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 Safety Manager, Tammie Lavoie, tlavoie@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

IN CASE OF EMERGENCY .....................................................................................................................3
Emergency Call Procedure: ...................................................................................................................3
EMERGENCY CALL NOTES ................................................................................................................4
  FIRE OR OTHER EMERGENCY: ...........................................................................................................4
  AFTER HOURS INSTRUCTIONS: ..........................................................................................................4
INJURY OR ILLNESS ...............................................................................................................................5
FIRE EMERGENCY PROCEDURES .........................................................................................................5
Standard Operating Procedures for Fire Response ..................................................................................6
WEATHER HAZARDS ...............................................................................................................................7
  Lightning Hazards .................................................................................................................................7
  Winter Hazards ......................................................................................................................................7
WILDLIFE ENCOUNTERS .........................................................................................................................8
VEHICLE ACCIDENT ON KITT PEAK ....................................................................................................8
UNAUTHORIZED OR SUSPICIOUS PERSON IN THE AREA .................................................................9
VIOLENCE ................................................................................................................................................9
POWER FAILURE .................................................................................................................................10
POWER FAILURE, CONTINUED ...........................................................................................................11
  Telephones and total power failure ....................................................................................................11
BROKEN WATER MAIN/SERIOUS LEAK .............................................................................................12
EMERGENCY WATER MAINS SHUT OFF map ................................................................................13
PROPANE OR OTHER GAS LEAK ........................................................................................................14
CHEMICAL SPILL ..................................................................................................................................14
COLLAPSE, STRUCTURE FAILURE, PROPERTY DAMAGE .................................................................15
BOMB THREAT ......................................................................................................................................16
  CHECK LIST FOR BOMB THREATS .................................................................................................18
EXPLOSION ............................................................................................................................................19
MEDIA INCIDENT ....................................................................................................................................20
EMERGENCY EVACUATION ..................................................................................................................21
USEFUL TELEPHONE NUMBERS .........................................................................................................23
  Observatory Personnel .........................................................................................................................23
  Local Government ...............................................................................................................................23
  Federal Agencies .................................................................................................................................23
  State Agencies .....................................................................................................................................23
  County Agencies ..................................................................................................................................23
Kitt Peak Cell Phones ............................................................................................................................24
  Tohono O'odham Utility Authority (Kitt Peak power lines only) ........................................................24
  Telephones and total Power Failure at Kitt Peak ..............................................................................24
  Hospitals ..............................................................................................................................................24
  Other Tucson Police Contacts (area code 520) ..................................................................................25
  Other Organizations & Agencies (area code 520) .............................................................................25
  Kitt Peak Mountain Staff ..................................................................................................................25
  Tucson Staff .......................................................................................................................................25
MAP OF KITT PEAK ...............................................................................................................................28
KITT PEAK SITE PLAN ...........................................................................................................................29
Telescope Control Rooms-phone numbers ..........................................................................................30
IN CASE OF EMERGENCY
(All emergencies, injury, fire or threats to people or property)

TELEPHONE:

DIAL 8777 or 8721 or/and 911

**DIAL 8777 - 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.

**DIAL 8721** - To be connected directly to the **Radio System by telephone**
After one or two beeps, state the Emergency and the location. This is a two-way radio phone patch. Dial "#" to disconnect.

IF you have a **Radio** call on Channel 1 and state that you have an Emergency

For all contact - follow the **Emergency Call Procedures** 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

**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, firefighting, etc.)
- The number of injured persons
- If a hazardous condition currently exists
- 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 or 911 (if needed). The 4M Telescope Operator is the contact person after hours – 8620.

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, Safety Manager and Facilities Manager.
INJURY OR ILLNESS

- Follow the IN CASE OF AN EMERGENCY
- Call 8777/8721 or 911
- 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 Procedures.

FIRE EMERGENCY PROCEDURES

If you discover a fire:
- Pull the nearest fire alarm pull station to alert and evacuate everyone in the building
- Call 8777/8721 or 911
- 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).

