

Welcome to Visitors at the 30m Telescope

The IRAM staff wishes you a pleasant stay and a successful observing run. We would like to kindly ask you to read carefully our ****Safety rules**** and the additional information we give below. Do not hesitate to contact us in case of questions.

1) Safety rules for visitors.

Please, follow the next **safety rules** during your stay at the telescope:

- a) To offer you a safe travel and stay at the observatory there is a safety responsible and the operators with rules on how to proceed. You have to follow their instructions. Your comments are very welcome if you have any questions or suggestions. Please contact the operator or any IRAM staff member at any time if you need any help or advice.
- b) There is a floor plan of the observatory in the short corridor between the garage and the living quarters. In this map you can see how the different observatory areas are organized. It is also indicated the different evacuation ways for the case of an emergency. Please dedicate some time to familiarize yourself with this map.
- c) The operator on duty has the primary responsibility for the safety of the persons at the site and for the telescope installations. Under all conditions and in any case the operator on duty decides when observations are possible, when to move and when to stow the telescope.
- d) In case of a fire emergency or other general emergency the safety responsible and/or the operator will decide how to proceed. Their instructions must be followed.
- e) In case of bad weather conditions, mainly due to fog or wind, the operator on duty has rules to decide if the transport between Granada and the observatory in any direction is possible or not. The decision to postpone the transport is not subject to discussion.
- f) Visitor's access and staying is confined into the living building (three floors with the control room, offices, library, dormitories, dining room etc.). Access to the interior of the telescope tower (cable spiral, servos room, receiver cabin etc.) is possible, but the operator on duty must be informed and his authorization is necessary. The operator must be informed again after the visit to the telescope tower is finished.
- g) Following the Spanish regulation, smoking is not permitted in the IRAM buildings.
- h) Do not drink the tap water at the observatory (no risk in Granada). There is bottled water available in the kitchen.
- i) Any excursion in the surroundings of the observatory is at the visitor's own risk. In any case, visitors must return before nightfall. Excursions after nightfall are forbidden. If you leave the observatory, it is mandatory to tell the operator where you go and for how long you will be away. You must follow his decision whether or not it is safe to leave the observatory and follow his recommendations. Take a portable radio with you. Remember that you are at a high mountain site, where weather conditions can change quickly. Especially in winter, leaving the observatory can be very dangerous.

Please, if you leave the telescope, **always leave the door closed to avoid animals entering the observatory.**

j) If you walk close to the observatory in winter consider that very often there is very slippery ice on the ground. Wear a protective helmet. After a bad weather period pieces of ice falling from the telescope are a frequent danger.

k) If you feel bad, sick or have some medical conditions don't hesitate to inform the safety responsible or the operator. They could get you in contact with a doctor at any time. There is medication and first aid equipment at the observatory and the staff is instructed on its use. There are also medical instructions in several languages.

l) Very moderate consumption of alcohol is tolerated at the observatory and only during meals. It is forbidden to carry alcohol to the observatory.

2) Telescope support staff.

There are two operators (night and day) at the telescope and an astronomer-of-duty (AoD) (in addition to other personnel) to assist the visiting astronomer with the observations. The operator has the prime responsibility for the antenna, and he decides when to stop the observation (e.g. because of bad weather). He tunes the receivers. The AoD gives assistance during observations.

In general, the astronomers-of-duty will be present at the telescope and provide direct face-to-face support.

However, from 22-April-2014 on, the support of visiting astronomers at the 30m by the astronomers-of-duty (AoD) will occasionally be done remotely from Granada, as marked in the AoD schedule. Visiting observers should contact the Granada-AoD of their shift in advance to clarify any questions regarding the observations.

On a weekday, the Granada-AoD is available in the Granada office on Monday to Thursday between 9 am and 7pm, with a break between 2 and 4pm (unless otherwise clarified with observers), and on Friday between 9am and 2pm.

