

# Wildfire Reporting - Near Kitt Peak

## Step 1:

### Work Hours (8-4) -

- Notify Mountain Staff – (Mike Hawes, Amanda Head, Stacy Taghon or Bellina Cancio) on radio of fire and approximate location. Ensure that someone calls - 911.

### After Hours -

- Call 911 to notify Emergency personnel that there is a wildfire near Kitt Peak.

## GIVE THE FOLLOWING INFORMATION:

- **Reason for calling:** Wildfire/smoke spotted, approximate location
- **Where Fire/smoke is in relation to Kitt Peak** (North, East, South, west, Valley floor, or mountain side)
- **Give them your name /call back phone number**
- **Location:** Kitt Peak National Observatory

## Step 2:

Notify KPNO Administrative Staff

**Mike Hawes**, Kitt Peak Facilities Coordinator  
520-318-8734 (Kitt Peak Office)  
520-578-1729 (Residence)  
520-403-3777 (cell)

**Lori Allen**, Director of Kitt Peak National Observatory  
520-318-8486 (Office)  
520-762-0254 (Residence)  
617-852-5173 (cell)

**Tammie Lavoie**, Safety Manager  
520-318-8211 (Office)  
520-296-0395 (Residence)  
603-915-1516 (cell)

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

### **Step 3:**

Once fire has been reported to mountain staff / 911 and at a minimum, one of the Step 2 staff have been contacted, whomever called the fire in will be the **contact person** until NOAO Staff determine an action plan or another individual is designated. This “contact person” will be relieved as soon as other designated Kitt Peak/NOAO staff can physically arrive. Radios should be in place at all telescopes (OA’s) for emergency communications needs.

The Tohono O’odham Nation Wildland Fire Management Officer-Guy Acuna- may need communications or assistance until outside help arrives.

Appropriate Kitt Peak/ NOAO staff will be called in to assist Fire Management. At that time, all Mountain tenant observatories, OA’s 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 e-mail and phone. The Fire Management Officers discretion is used for closing Kitt Peak to the public and/or evacuation.

If evacuation is possible or necessary, Mike, Tammie or John (in conjunction with KPNO staff) will contact the mountain tenants, OA’s and Day/Night staff to inform them of the planned actions. All Staff (KPNO and tenant) should be directed to call 520-318-8010 for recorded updates on the mountain status or general information.

Vehicles will be made available for all Kitt Peak folks to get off the mountain and come downtown. If visitors are on site for any public program they should be asked to leave the mountain and carefully drive down the mountain as they may encounter responding fire personnel.

**BE AWARE** that there may be Fire crews arriving on the mountain. Use Caution in driving down and up the mountain. Crews may be staying on site in preparation of fighting the fire. Fire Management and/ or the Incident Commander may be observing from the mountain road or near the telescopes where they can get a clear view. Do not interfere with their work. Be courteous to their situation and if asked for assistance, please do so. They are there to help us.

The appropriate Kitt Peak/NOAO staff will be on-site for the duration of the alert if the Fire Management Officer deems necessary. They will be in contact with NOAO management and Fire Management. When Fire has been called “OUT”, all will be advised by phone and/or email that the alert is over. Off-duty staff can also obtain updates through the recorded information line (520-318-8010)

**CONTACT LIST:**

**Tohono O'odham Nation Fire Management**

**Guy Acuña Fire Management Officer**

Office 520-383-8907 / 8860

Cell 520-349-3565

**Tina Juan Administrative Assistant**

Office 520-383-8907

Cell 520-471-7719

**Tucson Interagency Dispatch Center**

Main Line 520-202-2710

520-202-2709

<b><u>TELESCOPE CONTROL</u></b>	<b><u>PHONE NUMBER</u></b>
<b><u>ROOMS</u></b>	
4 meter	8620
Calypso	8775
Case Western Burrell Schmidt	8639
Instrument Handling Facility	8645
McMath-Pierce	8640
McMath-Pierce Solis Tower	8646
SARA	8763
University of Arizona 36"	8693
University of Arizona 90"	8690
University of Arizona	8693
Visitor Center 20"	8725
Visitor Center 16"	8638
Visitor Center Roll Off Roof	8680
Visitor Center Guide Office	8728
Visitor Center Front Desk	8720
ROR Guide Office	8771
Western Kentucky University	8634
WIYN 3.5 meter	8760
WIYN 0.9 meter	8637

**WEST RIDGE**

ARO 12 Meter	8670
MDM 92"	8661
MDM 52"	8660
VLBA	8778

**See Attached phone list of all necessary contacts: Kitt Peak Tenants Primary Contact List**