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, and 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**.

**Standard Operating Procedures for Fire Response**

1. Anyone who hears the fire siren sound should announce via radio (3 times), “There is a fire alarm in progress, will all duty personnel please report to the Fire Barn!”

2. If a building’s fire alarm is sounding, affected individuals and/or observers should **EVACUATE** their building with a radio and a flashlight (if it’s dark) and await instructions via the radio.

3. All responding personnel should determine where the fire is by checking the computer screen in the fire barn office. A minimum of 3 people should be at the fire barn in order to deploy to the fire area. If 3 people are not present then call for additional duty personnel via the radio. On weekends or after 4pm, ALL TRAINED STAFF present on the mountain should report to the fire barn. At night, OA’s will shut down their telescopes and respond to the fire barn.

4. Two people should respond in the fast attack wearing, at minimum, a fire coat, helmet, and gloves. One person, preferably two, shall remain (with a radio by the phone) at the fire barn to await additional instructions via the radio.

5. The fast attack personnel will evaluate the situation and determine the next course of action (have 911 called or false alarm).

6. **IF FIRE/SMOKE IS PRESENT:** Get additional support in route (tell fire barn personnel to call 911), remaining personnel should respond with foam truck to fire area and begin laying down water. Provide additional information via radio to observers and visiting astronomers as appropriate. **DO NOT GO INTO BUILDING TO RESCUE ANYBODY OR ANYTHING!** You are not firefighters! You are simply there to spray water and preserve as much of the building/telescope/property as possible and to prevent the spread of the fire. If you believe the fire is too much or your life is in danger please evacuate to a safer area.

7. **IF NO FIRE/SMOKE IS PRESENT:** Announce it is a false alarm and return the fast attack and equipment to the fire barn. Resume normal operations.
WEATHER HAZARDS

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 the location of the nearest safe shelter and how long it will take you to get there.
- 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.
- 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).

Shacks, metal sheds, picnic shelters are considered unsafe

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 as 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 to help prevent anyone from slipping and falling.

Snow which accumulates on the roads and telescope domes will often melt during the day, but refreeze at night. This can result in the roads being coated with clear ice which poses a slip hazard for both walking and driving, particularly on the hills leading to WIYN and the 4-meter telescopes.

In addition, snow and ice accumulating on the 4-m telescope dome and catwalk can break off and fall, posing a significant hazard to those walking in the vicinity of the building. Large ice chunks have been known to fly off the dome and land at the edge of the parking lot, 30 feet or more away from the building itself. Under these conditions, the 4-meter telescope may be closed to the public, and staff should park under the protective overhang by the large roll-up door on the north side of the building and enter using the nearby doorway.

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 via radio contact.

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 designee 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:** Call 8777/8721 or 911. 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 sightings are rare, there are rattlesnakes and possibly coral snakes on the mountain. There are also king snakes which 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 EMERGENCY procedures.

**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.

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 Department (Tucson) 520-628-5376 for further instructions.

**VEHICLE ACCIDENT ON KITT PEAK**

- IN CASE OF AN EMERGENCY call 8777/8721 or 911.
- Provide first aid/CPR if you are able, or 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 by warning other motorists to avoid the area (if this has not been done), and make sure 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, call 8777/8721.
- Identify their purpose for being there.
- Remain calm and do not become argumentative
- 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.

**VIOLENCE**

If you find yourself in a situation where you feel that a person or property is threatened, **Dial 911** and follow the **Emergency Call Procedure**

- Then call 8777/8721, to notify the Kitt Peak First Response Team of the Emergency.

**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 occupants of the facility, provide instructions over the radio, or pass the word on to avoid or vacate the affected area.
POWER FAILURE

If you experience a power failure:

- Call 8777/8721 and notify Supervisor/Electrician personnel of power outage.

