

Kitt Peak Emergency Manual

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.

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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 unlikely event that you are **unable to contact anyone** on the mountain, **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,

1. Check which zone is in alarm.
2. 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.

THREATENING WEATHER, CONTINUED

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

- ❑ 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)

Bob Seaton, Kitt Peak Electrician
520-318-8654 (Office)
881-3718 or 556 (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 operable, the primary telephone system will be out of order. Five extensions are on the town of Sells system, which might work:

- 8656, 4229, and 8672; to dial back to these numbers the caller must dial 520-383-3540
- 604 and 630; to dial back to these numbers the caller must dial 520-383-2892

BROKEN WATER MAIN/SERIOUS LEAK

If you discover a broken water main or serious 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

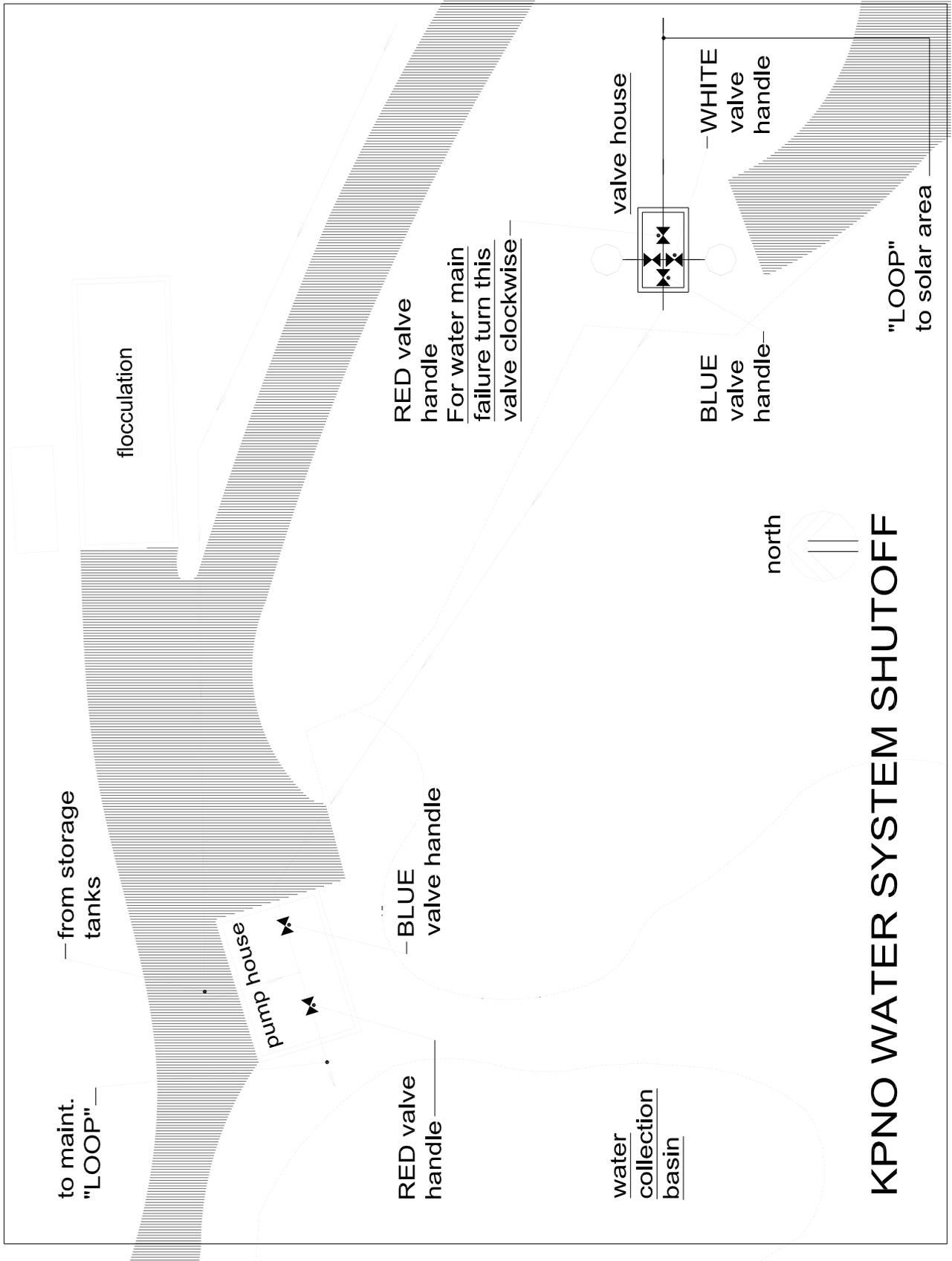
- If there is a broken water main, go to the Green Valve House, lift the hatch in the floor and turn the **red colored** valve handle clockwise to close the 6" valve. Then proceed to the Pump House and turn the **red colored** valve handle clockwise to ensure that the valve is closed.

