

Fire & Other Emergency Reporting – At & Near Kitt Peak

Step 1

Work Hours (8 – 4)

- Notify Mountain Staff by Radio* – (Larry Reddell, Zade Arnold or Vivian Segundo) Inform of the type of emergency, i.e., fire or smoke and the approximate location
- Ensure that someone calls 911 and asks for Sells Arizona 911

After Hours

- Call 911 - notify emergency personnel, i.e., that there is a wildfire near Kitt Peak
- 4M-Mayall Operator at 8621 who is the point of contact until management arrives
- For Wildfires, Tina Juan – TO Wildfire Management –Cell 520-471-7719; O 520-383-8907

GIVE THE FOLLOWING INFORMATION:

- Reason for calling: Type of emergency i.e., Wildfire/smoke spotted, accident
- Where emergency is i.e., fire/smoke is in relation to Kitt Peak (North, East, South, West, Valley Floor, or Mountain Side)
- Provide them your name and call back phone number
- Assistance required (firefighting, medical, police...)
- The number of injured persons, if any
- If a hazardous condition currently exists
- Who is at the emergency scene
- Wait for instructions before hanging up

Step 2

Notify KPNO (Kitt Peak National Observatory) Administration Staff

| | |
|--|--|
| ➤ Larry Reddell, KP Facility Supervisor 520-318-8734 (Kitt Peak Office) 520-318-8611 (Kitt Peak Residence) | ➤ Joe Davis, Safety & Security Mgr. 520-306-0617 (Cell) 520-318-8211 (Tucson Office) |
| ➤ Michelle Edwards, Assoc KP Dir. Cell: 520-661-0015 KP Ofc. 520-318-8701 | ➤ Floyd Librea, AZ Facilities Mgr. 520-318-8284 (Tucson Office) 520-600-8361 (Cell) |
| ➤ Lori Allen, Mid-Scale Observatories Director 617-852-5173 (Cell) | ➤ Fire Barn, Kitt Peak 520-318-8659 ➤ David Sprayberry 520-270-3631 |

***Radio Patch – Dial 8721 to be connected directly to the radio system by phone. After 1 or 2 beeps, state your message. This is a two-way radio phone patch. Press “#” to disconnect.**

****If evacuation is not possible due to fire, the visitor parking lot is the meeting point. If there is a risk of fire to you on KP stay in a vehicle at the lot with the windows closed.**

*****See the Kitt Peak Emergency Manual for detailed information.**

Step 3: After Hours and on weekends –

- a. Fire has been reported to 911 and mountain staff.
- b. Kitt Peak administrative staff have been called.
- c. The OA (Observing Associate) or employee that called the fire in will be the Contact Person until NOIRLab staff can determine an action plan or another person is designated.
The contact person will be relieved as soon as other designated Kitt Peak/NOIRLab staff arrive on site. Radios should be in place at all telescopes for emergency communication needs.
- d. The Fire Incident Commander's discretion is used for closing Kitt Peak to the public and/or evacuation. Kitt Peak/NOIRLab staff may be required to assist the Fire Incident Commander.
- e. All mountain tenant observatories, OAs and Kitt Peak day/night staff will be alerted to the situation and whether evacuation may be necessary. (See Attached Phone Listing) This may be done via email, phone and/or radio. Larry, Joe, Lori or Floyd (in conjunction with KPNO staff) will contact the mountain tenants, OAs and Day/Night staff to inform them of the planned actions.
- f. All Staff (KPNO and tenants) should be directed to call 520-318-8010 for recorded updates on the mountain status or general information.
- g. Vehicles will be made available for all Kitt Peak folks to get off the mountain, if evacuation is required. If visitors are on site for any public program, they should be asked to leave the mountain and carefully drive down as they may encounter responding fire personnel.
- h. BE AWARE that fire crews will be arriving on the mountain. Use caution driving up and down the mountain. Fire crews may be staying on site in preparation of fighting the fire. The fire crews may be observing from the mountain road or near the telescopes where they can get a clear view. Be courteous and, if asked for assistance, please do so. They are here to help us.
- i. The appropriate Kitt Peak/NOIRLab staff will be on site for the duration of the alert if deemed necessary. They will be in contact with NOIRLab management and the Fire Incident Commander. When fire has been called "OUT," all will be advised by phone (on the recorded information line 520-318-8010) and/or email that the fire alert is over.