INSTRUCTIONS FOR THE ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
If the stand-by generators fail to start, use one of the three cellular telephones located in the
Kitt Peak Emergency Center (520-730-1132), the Administration building (520-730-1276) or
the Maintenance Telephone Room (520-730-5739), 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 go to the Rock House – Mayall 4-Meter. To start manually
flip the switch all the way up and wait approximately 15 seconds. Power should start up.

This generator provides power to Mayall 4-Meter and Steward Observatories.

If personnel responding require additional assistance, contact: Roger Penrose, Kitt Peak
Facilities Supervisor

520-318-8734 (Office)
520-780-1030 (Cell)

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

See that no one attempts to use an elevator and verify that no one is in the 4 meter elevator.
Dial the elevator emergency telephone at 520-383-8628.
Inform employees to wait for additional instructions.

**POWER FAILURE, CONTINUED**

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: Use Cell Phones**
BROKEN WATER MAIN/SERIOUS LEAK

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

- Call 8777/8721 and notify of problem.

INSTRUCTIONS FOR ASSIGNED KITT PEAK FIRST RESPONSE TEAM:
If you are the person who responds to the emergency, immediately go to the Pressure House and the Pump House (located SE of the Water Collection Basin) follow instructions below.

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

EMERGENCY WATER MAINS SHUT OFF

See drawing on page 13

- If there is a broken water main, go to the Pressure House, lift the hatch in the floor and turn the #1 & #2 valve handles clockwise to close the 6" valves.
- Then proceed to the Pump House and turn the #5 & #6 valve handles clockwise to ensure that the valves are closed. These are the RED valve handles close to each other as you enter through the doorway.
- Then shut pumps off at gray Pump Control Panel by turning large black handle to off.

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.
KPNO WATER SYSTEM SHUTOFF

#1 valve handle
For water main failure turn this valve clockwise

#6 valve handle
to maint. "LOOP"

#5 valve handle
from storage tanks

#2 valve handle
Pressure House

water collection basin

#3 valve handle
"LOOP" to solar area
PROPAANE OR OTHER GAS LEAK

If you observe or smell a gas leak:

- Leave the area immediately, with this manual
- Call 8777/8721 or contact maintenance on the radio...

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
- Evaluate and consider giving the order for partial or full evacuation of the building or site
- Stay upwind of the gas leak
- Notify the facilities maintenance crew 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 (Pull the SDS sheets located in each area or Superintendent’s office).
- Call 8777/8721 or radio contact or 911
- 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
- Do not enter the affected area
- If trained, care for injured persons
- Call 8777/8721 or radio contact or 911

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
- Call 8777/8721 and then follow the IN CASE OF AN EMERGENCY procedures

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 KPNO Director. If unavailable, telephone the next person on the list as follows:

Kitt Peak Mountain:

Kitt Peak Facilities Supervisor  
520-318-8734 (Kitt Peak Office)

Tucson:
Director of Kitt Peak National Observatory  
520-318-8486 (Office)

John Dunlop, Facilities Manager  
520-624-4695 (Tucson Residence)  
520-318-8284 (Tucson Office)  
520-405-6474 (cell)

Tammie Lavoie, Safety Manager  
520-318-8211 (Tucson Office)  
603-915-1516 (cell)
BOMB THREAT, CONTINUED

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.

The designated person shall determine if evacuation of buildings and/or area is indicated. If so, proceed with orderly evacuation to a determined area such as the Fire Barn. Then contact the Safety Manager to further assist you.

Thoroughly search the Kitt Peak Emergency Center (Fire Barn), 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 KPNO Director.
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 __________________________________________________________

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 Procedures.

- If available, pull the nearest fire alarm
- Then call 8777/8721 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 Media during an emergency: Contact Maintenance Supervisor, CFO Manager, Safety Manager and KPNO Director.

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 and interactions with the media during an emergency. Therefore, the KPNO Director 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 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 KPNO Director with copies of all news stories and video copies of TV stories if possible.
- Implement local action as directed by the KPNO Director to be consistent with the 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 designee) on the mountain shall take command as the Incident Commander.

