

8/2013

MMTO Forest Fire Procedure

This procedure outlines the steps that can be taken if a forest fire has started in the vicinity of the MMTO or FLWO sites. It is imperative that personal safety is considered first. If the fire is imminent stay inside the MMTO building. Do not hike or drive off site unless told by Forest Service or safety personnel. Report the fire to the Coronado National Forest Fire Dispatch at 9-202-2710. If time permits perform the following steps:

Second Floor Chamber

1) Close the main building shutters, both front and rear. Verify they are latched. The shutters may be closed from the GUI or from the local paddles in the Chamber.

NOTE: 26V rack must be **ON** to operate shutters.

2) Verify the telescope is covered and parked at 75 degrees.

Second Floor East Lab, Room #201

3) Turn off the Exhaust Fan (green plunger) by the switch located just inside the door on the south end. Note: The trench fan can also be shut off outside by the switch next to the unit itself.

4) Unplug the power supply for the F/5 secondary. Power supply should be located near F/5 and plugged into the east wall power strip. Remove air fitting from the F/5 secondary.

5) Ensure roll-up door to the exterior is closed.

Mechanical Room, Room #106

6) Close the small outside shutter located on the south wall. The shutter control arm is located in the southwest corner, to left of the basin sink. Note: there are 2 sets of louvers, close the outer set. Is it labeled as outside shutter?

7) Turn off both supply and exhaust fans by turning off switch boxes located on north wall.

8) Take aluminum cover located between louvers and install outside the building over louver grating. Install cover by first grabbing handles and slide top end under angle frame and push bottom into frame, thus locking cover into louver frame.

9) Prior to leaving building ensure all doors are closed and latched. There are 4 standard doors, one in each stairwell, roof access, and main door. There are 2 additional doors, one on the second floor east (step 5) and the loading dock doors.

Outside and Summit Support Building

10) Park vehicles away from the fence or brush on the west side of the building. Leave keys with the vehicles.

11) Close all outside windows and doors. There are two windows in the Communication Room and one in the Shop Office. There are four standard doors: North end of Shop, MGE Room, IRF West side and IRF East side, as well as the two roll-up door in the IRF.

12) In the main machine shop turn off the welding fan and loft exhaust fan if they are running. The welding fan switch is located on west wall above the welding table. The loft exhaust fan switch is located by light switches upon entering main south door.

13) In the MGE UPS room locate breaker panel labeled 'Panel RL' on the north wall. Turn off breaker # 2. This will turn exhaust fans off and close louvers. This will also prevent the thermostat from opening louvers and starting exhaust fans. Locate breaker panel labeled 'Panel RF' on the north wall. Turn off both air compressor breakers.

14) Turn off any power equipment that is running such as shop tools, welders, etc.

Additional Time Permitting, Main Building

A) Fill moat in pit by first climbing down the ladder and look due east. At the regular building stow position, knee high, there are two water valves painted red. There should be a hose connecting these two valves. Open both these valves completely. The northern valve is the water supply and the southern valve is both moat drain and supply. This should take ten minutes to fill. To verify the moat is full, either climb up and check with your hand or wait till the water overflows down the wall. When moat is full close the supply valves. Step B can be performed while waiting for the moat to fill.

NOTE: The moat needs to be drained if freezing weather is forecast. To drain disconnect hose from water supply valve and drain hose in trench. Leave south valve open to drain.

B) Execute the lightning shutdown procedure located near the control room operator's chair.

C) Turn off the pit neslab if it is running. Turn off Air Conditioner in the building (Third Floor East Computer Room, Second Floor West Storage Room, Loading Dock). Turn off the Carrier unit outside the MGE UPS room. After the neslab and carrier are turned off, turn off the glycol pumps located on the north side of the Carrier unit.