

MMTO Forest Fire Procedure (MMTO or SI Personnel)

Main Building:

1. Stay on the MMTO site if fire danger is imminent. Stay in building. Do not hike or drive off site unless told by Forest Service or SI safety people. Park vehicles away from fence or brush on the West side of building. East side is left open for helicopter use if needed. Leave keys with vehicles.
2. Close all outside doors and confirm they are latched tight.
3. Close the main building shutters, both front and rear. Verify they are latched.
4. Verify telescope is covered.
5. First floor hallway, Mechanical room # 106, close small outside shutter located on south wall. Shutter control arm is located in southwest corner, to left of basin sink. Note: there are two sets of louvers, close the outer set. Turn off both supply and exhaust fans by turning off switch boxes located on north wall.
6. Second floor, east side, room # 201, turn off trench fan by switch located just inside door, south end. Trench fan can also be turned off outside by unit.

Summit Support Building:

1. Close all outside windows and doors. Check office and communication room.
2. Main shop room; turn off any exhaust fans, i.e. welding fan. Welding fan switch is located on west wall. Switch for fan above loft located near main door, below fire-alarm switch.
3. Air compressor/UPS room; locate breaker panel labeled "Panel RL", north wall. Turn off breaker # 2. This will turn exhaust fans off if running and close louvers. Will also keep thermostat from opening louvers and starting exhaust fans. Verify outside door for this room also closed.
4. Turn off any power equipment that is running, i.e. air compressors, tools, etc.

Staff Only: Time Permitted, Main Building

1. Install aluminum cover over the louvers for exhaust and supply fans. Cover is located in the Mechanical room # 106, under inside louvers, southeast corner. Install cover by first grabbing handles and slide top end under angle frame and push bottom into frame, thus locking cover into louver frame.
2. Fill moat in Pit by first climbing down ladder and look due east, regular stow position, knee high, there are two valves painted red. There should be a hose connecting these two valves. Open both valves completely. The northern valve is the water supply and southern valve is both moat fill and drain. This should take approximately ten minutes to fill. To verify if moat is full, either climb up and check with your hand by reaching into moat or waiting till water overflows down wall. Moat needs to be drained if freezing weather is forecast. Disconnect hose from supply valve after turning off and drain hose in trench. Leave south valve open to drain.

WAIT OUT FIRE INSIDE BUILDING!