The Incident Commander will determine and coordinate the following appropriate actions:
- Initiation of the general alarm, if not yet activated
- Notification of the Tohono O’odham Fire Department and emergency response network
- Notify the Safety Manager and, if possible, CFO Manager
- Activities of the fire brigade and if firefighting is necessary at the facilities
- Assess the need for building and/or mountain evacuation
- 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
- Close gate at bottom of Mountain

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 at the 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 the Incident Commander and remaining staff to evacuate
Emergency Evacuation, Continued

If sheltering is needed prior to an evacuation, the Incident Commander will:

- Determine if personnel can be rescued by helicopter
- Notify emergency response department of shelter location at the Mayall 4 meter pier
- 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.

Local Government

Tucson Police Department 911
Non-Emergency 791-4444

Tucson Fire Department 911

U of A Police Department 911
Non-Emergency 621-8273
1852 East First Street
Tucson, Arizona 85721

Bomb Squad 911

Tohono O’Odham Department of Public Safety 911 all emergencies
Fire 520-383-8276
Police 520-383-3275
Environmental Office 520-383-8113
Solid Waste Regulatory Office 520-383-8681

Livestock Facilities 520-383-6480
Tribal Herd 520-383-2459

Federal Agencies

U.S. Border Patrol 520-505-7945
U.S. Customs 520-407-2300
Center for Disease Control (CDC) 404-639-3311
U.S. Forest Service Supervisors Office 520-388-8300

State Agencies

Dept. of Public Safety -- Highway Patrol and Helicopter 520-746-4500
Fire Marshal’s Office 520-628-6920
AZ Occupational Safety and Health Administration 520-628-5478
Road Conditions 511
USEFUL TELEPHONE NUMBERS, CONTINUED

Department of Environmental Quality, Tucson 520-745-4536
Agriculture -- Pesticide Hotline 602-255-3664
AZ Game and Fish (Tucson) 520-628-5376
Poison Control 800-222-1222

County Agencies
Sheriff 520-351-4600
Animal Control 520-724-5900
Disease Control 520-243-7800

Kitt Peak Cell Phones
Administration (cell phone number) (dial 1-520) 520-730-1276
Fire Barn (cell phone number) 520-730-1132
Telephone Room (cell phone number) 520-730-5739

Chemical Spill, Kitt Peak Emergency Number 8777/8721
Water Main Break 8777/8721

4 meter elevator emergency telephone 520-383-3540

Telephones and total power failure at Kitt Peak – Use Cell Phones

Tohono O’odham Utility Authority (Kitt Peak power lines only)
Power Outage 1-520-383-5800
Sells access (power failure line without generator) 1-520-383-2892

Hospitals
Davis-Monthan AFB Hospital, Information 520-228-2778
Univ. Physicians Healthcare @ Kino Hospital, 2800 East Ajo Way 520-874-2000

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 520-383-7200
Tucson Medical Center, 5301 East Grant Road 520-324-1310
University Medical Center, 1501 North Campbell Avenue 520-694-0111
USEFUL TELEPHONE NUMBERS, CONTINUED

Other Tucson Police Contacts
Auto Theft 520-791-4664
Burglary 520-791-5171
Fingerprinting 520-791-4697
Fraud 520-791-4481
Gangs 520-351-4460
Homicide 520-791-4487
Missing Persons 520-791-5159
Traffic 520-791-4440
Traffic Investigations 520-791-4389

Kitt Peak Mountain Staff
Roger Penrose, Kitt Peak Facilities Supervisor
520-318-8734 (Office)
520-780-1030 (cell)

William Buckingham, Visitor Center Manager
520-318-8163 (Office)

Tucson Staff
NOAO Director
520-318-8283 (Office)

Director of Kitt Peak National Observatory
520-318-8486 (Office)