CONTACT LIST:

- Tohono O’odham Nation Fire Department - 520-383-8276
- Tina Juan – TO Wildfire Management – Cell 520-471-7719 / Office 520-383-8907

➤ **Telescope Control Rooms**

| <u>Check</u> | <u>#</u> | <u>Telescope</u> | <u>Phone Number</u> |
|---------------------|-----------------|--|----------------------------|
| | 1 | 4 Meter – Mayall | 8621 & 8620 |
| | 2 | Calypso LSST (48” – 1.2 M) | 8775 |
| | 3 | Case Western Burrell Schmidt | 8639 |
| | 4 | Instrument Handling Facility | 8645 |
| | 5 | Windows on the Universe Center for Public Outreach | 8640 |
| | 6 | SARA | 8763 |
| | 7 | University of Arizona 36” | 8693 |
| | 8 | University of Arizona 90” | 8690 |
| | 9 | University of Arizona Spacewatch | 8693 |
| | 10 | Visitor Center 20” | 8725 |
| | 11 | Visitor Center 16” | 8638 |
| | 12 | Visitor Center Roll Off Roof | 8680 |
| | 13 | Visitor Center Guide Office | 8728 |
| | 14 | Visitor Center Front Desk | 8720 |
| | 15 | ROR Guide Office | 8771 |
| | 16 | Western Kentucky University | 8634 |
| | 17 | WIYN 3.5 Meter | 8760 |
| | 18 | WIYN 0.9 Meter | 8637 |
| | 19 | 2.1 Meter | 8630 |

➤ **WEST RIDGE**

| <u>Check</u> | <u>#</u> | <u>Telescope</u> | <u>Phone Number</u> |
|---------------------|-----------------|------------------------------|----------------------------|
| | 20 | ARO 12 Meter | 8670 |
| | 21 | MDM 92” | 8661 |
| | 22 | MDM 52” | 8660 |
| | 23 | VLBA (University of Arizona) | 8778 |

Kitt Peak Non-Telescope Buildings

| <u>Check</u> | <u>#</u> | <u>Kitt Peak Non-Telescope Buildings</u> | <u>Phone Number</u> |
|---------------------|-----------------|---|----------------------------|
| | 1 | Administration Switchboard | 8603 |
| | 2 | Administration (Lobby) | 8606 |
| | 3 | Dorm 3 – Room 1 | 8710 |
| | 4 | Dorm 3 – Room 2 | 8717 |
| | 5 | Dorm 3 – Room 3 | 8619 |
| | 6 | Dorm 3 – Room 4 | 8713 |
| | 7 | Dorm 3 – Room 5 | 8712 |
| | 8 | Dorm 3 – Room 6 | 8715 |
| | 9 | Dorm 3 – Room 7 | 8617 |
| | 10 | Dorm 3 – Room 8 | 8705 |
| | 11 | Dorm 3 – Room 9 | 8718 |
| | | | |
| | 12 | Dorm 4 – Room 1 | 8711 |
| | 13 | Dorm 4 – Room 2 | 8667 |
| | 14 | Dorm 4 – Room 3 | 8727 |
| | 15 | Dorm 4 – Room 4 | 8729 |
| | 16 | Dorm 4 – Room 5 | 8616 |
| | 17 | Dorm 4 – Room 6 | 8744 |
| | 18 | Dorm 4 – Room 7 | 8719 |
| | 19 | Dorm 4 – Room 8 | 8615 |
| | | | |
| | 20 | Visitor Center house | 8618 |
| | 21 | Handicap room (annex) | 8610 |
| | 22 | WIYN house | 8612 |
| | 23 | Glaspey House | 8613 |
| | 24 | DESI house | 8614 |
| | 25 | WIYN 0.9m house | 8714 |
| | 26 | Solar house (Reddell residence) | 8611 |
| | | Kitchen Administration | 8604 |
| | 27 | Kitchen (Main) | 8686 |
| | 28 | Kitchen Lobby / entrance | 8687 |
| | 29 | Kitchen Lounge (by the women's restroom) | 8689 |
| | | | |
| | 30 | Maintenance (Manager's ofc) | 8734 |
| | 31 | Maintenance (Mark See) | 8627 |
| | 32 | Maintenance (electrician) | 8654 |
| | 33 | Maintenance (electrician?) | 8786 |
| | 34 | Maintenance (Woodshop / Tool Room) | 8651 |
| | 35 | Maintenance (Welding) | 8655 |
| | 36 | Maintenance (Plumbing shop) | 8657 |
| | 37 | Maintenance (Custodial shop) | 8782 |
| | 38 | Automotive (or Telephone Equipment Room?) | 8699 |
| | 39 | Water Plant Pump House | 8658 |

