



Subject: Safety Programs and Requirements:  
**Emergency Response/Action Plan: Emergency Procedures**  
**Steward Observatory**

Section: V

Date: 06/18/2008

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Environment, Health,  
& Safety Manual

|                  |                              |
|------------------|------------------------------|
| Department Name: | Steward Observatory          |
| Address:         | 933 N. Cherry Ave., Bldg. 65 |

Building Manager Information:

|            |  |
|------------|--|
| Name:      | Gabriel Coronado   |
| Office No: |  |
| Mobile No: | 304-6880   |
| Fax No:    |  |
| Email:     | <a href="mailto:coronadg@email.arizona.edu">coronadg@email.arizona.edu</a> |

Building Manager Information:

|            |  |
|------------|--|
| Name:      | Mark Buglewicz   |
| Office No: | 621-6536   |
| Mobile No: | 954-0714   |
| Fax No:    | 621-0103   |
| Email:     | <a href="mailto:mbug@as.arizona.edu">mbug@as.arizona.edu</a> |

Emergency Assembly Location:

|  |
|--|
| Use the nearest safe stairs and proceed to the nearest exit. Proceed to the designated Department Emergency Assembly Location. |
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**Departmental Emergency Staff:**

The following employees should make themselves available to the Building Manager to explain the following critical operations. These employees should report to the EAL (Emergency Assembly Location) and report to the Building Manager, who can then coordinate with the first responders.

**5<sup>th</sup> Floor**

**Department:** LSST  
**Responsible Person:** Linden Hickey  
**Cell:** 621-2288

**Department:** LBT  
**Responsible Person:** Christian Veillet  
**Mobile:** 349-4576

**4<sup>th</sup> Floor**

**Department:** MMT  
**Responsible Person:** Cory Knop  
**Mobile:** 977-1843

**Department:** CAAO  
**Responsible Person:**  
**Work:**

**3<sup>rd</sup> Floor**

**Department:** ETS  
**Responsible Person:** Victor Gasho  
**Work:** 621-1675

**2<sup>nd</sup> Floor**

**Department:** Admin/Classrooms  
**Responsible Person:** Michele Cournoyer

**Department:** Infrared (IR)  
**Responsible Person:** Lee Tinnin  
**Work:** 621-2727

**Department:** Director's Office  
**Responsible Person:** Kelly Merrill  
**Work:** 621-1829

**1<sup>st</sup> Floor**

**Department:** Machine Shop  
**Responsible Person:** Mario Rascon  
**Work:** 621-4172

**Department:** ARO  
**Responsible Person:** Patricia Orosz-Coghlan  
**Work:** 621-5290

**Telescope / Modular / Annex**

**Department:** Annex Business Office  
**Responsible Person:** Carmen Otero  
**Work:** 621-7659