John Dunlop, Facilities Manager
520-624-4695 (Tucson Residence)
520-318-8284 (Tucson Office)
520-405-6474 (cell)

Tammie Lavoie, Safety Manager
520-318-8211 (Tucson Office)
603-915-1516 (cell)

Tucson evening Security Service Cell Phone 520-312-4067
## KPNO ADMINISTRATION/SUPPORT:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Phone/Library</td>
<td>8601</td>
</tr>
<tr>
<td>Dining Room</td>
<td>8686</td>
</tr>
<tr>
<td>Dining Room Lobby</td>
<td>8687</td>
</tr>
<tr>
<td>Dining Room Lounge</td>
<td>8689</td>
</tr>
<tr>
<td>Disconnect Radio</td>
<td>#</td>
</tr>
<tr>
<td>Electrician's Shop</td>
<td>8654</td>
</tr>
<tr>
<td>Electronic Maintenance</td>
<td>8683/8722</td>
</tr>
<tr>
<td>Facilities Coordinator(KPNO)</td>
<td>8734</td>
</tr>
<tr>
<td>Facilities Manager (Dunlop)</td>
<td>8284</td>
</tr>
<tr>
<td>Fire House/First Aid</td>
<td>8659</td>
</tr>
<tr>
<td>Fire/Emergency Reporting</td>
<td><strong>8777</strong> or 8721</td>
</tr>
<tr>
<td>Garage</td>
<td>8653</td>
</tr>
<tr>
<td>Guest Phone, Reading Rm</td>
<td>8602</td>
</tr>
<tr>
<td>Instrument Support</td>
<td>8703</td>
</tr>
<tr>
<td>KPNO Software Support</td>
<td>8684</td>
</tr>
<tr>
<td>Kitchen Administration</td>
<td>8604</td>
</tr>
<tr>
<td>Maint. Shop/Tool Rm</td>
<td>8651</td>
</tr>
<tr>
<td>Mechanical Technical Support</td>
<td>8746</td>
</tr>
<tr>
<td>Mountain Electronics</td>
<td>8663</td>
</tr>
<tr>
<td>Observing Support (Harmer)</td>
<td>8218</td>
</tr>
<tr>
<td>Plumbing Shop</td>
<td>8657</td>
</tr>
<tr>
<td>Programmer's Office</td>
<td>8609</td>
</tr>
<tr>
<td>Radio for Assistance</td>
<td>8721</td>
</tr>
<tr>
<td>Recreation Hall</td>
<td>8652</td>
</tr>
<tr>
<td>Safety Manager (Lavoie)</td>
<td>8211</td>
</tr>
<tr>
<td>Scientific Support Supervisor</td>
<td>8701</td>
</tr>
<tr>
<td>Solar Aluminizing Rm</td>
<td>8685</td>
</tr>
<tr>
<td>Switchboard</td>
<td>8603</td>
</tr>
<tr>
<td>Tech. Assistant Office</td>
<td>8607</td>
</tr>
<tr>
<td>Telephone Equip. Rm</td>
<td>8699</td>
</tr>
<tr>
<td>Visitor's Center 16&quot; lower</td>
<td>8725</td>
</tr>
<tr>
<td>Visitor's Center Mgr.</td>
<td>8163</td>
</tr>
<tr>
<td>Visitor's Center</td>
<td>8726</td>
</tr>
<tr>
<td>Water Pump House</td>
<td>8658</td>
</tr>
<tr>
<td>Welding Shop</td>
<td>8655</td>
</tr>
</tbody>
</table>