Kitt Peak Non-Telescope Buildings - Continued

| <u>Check</u> | <u>#</u> | <u>Kitt Peak Non-Telescope Buildings</u> | <u>Phone Number</u> |
|--------------|----------|---|---------------------|
| | 40 | Conference Phone / Library | 8601 |
| | 41 | Electronic Maintenance | 8683 & 8722 |
| | 42 | Facilities Coordinator (KPNO) | 8734 |
| | 43 | Fire Barn Emergency Center | 8659 |
| | 44 | Garage | 8653 |
| | 45 | Guest Phone, Reading Room | 8602 |
| | 46 | Instrument Support | 8703 |
| | 47 | KPNO Software Support | 8684 |
| | 48 | Kitchen Administration | 8604 |
| | 49 | Mechanical Technical Support | 8746 |
| | 50 | Mountain Electronics | 8663 |
| | 51 | Observing Support (Harmer) | 8218 |
| | 52 | Programmer's Office | 8609 |
| | 53 | Recreation Hall | 8652 |
| | 54 | Scientific Support Supervisor | 8701 |
| | 55 | Solar Aluminizing Room | 8685 |
| | 56 | Tech. Assistant Office | 8607 |
| | 57 | Visitor Center 16" Lower | 8725 |
| | 58 | Visitor Center Mgr. | 8163 |
| | 59 | Visitor Center | 8726 |
| | | | |
| | | KPNO Telescope Additional Numbers | |
| | 60 | 4 Meter Mayall Elevator Phones | 4229 |
| | 61 | 4 Meter Mayall Computer Room | 8622 |
| | 62 | 4 Meter Mayall Coude Observing Room | 8623 |
| | 63 | 4 Meter Mayall Ground Floor | 8624 |
| | 64 | 4 Meter Mayall Lounge | 8625 |
| | 65 | 4 Meter Mayall Pump Floor | 8626 |
| | 66 | 4 Meter Mayall Telescope Maintenance | 8627 |
| | 67 | 4 Meter Mayall RUPS / Transformer Room | 8628 |
| | 68 | 4 Meter Mayall Cassegrain Focus Cage | 8741 |
| | | | |
| | 69 | 2.1 Meter Observatory Console / Ground Floor | 8630 |
| | 70 | 2.1 Meter Main Observing Room | 8631 |
| | 71 | 2.1 Meter Computer Room | 8632 |
| | 72 | 2.1 Meter Coude Feed Telescope Observing Room | 8633 |
| | | | |
| | 73 | 16" Telescope Upper | 8638 |
| | | | |
| | 74 | WIYN 3.5 Meter Telescope Facilities | 8761 |
| | 75 | WIYN 3.5 Meter Telescope House | 8612 |
| | 76 | WIYN 0.9 Meter Telescope Computer Room | 8637 |
| | 77 | WIYN 0.9 Meter Telescope Dome | 8636 |
| | 78 | WIYN 0.9 Meter Telescope House | 8714 |

| <u>Check</u> | <u>#</u> | <u>Kitt Peak Steward Observatory</u> | <u>Phone Number</u> |
|--------------|----------|--------------------------------------|---------------------|
| | 79 | Operators' Residences | 8695 |
| | 80 | Manager's Residence | 8696 |
| | 81 | SuperLotis Facility | 8770 |
| | 82 | 12 Meter Telescope | 8670 |
| | 83 | Observer's Annex | 8672 |
| | 84 | Computer Room | 8673 |
| | 85 | Observer's Lounge | 8674 |
| | 86 | Site Manager | 8675 |
| | 87 | Electronics Lab | 8676 |
| | 88 | Staff Astronomer | 8678 |
| | 89 | Recreation Bldg. | 8750 |
| | 90 | Dorms 1-8 | 8751 - 8757 |

