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1. PURPOSE AND SCOPE

The document provides guidance on responding to a GNTO emergency. In all cases, personal safety is paramount. It emphasizes that safety and emergency actions are individual responsibilities. It is linked to GNTO-2, Safety Procedures.

This document indicates that GNTO emergencies can be of several categories. These emergencies can occur at GNTO itself or could occur outside the site, but impact GNTO. This document also provides a checklist to report emergencies.

2. RESPONSIBILITIES

2.1. Keyholders are encouraged to participate in safety and emergency action training. They should be trained in the location of First Aid Kits, the Automated External Defibrillator (AED), and the Fire Extinguishers. They should know the location of posted GNTO Emergency information and checklists.

2.2. All GNTO users are encouraged to learn the location of First Aid Kits, the AED, and fire extinguishers. Each is encouraged to locate posted GNTO Emergency information and checklists.

3. QUALIFICATIONS

Keyholders should be familiar with procedures for First Aid, AED, and Fire Extinguishers. They should know the location of electrical system breakers and propane shutoffs.

4. REFERENCES

4.1. GNTO Document 2 – Safety Procedures

4.2. GNTO Emergency Notification Checklist
5. EQUIPMENT, INFORMATION, AND SUPPLIES

5.1. Equipment:

5.1.1. First Aid Kits: Located in the CocinaV244 and the Main Dome.

5.1.2. Fire Extinguishers: Located in the Ortega Building, the Cocina, the Main Dome, and the Outhouse.

5.1.3. Automated External Defibrillator: Located in the Cocina.

6. ELECTRICAL EMERGENCY

6.1. TBD

7. PERSONAL INJURY NOT REQUIRING EMERGENCY EVACUATION

7.1. If an injury occurs to a person at GNTO that, although serious, is not life threatening:

7.1.1. Evaluate the injury.

7.1.2. Consult with the injured person.

7.1.3. Consult with others willing to assist in transporting the injured person to a medical treatment facility.

7.1.4. Assist whomever is driving the injured person.

7.1.5. Advise those transporting the injured person that the nearest full service medical facility is the University of New Mexico Hospital (UNM-H) located at 2211 Lomas Blvd NE in Albuquerque. Use Exit 225 (Lomas Blvd).

7.2. If outside assistance is necessary to transport the injured person, call the 911 Operator, request assistance, provide requested details, and, if requested, read the directions to GNTO that are posted in the Cocina and the Main Dome. The address and Latitude-Longitude for GNTO is provided on the posted instructions.

7.2.1. If dark, illuminate the site and energize the emergency beacon.

7.3. Perform the Emergency Notification Checklist.
8. PERSONAL INJURY REQUIRING EMERGENCY EVACUATION

8.1. A medical injury or incident may be severe enough that it requires emergency evacuation via helicopter. Usually, this determination is made in conjunction with the 911 medical operator. To do so, call the 911 Operator, request assistance, provide requested details, and, if requested, read the directions to GNTO that are posted in the Cocina and the Main Dome. The address and Latitude-Longitude for GNTO is provided on the posted instructions.

8.2. If emergency evacuation is needed the 911 Operator will arrange for the evacuation.

8.3. Follow instructions from the Emergency Medical Service.

8.4. Clear an area for the aircraft to land by moving all people, vehicles, and equipment away from the landing site. Keep people away from the landing site before and during the evacuation. Typically, the landing area will be determined by the helicopter pilot. The GNTO parking area may be the quickest area to clear for a landing spot.

8.5. Perform the Emergency Notification Checklist.

9. FIRE

9.1. Upon learning of a fire, evacuate everyone from the building containing the fire. Personal safety is paramount.

9.2. If appropriate and safe, use a fire extinguisher to put out the fire.

9.3. If the fire is too extensive to combat with a fire extinguisher evacuate the area around the building.


9.5. Once the fire is contained or extinguished, perform the Emergency Notification Checklist.
10. SEVERE WEATHER

10.1. GNTO users are encouraged to obtain current information on weather issues that might impact observing, travel, or safety. These issues could be heat, cold, rain, snow, wind, lightning, flooding, blowing dust, or others.

10.2. Other events when evacuation might be considered could include brush fires, snake/insect infestations, unusual or threatening people, multiple injuries, or fire damage.

10.3. If a weather or other event is likely to impact the safety of GNTO users, vehicles, equipment, or the ability to travel safely from GNTO, early evacuation could be the safest option. In this case:

10.3.1. Close all GNTO facilities using the regular procedures.

10.3.2. GNTO users should remove their equipment, pack their vehicles, and, if possible, travel from GNTO in convoy.

10.3.3. Ensure that all GNTO users have departed.

10.4. Time permitting, perform the Emergency Notification Checklist.

11. SHELTERING IN PLACE

11.1. Some issues and events might indicate GNTO evacuation. However, instead of evacuating, sheltering at GNTO could be the better option. For example, there could be a rapid or violent change in the weather or there might be evidence that the roads from GNTO have become impassible. GNTO users cannot be required to remain at GNTO but, if they choose to leave, they should be informed that they are on their own.

