

KPNO Safety Training



Tammie Lavoie, *KPNO Safety Manager*
Miranda Saucedo, *Safety Documentation Specialist*

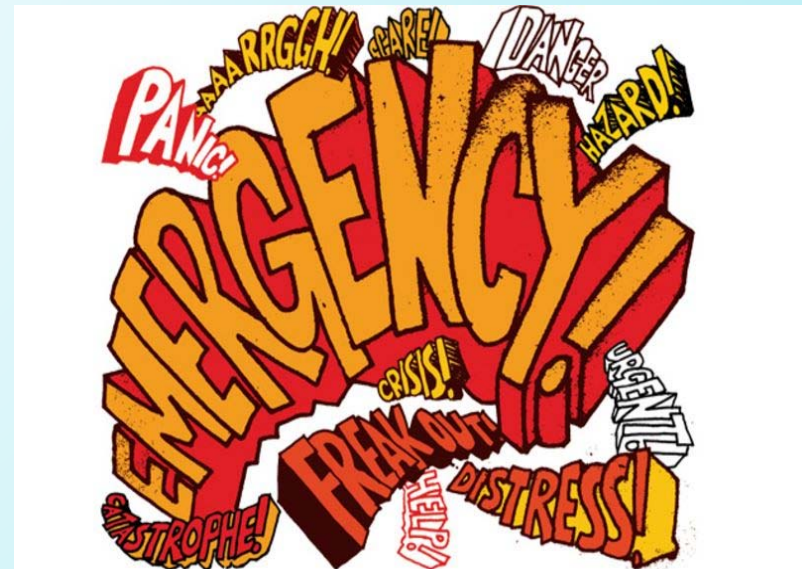
Updated June 2018

Topics of Discussion

- Contact Information
- Contact Information (**Emergency**)
- Kitt Peak Emergency Manual
- Radio Usage and Communication
- Safety Acknowledgement Form
- Safety Awareness (General)
- Safety Awareness (Concerns/Emergencies)
- KPNO Mayall 4 Meter Telescope Safety
- Training Available

Kitt Peak Emergency Manual

- Available on the *NOAO Intranet* and the *Kitt Peak Website*.
- It covers:
 - Emergency Procedures
 - Fire Procedures
 - Power Outages
 - Weather Hazards
 - Wildlife Hazards
 - *And More!*



Contact Information

- All telephone extensions begin with (520) 318-XXXX.
- Contacts that you may find helpful:
- Bellina Lopez, *KPNO Administrative Assistant*- **8603**
- Larry Reddell, *Mountain Facilities Supervisor*- **8734**
- Stacy Taghon, *EMT*- **8659**
- Tammie Lavoie, *KPNO Safety Manager*- **8211**
- Vivian Segundo, *Visitor's Center Manager*- **8732**

Contact Information (**Emergency**)

- **Phone- 8777**
 - Dialing this number rings a sequence of extensions starting at the reception desk until a responsible party can be reached.
- **Phone to Radio System- 8721**
 - After one or two beeps, state the emergency and location. This is a two-way radio phone patch. Press the # key to disconnect.
- **Radio- Channel 1**
 - State your emergency.
- **Dial- 9-911 or 911**
 - Use any phone at KPNO and follow the Emergency Call Procedures.

Radio Usage and Communication

- Radios are an essential communication tool for both workers and visitors at KPNO.
- **All visitors/observers must have a radio with them at all times on the mountain.**
- Ensure:
 - Your radio is charged.
 - You have spare batteries, or know where to locate them.
 - You are on Channel 1.
 - You understand how to operate the radio, and what to say when using it.

Safety Acknowledgement Form

- Visitors/observers who have not used or worked at a Kitt Peak telescope within the past year, or visitors/observers who have changed telescopes at KPNO within the past year, must complete this training.
- Upon completion of this training, the trainer will distribute a *Safety Acknowledgement Form*.
- **To ensure credit is received** for completing this training, **all attendees** must **sign their name** and **include the training date**.

Safety Awareness (General)

- When visiting/observing, ensure you have:
- Flashlight
- Radio
- Additionally, all visitors/observers must:
- Keep headlights on vehicles turned off.
- Place cell phone in 'Airplane' mode, or turn it off.

Safety Awareness (Concerns/Emergencies)

- The main safety concerns and emergencies at KPNO are:
- Driving Hazards
- Fires
- Fire Alarms/Evacuations
- Medical Urgencies and Emergencies
- Power Failure
- Weather Conditions (Poor or Extreme)
- Wildlife Encounters

KPNO Mayall 4 Meter Telescope Safety

- When visiting/observing, NOAO and AURA prohibits:
- Bullying
- Harassment
- Sexual Harassment
- Specific considerations for the 4 Meter Telescope are:
- Additional Weather Risks
- Emergency Exits
- Moving Vehicles/Equipment
- Restricted Areas

Training Available

- All visitors/observers have access to:
- Any of our Standard Operating Policies (SOPs).
- Any posters that are located on the mountain.
- The Kitt Peak Emergency Manual.
- *And More!*
- **If you are searching for specific training, please contact the Safety Department.**

Closing Remarks

- Questions?
- Comments?
- Concerns?