## KPNO TELESCOPES:

<table>
<thead>
<tr>
<th>Telescope</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Meter Mayall</td>
<td>4229</td>
</tr>
<tr>
<td>Elevator Phones</td>
<td>4229</td>
</tr>
<tr>
<td>4 Meter Mayall</td>
<td>8620</td>
</tr>
<tr>
<td>Main Observing Room</td>
<td>8621</td>
</tr>
<tr>
<td>Computer Room</td>
<td>8622</td>
</tr>
<tr>
<td>Coude Observing Rm</td>
<td>8623</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>8624</td>
</tr>
<tr>
<td>Lounge</td>
<td>8625</td>
</tr>
<tr>
<td>Pump Floor</td>
<td>8626</td>
</tr>
<tr>
<td>Telescope Maintenance</td>
<td>8627</td>
</tr>
<tr>
<td>RUPS/Transformer Rm</td>
<td>8628</td>
</tr>
<tr>
<td>Cassegrain Focus Cage</td>
<td>8741</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Observatory</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Meter Observatory</td>
<td>8630</td>
</tr>
<tr>
<td>2.1 Meter</td>
<td>8630</td>
</tr>
<tr>
<td>Console/Ground Floor</td>
<td>8630</td>
</tr>
<tr>
<td>Main Observing Room</td>
<td>8631</td>
</tr>
<tr>
<td>Computer Room</td>
<td>8632</td>
</tr>
<tr>
<td>Coude Observing Rm</td>
<td>8633</td>
</tr>
<tr>
<td>Coude Feed Telescope</td>
<td><strong>8633</strong></td>
</tr>
<tr>
<td>16&quot; Telescope upper</td>
<td><strong>8638</strong></td>
</tr>
<tr>
<td>CASE WESTERN RESERVE</td>
<td>STEWARD OBSERVATORY</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Burrell Schmidt</td>
<td>90&quot; Telescope</td>
</tr>
<tr>
<td></td>
<td>8639</td>
</tr>
<tr>
<td></td>
<td>36&quot; Telescope</td>
</tr>
<tr>
<td></td>
<td>8693</td>
</tr>
<tr>
<td>LSST Calypso (48&quot; - 1.2m) Facility</td>
<td>Operators' Residences</td>
</tr>
<tr>
<td></td>
<td>8695</td>
</tr>
<tr>
<td></td>
<td>Manager's Residence</td>
</tr>
<tr>
<td></td>
<td>8696</td>
</tr>
<tr>
<td></td>
<td>SuperLotis facility</td>
</tr>
<tr>
<td></td>
<td>8770</td>
</tr>
<tr>
<td></td>
<td>12 Meter Telescope</td>
</tr>
<tr>
<td></td>
<td>8670</td>
</tr>
<tr>
<td></td>
<td>Observer's Annex</td>
</tr>
<tr>
<td></td>
<td>8672</td>
</tr>
<tr>
<td></td>
<td>Computer Room</td>
</tr>
<tr>
<td></td>
<td>8673</td>
</tr>
<tr>
<td></td>
<td>Observer's Lounge</td>
</tr>
<tr>
<td></td>
<td>8674</td>
</tr>
<tr>
<td>MDM OBSERVATORY</td>
<td>Site Manager</td>
</tr>
<tr>
<td>Offices/Telescopes</td>
<td>8675</td>
</tr>
<tr>
<td></td>
<td>Electronics Lab</td>
</tr>
<tr>
<td></td>
<td>8676</td>
</tr>
<tr>
<td></td>
<td>Staff Astronomer</td>
</tr>
<tr>
<td></td>
<td>8678</td>
</tr>
<tr>
<td></td>
<td>Recreation Bldg.</td>
</tr>
<tr>
<td></td>
<td>8750</td>
</tr>
<tr>
<td></td>
<td>Dorms 1-8</td>
</tr>
<tr>
<td></td>
<td>8751/8757</td>
</tr>
<tr>
<td>NATIONAL SOLAR OBSERVATORY</td>
<td><strong>VLBA</strong> (Ray McFarlin)</td>
</tr>
<tr>
<td>McMath-Pierce Telescope</td>
<td>8778</td>
</tr>
<tr>
<td>West Office</td>
<td><strong>WKU</strong> 50&quot; Telescope - 1.3 Console Room</td>
</tr>
<tr>
<td>Aluminizing Room</td>
<td>8634</td>
</tr>
<tr>
<td>KP Telescope</td>
<td><strong>WIYN 3.5m Telescope</strong></td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>8760/8761</td>
</tr>
<tr>
<td></td>
<td>House</td>
</tr>
<tr>
<td></td>
<td>8612</td>
</tr>
<tr>
<td>SARA</td>
<td><strong>WIYN 0.9m Telescope</strong></td>
</tr>
<tr>
<td></td>
<td>Dome</td>
</tr>
<tr>
<td></td>
<td>8636</td>
</tr>
<tr>
<td></td>
<td>Computer Room</td>
</tr>
<tr>
<td></td>
<td>8637</td>
</tr>
<tr>
<td></td>
<td>House</td>
</tr>
<tr>
<td></td>
<td>8714</td>
</tr>
<tr>
<td>Telescope Control Rooms</td>
<td>Phone Number</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>2.1 meter</td>
<td>8630</td>
</tr>
<tr>
<td>4 meter</td>
<td>8620</td>
</tr>
<tr>
<td>Calypso</td>
<td>8775</td>
</tr>
<tr>
<td>Case Western Burrell Schmidt</td>
<td>8639</td>
</tr>
<tr>
<td>Instrument Handling Facility</td>
<td>8645</td>
</tr>
<tr>
<td>McMath-Pierce</td>
<td>8640</td>
</tr>
<tr>
<td>McMath-Pierce Solis Tower</td>
<td>8646</td>
</tr>
<tr>
<td>SARA</td>
<td>8763</td>
</tr>
<tr>
<td>University of Arizona 36&quot;</td>
<td>8693</td>
</tr>
<tr>
<td>University of Arizona 90&quot;</td>
<td>8690</td>
</tr>
<tr>
<td>University of Arizona Spacewatch</td>
<td>8693</td>
</tr>
<tr>
<td>Visitor Center 20&quot;</td>
<td>8725</td>
</tr>
<tr>
<td>Visitor Center 16&quot;</td>
<td>8638</td>
</tr>
<tr>
<td>Visitor Center Roll Off Roof</td>
<td>8680</td>
</tr>
<tr>
<td>Western Kentucky University</td>
<td>8634</td>
</tr>
<tr>
<td>WIYN 3.5 meter</td>
<td>8760</td>
</tr>
<tr>
<td>WIYN 0.9 meter</td>
<td>8637</td>
</tr>
</tbody>
</table>