- **Burrell-Schmidt Telescope, CWRU** – Dept of Astronomy, Case Western Reserve University, Cleveland, OH 44106
 Dr. Paul Harding
 Phone: 216-368-6696
Paul.harding@case.edu
 Cc: Stacy McGaugh, Chair of Astronomy
 Phone: 216-368-1808
ssm69@case.edu
cc:
 Facilities Services
facilities@case.edu
- **Calypso Observatory** – Kitt Peak Site, Larry Reddell, Mountain Supervisor
- **Michigan/Dartmouth/MIT Observatory - MDM** – Dept. of Physics & Astronomy, Dartmouth College, 6127 Wilder Laboratory, Hanover, NH 03755-3528
 John Thorstensen, Board President
 Phone: 603-646-2854
John.r.thorstensen@dartmouth.edu
 cc: Eric Galayda, Site Manager (local)
 Phone: 318-8660
 Emergency Only: 520-275-1844
egalayda@umich.edu
- **University of Arizona, Steward Observatory 90"**
Alyson Ford Assistant Director

Steward Observatory

933 N. Cherry Avenue

Tucson, AZ 85721

Office 520-621-2495

Phone: 520-318-8690 (to the 90" telescope

alysonford@arizona.edu

cc

Univ. of Arizona, Steward Observatory

Mark Buglewicz Associate Director

U of A Steward Observatory

949 N. Cherry Avenue

Tucson, AZ 85721

Phone: 520-621-6536

buglewicz@email.arizona.edu➤ **University of Arizona Radio Observatory (ARO)****Alyson Ford Assistant Director**

Steward Observatory

949 N. Cherry Avenue

Tucson, AZ 85721

Office 520-621-2495

alysonford@arizona.edu➤ **WIYN Observatory – 3.5 Meter** – WIYN Observatory, 950 N. Cherry Ave., Tucson, AZ 85719

Jayadev Rajagopal, Executive Director

Phone: 520-318-8292

jayadev.rajagopal@noirlab.edu➤ **WIYN Observatory – 0.9 Meter** – WIYN Observatory, Dept. of Astronomy, Indiana University, 727 E. 3rd Street, Bloomington, IN 47405-7105

Constantine Deliyannis

Phone: 812-856-5197

con@athena.astro.indiana.edu➤ **McMath Telescope WUCAO**

Larry Reddell, Mountain Supervisor

Vivian Segundo, Visitor Center Assistant Manager

➤ **National Radio Astronomy Observatory (VLBA)**

NRAO-New Mexico Science Ops Center., PO Box O, 1003 Lopezville Road, Socorro, NM 87801

John P. (Skip) Lagoyda – Business Manager

Phone: 575-835-7318

slagoyda@nrao.eduvlbaops@nrao.edu – to the control room

cc: Patricia (Trish) Henning, NRAO Asst. Director

phenning@nrao.edu

- **RCT (Robotically Controlled Telescope)** – Dept. of Physics and Astronomy, Western Kentucky University, 1906 College Heights Blvd., Bowling Green, KY 42101-3576
Richard Gelderman
Phone: 270-745-6023
richard.gelderman@wku.edu

- **SARA/ Embry-Riddle Aeronautical University** - Embry-Riddle Aeronautical University
Terry Oswalt
386-226-7571 (office)
terry.oswalt@erau.edu

- **Spacewatch 1.8/0.9 Meter Telescopes/UofA** – Spacewatch Project, U of A Lunar Planetary Lab, University of Arizona, Tucson, AZ 85721

Melissa Brucker
Principal Investigator, Spacewatch
Lunar & Planetary Lab
University of Arizona
mbrucker@lpl.arizona.edu
520-621-1039
cc:
Robert S. McMillan, Spacewatch
Lunar & Planetary Lab
University of Arizona
520-621-6968
bob@lpl.arizona.edu

- **2.1 Meter CalTech automated telescope**
Reed Riddle, CalTech
(626) 395-8944
riddle@caltech.edu
cc
Larry Reddell, KP Facility Supervisor

NOIRLab Executive CONTACTS – NOIRLab, 950 N Cherry Ave., Tucson, AZ 85719

Pat McCarthy, Director
Phone: 520-318-8281
pat.mccarthy@noirlab.edu

NOIRLab Human Resources – 950 N Cherry Ave., Tucson, AZ 85719

Lynda Dec – Human Resources Division Chief
Phone: 520-318-8247
ldec@aura-astronomy.org