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 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 are 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)

John Glaspey, Kitt Peak Scientific Support Supervisor
520-498-8755 (Pager)
520-318-8701 (Office)
520-318-8613 (Kitt Peak Residence)
520-743-4862 (Tucson Residence)

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

BOMB THREAT, CONTINUED

Tucson:

Richard Green, KPNO Director
520-615-1125 (Tucson Residence)
520-318-8299 (Office)

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

Chuck Gessner, Risk Management Specialist
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

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited	<input type="checkbox"/> Slow
<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft	<input type="checkbox"/> Loud	<input type="checkbox"/> Laughter
<input type="checkbox"/> Crying	<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Nasal	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy
<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Accent	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Familiar	<input type="checkbox"/> Disguised	<input type="checkbox"/> Deep breathing	
<input type="checkbox"/> Cracking voice			

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

BACKGROUND SOUNDS:

<input type="checkbox"/> Street noise	<input type="checkbox"/> Crockery	<input type="checkbox"/> Voices	<input type="checkbox"/> PA System
<input type="checkbox"/> Music	<input type="checkbox"/> House noises	<input type="checkbox"/> Motor	<input type="checkbox"/> Office machines
<input type="checkbox"/> Factory machines	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear	<input type="checkbox"/> Phone booth
<input type="checkbox"/> Static	<input type="checkbox"/> Local	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Other	_____		

THREATENING LANGUAGE:

<input type="checkbox"/> Well spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Foul	<input type="checkbox"/> Irrational
	<input type="checkbox"/> Taped	<input type="checkbox"/> Message read by threat-maker	

Remarks _____

Sex of caller: _____

Race: _____

Age: _____

Length of call: _____

Number at which call was received: _____

Time: _____

Date: _____

Your Name: _____

Your Position: _____

Your Telephone Number: _____

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 are cleared to resume, preserve the blast area for investigation.

MEDIA INCIDENT

If you are approached by the by 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 Contact:

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	
After hour/Emergency (report highway/milepost and nature of the emergency, closures, traffic control, livestock, fence down)	800-379-3701
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
Administration cell phone number	520-349-0698
Fast Attack Vehicle cell phone number	520-349-5785
Telephone Room cell phone number	520-850-6192
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)

John Glaspey, Kitt Peak Scientific Support Supervisor
520-498-8755 (Pager)
520-318-8701 (Office)
520-318-8613 (Kitt Peak Residence)
520-743-4862 (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:

Jeremy Mould, NAO Director
520-884-9900 (Tucson Residence)
520-318-8281 (Office)

Richard Green, KPNO Director
520-615-1125 (Tucson Residence)
520-318-8299 (Office)

Buell Jannuzi, Deputy Director
520-885-5290 (Tucson Residence)
520-245-3551 (mobile)

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 Management Specialist
520-446-0599 (Pager)
520-743-7630 (Tucson Residence)
520-318-8211 (Tucson Office)

USEFUL TELEPHONE NUMBERS, CONTINUED

KPNO ADMINISTRATION/SUPPORT:		KPNO TELESCOPES:	
Conference Phone/Library	8601	4 Meter Mayall - 150"	
Dining Room	8686	Elevator Phones	4229
Dining Room Lobby	8687	4 Meter Mayall - 150"	8620
Dining Room Lounge	8689	Main Observing Room	8621
Disconnect Radio	#	Computer Room	8622
Electrician's Shop	8654	Coude Observing Rm	8623
Electronic Maintenance	8683/8722	Ground Floor	8624
Facilities Coordinator	8734	Lounge	8625
Facilities Manager	8708	Pump Floor	8626
Facilities Supervisor	8608	Telescope Maintenance	8627
Fire House/First Aid	8659	RUPS/Transformer Rm	8628
Fire/Emergency Reporting	8777 or 444	Cassegrain Focus Cage	8741
Garage	8653		
Generator Houses #1 & #2	8656	2.1 Meter Observatory – 84"	
Guest Phone, Reading Rm	8602	84" Telescope - 2.1	8630
Instrument Support	8703	Console/Ground Floor	8630
KPNO Software Support	8684	Main Observing Room	8631
Kitchen Administration	8604	Computer Room	8632
Maint. Shop/Tool Rm	8651	Coude Observing Rm	8633
Mechanical Technical Support	8746		
Mountain Electronics	8663	Coude Feed Telescope	8633
Observing Support	8768		
Plumbing Shop	8657	16" Telescope	8638
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		

USEFUL TELEPHONE NUMBERS, CONTINUED

CASE WESTERN RESERVE		STEWART OBSERVATORY	
Burrell Schmidt	8639	90" Telescope	8690
EOSMITH Calypso (48" - 1.2m)		36" Telescope	8693
Facility	8775	Operators' Residences	8695
MASSACHUSETTS INSTITUTE OF TECHNOLOGY		Manager's Residence	8696
MIT	8680	SuperLotis facility	8770
MDM OBSERVATORY		12 Meter Telescope	8670
Offices/Telescopes	8660	Observer's Annex	8672
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION		Computer Room	8673
RMT Facility	8770	Observer's Lounge	8674
NATIONAL SOLAR OBSERVATORY		Site Manager	8675
McMath-Pierce Telescope	8640	Electronics Lab	8676
West Office	8642	Cherry Picker	8677
Galayda, Eric	8643	Staff Astronomer	8678
FTS Observing Room, N.	8644	Recreation Bldg.	8750
FTS Observing Room, S.	8645	Dorms 1-8	8751/8757
Solar Dorm, Rooms 1 and 2	8649	VLBA (Ray McFarlin)	8778
Aluminizing Room	8685	WHAM	8765
KP Vacuum Telescope	8646	WKU 50" Telescope - 1.3	
Selsis	8647	Console Room	8634
Video	8648	WIYN 3 M Telescope	
SARA	8763	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.