On a weekend or feast days, the Granada-AoD is on standby. The AoD can be contacted on Friday between 2pm and 7pm, and on Saturday and Sunday between 9am and 7pm. He/she call back to the telescope within 2 hours.

The operator will provide the contact email, skype address, or phone number.

3) Meals.

The kitchen staff serves warm lunch and dinner. **If you don't want to have lunch or dinner** or have special dietary wishes, please tell the operator or kitchen staff before 11:00h (or 17:00h for dinner). **This will avoid wasting food.** You can have your meal on a tray if you want to stay in the control room during observations. During the night you can prepare yourself a sandwich or snack in the kitchen. Drinks are available in the refrigerator in the dining room.

- Breakfast:** self-service at any time. Coffee machine. Water heater, tea pot, toaster etc. are available in the kitchen.
- Lunch:** served at 13:30h by the kitchen staff.
- Dinner:** served at 20:30 by the kitchen staff.

Although food is available at any time, please don't take snacks just before the official meals in order to avoid wasting that meal.

You are kindly asked to respect these meal times. When you finish the meal, please take back your plates, glasses, etc to the kitchen sink. After the meal, please, do not stay long in the dinning room table as it needs to be cleaned by the kitchen staff. If you take glasses, plates, etc, out of the kitchen (i.e. to your room, to the control room, etc), please, **put them back** to the kitchen when you finish using them to avoid a lack of these kitchen utensils.

Please, when you walk downstairs or upstairs, **walk slowly and quiet** to avoid noise. People may be sleeping at anytime.

4) Transport to Granada.

Normally, your transport to Granada has been foreseen according to the travel information you provided to IRAM Granada, keep the operator informed. Transports times are displayed at the notice board in the control room (they are different in summer and winter). Note, however, that these times can change at any time due to weather conditions or operational reasons. If there is a change in your day of departure, or if you need assistance in matters concerning travel and airplane reservations, please contact the Granada office (Esther Franzin, Javier Lobato).

5) Rooms: cleaning, heating, warm water etc.

Rooms are cleaned and bed sheets and towels changed when there is a change of room occupant. For visitors who stay longer than a week, cleaning and changing bed sheets and towels is done weekly. If you wish to wash clothes or clean your bedroom during your stay, the following material is available (please, ask the kitchen staff for help): washing machine, drier, iron, vacuum cleaner, cleaning products.

Each room and bathroom is equipped with an electrical heater. The room temperature can be regulated by adjusting the thermostat of the heaters.

Please, make sure that the window is closed when you leave the room. This is especially important during high wind or snow conditions.

Warm water comes from a tank in each bathroom. When you occupy the room, check that the heater switch is ON.

We would appreciate very much your contribution in keeping your room reasonably tidy.

Please, avoid being noisy in the room's area, staircases, etc, (do not use hard boots) because it may be someone sleeping at any time.

6) Telephone calls.

Local calls can be done from any telephone. Dial 0 to get an outside line. Long distance calls (private or official) can be made from an office next to the control room (ask the operator) against reimbursement of charges. Please, write down your name, institute and called number in the telephone logbook.

7) Recreation and leisure

In the dining room there is a TV, a video recorder and videos, a billiard table, and English books.

8) What to do after an observing run.

After you have finished an observing run, remember the following points:

- 1) Fill out the electronic visitor backup form.
- 2) Fill out the electronic Observer's Comment Sheet. The observer's sheet helps us to improve the observing system and the telescope operation.
- 3) If you are not financially supported by IRAM: please settle your bill with the IRAM administration in Granada before departure. If there is no time to do so, the bill will be sent to your home institute address.

9) Remote observing.

In case you have to go down to Granada earlier (e.g. to catch a plane) you can control the antenna from our remote observing station in Granada office. Contact computer staff as soon as you know that you need it.

10) Insurance.

Important note: IRAM has no insurance (illness or accident) for visiting astronomer going or staying at the telescope or the Granada Residencia. You should be insured by yourself or by your home institute.

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