houses #1 & #2: 8656
- Guest Phone, Reading Rm: 8602
- Instrument Support: 8703
- KPNO Software Support: 8684
- Kitchen Administration: 8604
- Maint. Shop/Tool Rm: 8651
- Mechanical Technical Support: 8746
- Mountain Electronics: 8663
- Observing Support: 8768
- Plumbing Shop: 8657
- Programmer's Office: 8609
- Radio for Assistance: 8721
- Recreation Hall: 8652
- Scientific Support Supervisor: 8701
- Solar Aluminizing Rm: 8685
- Switchboard: 0
- Tech. Assistant Office: 8607
- Telephone Equip. Rm: 8699
- Visitor’s Center 16": 8725
- Visitor’s Center Mgr.: 8732
- Visitor’s Center: 8726
- Water Pump House: 8658
- Welding Shop: 8655

#### KPNO TELESCOPES:
- **4 Meter Mayall - 150”**
  - Elevator Phones: 4229
  - 4 Meter Mayall - 150": 8620
  - Main Observing Room: 8621
  - Computer Room: 8622
  - Coude Observing Rm: 8623
  - Ground Floor: 8624
  - Lounge: 8625
  - Pump Floor: 8626
  - Telescope Maintenance: 8627
  - RUPS/Transformer Rm: 8628
  - Cassegrain Focus Cage: 8741
- **2.1 Meter Observatory – 84”**
  - 84” Telescope - 2.1: 8630
  - Console/Ground Floor: 8630
  - Main Observing Room: 8631
  - Computer Room: 8632
  - Coude Observing Rm: 8633
  - **Coude Feed Telescope** 8633
- **16” Telescope** 8638
### USEFUL TELEPHONE NUMBERS, CONTINUED

<table>
<thead>
<tr>
<th>CASE WESTERN RESERVE</th>
<th>STEWARD OBSERVATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burrell Schmidt 8639</td>
<td>90&quot; Telescope 8690</td>
</tr>
<tr>
<td>EOSMITH Calypso (48” - 1.2m) Facility 8775</td>
<td>36&quot; Telescope 8693</td>
</tr>
<tr>
<td>MASSACHUSETTS INSTITUTE OF TECHNOLOGY</td>
<td>Operators' Residences 8695</td>
</tr>
<tr>
<td>MIT 8680</td>
<td>Manager's Residence 8696</td>
</tr>
<tr>
<td>MDM OBSERVATORY</td>
<td>SuperLotis facility 8770</td>
</tr>
<tr>
<td>Offices/Telescopes 8660</td>
<td>12 Meter Telescope 8670</td>
</tr>
<tr>
<td>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION</td>
<td>Observer's Annex 8672</td>
</tr>
<tr>
<td>RMT Facility 8770</td>
<td>Computer Room 8673</td>
</tr>
<tr>
<td>NATIONAL SOLAR OBSERVATORY</td>
<td>Observer's Lounge 8674</td>
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<tr>
<td>McMath-Pierce Telescope 8640</td>
<td>Site Manager 8675</td>
</tr>
<tr>
<td>West Office 8642</td>
<td>Electronics Lab 8676</td>
</tr>
<tr>
<td>Galayda, Eric 8643</td>
<td>Cherry Picker 8677</td>
</tr>
<tr>
<td>FTS Observing Room, N. 8644</td>
<td>Staff Astronomer 8678</td>
</tr>
<tr>
<td>FTS Observing Room, S. 8645</td>
<td>Recreation Bldg. 8750</td>
</tr>
<tr>
<td>Solar Dorm, Rooms 1 and 2 8649</td>
<td>Dorms 1-8 8751/8757</td>
</tr>
<tr>
<td>Aluminizing Room 8685</td>
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</tr>
<tr>
<td>KP Vacuum Telescope 8646</td>
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<tr>
<td>Selsis 8647</td>
<td></td>
</tr>
<tr>
<td>Video 8648</td>
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</tr>
<tr>
<td>SARA 8763</td>
<td></td>
</tr>
</tbody>
</table>

### STEWARD OBSERVATORY

| 12 Meter Telescope 8670                  |                         |
| Observer's Annex 8672                    |                         |
| Computer Room 8673                       |                         |
| Observer's Lounge 8674                   |                         |
| Site Manager 8675                        |                         |
| Electronics Lab 8676                     |                         |
| Cherry Picker 8677                       |                         |
| Staff Astronomer 8678                    |                         |
| Recreation Bldg. 8750                    |                         |
| Dorms 1-8 8751/8757                     |                         |

| VLBA (Ray McFarlin)8778                  |                         |
| WHAM 8765                                |                         |
| WKU 50" Telescope - 1.3 8634             |                         |
| Console Room 8634                        |                         |

### WIYN 3 M Telescope

| Facilities 8760/8761                     |                         |
| House 8612                               |                         |

| WIYN 36" Telescope - 0.9                 |                         |
| Dome 8636                               |                         |
| Computer Room 8637                      |                         |
Revisions:

- August 12, 2003 revision 4, added ADOT Traffic Operations emergency phone numbers and new admin emergency cell phone number.

- June 24, 2004 revision 5, removed Facilities Manager information due to retirement. Added Risk Management Specialist’s pager number.

- May 24, 2005 revision 6, removed Frank Gidney from call out lists, added Buell Jannuzi.

- September 22, 2005 revision 7, removed Richard Green and John Glaspey, added Buell Jannuzi and Mike Merrill.

- October 14, 2005, revision 8, verified emergency telephone numbers.

- November 21, 2005, revision 9, corrected Mike Merrill’s home phone number and added cell phone.

- October 23, 2007 revision 10. Corrected titles of Todd, Buell and Chuck, reformatting and minor editing.