**West Ridge**

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARO 12 meter</td>
<td>8670</td>
</tr>
<tr>
<td>MDM 92&quot;</td>
<td>8661</td>
</tr>
<tr>
<td>MDM 52&quot;</td>
<td>8660</td>
</tr>
<tr>
<td>VLBA</td>
<td>8778</td>
</tr>
</tbody>
</table>
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 G. from call out lists, added Buell J..

- September 22, 2005 revision 7, removed Richard G. and John G, added Buell J. and Mike M.

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

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

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

- March 5, 2008 revision 11, changed Rich F. home phone number.

- May 15, 2008 revision 12, verified and changed useful phone numbers

- July 9, 2010 revision 13, removed obsolete pager numbers, changed Kitt Peak admin and Director’s numbers, removed NOAO PAEO Manager References

- July 13, 2011 revision 14, Added fire response language and corrected call out contacts

- October 19, 2012 Updated contacts and revised emergency callout list and added TO Range Boss numbers

- June 12, 2013 Modified the Table of Contents and Changed contact information.

- July 18, 2014 Updated safety contact and emergency phone numbers. Changed Kitt Peak Directors number.

- January 6, 2015 – revision 18 – Major Modification to Emergency Procedures and contact information updated. (TLL)


- March 7, 2016 – rev – updated phone numbers and complete review

- May 10, 2016 and June 7, 2016 – Revised phone numbers and updated plan. TLL