11.2. If space is not an issue for GNTO users who elect to shelter in place, the bottom floor of the Main Dome is the safest option. If space is an issue, users may also use the Ortega Building or the Cocina.

11.3. Vehicles and equipment, including observing equipment, may need to be relocated.
11.4. If it appears that sheltering in place may be lengthy, distribution or redistribution of water, food, clothing and blankets, and other items should be addressed.

11.5. Battery and power management should be considered.

11.6. Time permitting and if able, perform the Emergency Notification Checklist.

12. LOST PERSON

12.1. If it is learned and confirmed that a GNTO user is missing, a search may be needed. The first area for search should be GNTO itself. If the search of GNTO is unsuccessful, a wider search should be conducted. Time permitting and if able, perform the Emergency Notification Checklist.

12.2. Try to contact the lost person via cell phone.

12.3. Depending upon conditions such as weather, available light, the number of people at GNTO, and other factors, searching outside GNTO could result in further lost persons or injuries. Therefore, pending the arrival of outside help, such as trained searchers, searching outside GNTO should be organized, limited, and controlled.

12.4. If there is sufficient light, two and three-person search teams should be organized and assigned to specific areas. This search should include sending vehicles along roads. The duration of the search should be limited to the available light and teams should return to GNTO before dark.

12.5. If there is insufficient light energize the emergency beacon. Search teams traveling on foot should be larger, have their own ample light, and be limited to the area immediately around GNTO. Search vehicles driving along roads should be used as circumstances dictate.

12.6. Signaling attempts should be made constantly until the lost person is located or until outside help arrives. These attempts should include light (emergency beacon, white lights in the Cocina and the Ortega Building, and vehicle headlights) during darkness and sound (including vehicle horns and shouting).
12.7. If the initial search is unsuccessful, GNTO users should meet, brief, and assist any organized search teams.

12.8. If not already accomplished, perform or update the Emergency Notification Checklist.

13. THREATENING OR CRIMINAL ACTIVITY

13.1. If there is criminal or threatening activity at or near GNTO, people's safety is paramount. This activity could range from bomb threats, to gunshots, to property damage, or verbal threats.

13.2. Law enforcement (New Mexico State Police 575-835-0741) should be immediately notified. Multiple notifications may be indicated. Law enforcement instructions should be followed. If requested read the directions to GNTO that are posted in the Cocina and the Main Dome. The address and Latitude-Longitude for GNTO is provided on the posted instructions.

13.3. If evacuation is warranted and can be conducted safely, GNTO should be evacuated as explained in Section 10.3.

13.4. If time permits, the Emergency Notification Checklist should be performed.

14. SNAKE, ANIMAL, OR INSECT BITE

14.1. A snake, animal, or insect bite is considered a personal injury. If it could be life or health threatening, follow the Personal Injury procedures above in Sections 7 or 8.

14.2. Some snake, animal, or insect bites may not initially seem serious, so the victim may not feel that the injury warrants immediate treatment. However, if there is any doubt to the seriousness of the injury, the victim should be advised to seek immediate medical attention at UNM-H located at 2211 Lomas Blvd NE in Albuquerque. Use Exit 225 (Lomas Blvd).

14.3. If the injured GNTO user decides not to seek medical attention, he or she should be advised that the responsibility for any consequences is their own.

15. DEFINITIONS/ACRONYMS

15.1. GNTO: The General Nathan Twining Observatory.

15.2. AED: Automated External Defibrillator

15.3. UNM-H: University of New Mexico Hospital

16. FORMS

   Emergency Notification Checklist (Attached).
## VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Effective Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/14/16</td>
<td>Initial Document</td>
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In an emergency it is essential to notify a GNTO Committee member – personally, by phone call or voicemail, by text, or by email. The order for notification is:

_____ Observatory Director: **Jim Fordice**  
(505) 803-3640 (Cell)  
jim@fordice.net

_____ Deputy Observatory Director: **Gordon Pegue**  
(505) 206-7954 (Cell)  
gpegue@comcast.net

_____ Buildings and Grounds Task Area Lead: **Ray Collins**  
(505) 344-9686 (Home)  
ray@rinzai.com

_____ Operations Task Area Lead: **Pete Eschman**  
(505) 873-1517 (Home)  
eschman@unm.edu

_____ Provide the following information:

___ Name of the person making the notification

___ Nature of the emergency

___ Time and place of the emergency

___ Whether GNTO was occupied at the time of the emergency

___ People involved

___ Injuries: By name and by the nature of the injury

___ Buildings, equipment, or vehicles involved

___ Actions taken to address or mitigate the emergency

___ Actions underway or planned (such as evacuation)

___ Other agencies notified (such as law enforcement or emergency services)