



National Radio Astronomy Observatory Socorro, New Mexico

Welcome to the National Radio Astronomy Observatory (NRAO) in Socorro, New Mexico. We are pleased to have you visit our observatory and hope that your stay with us will be productive and enjoyable. The information contained herein and the following safety policies have been developed to ensure your safety and comfort.

This envelope contains information for visitors to the Domenici Science Operations Center (DSOC) and the Very Large Array (VLA site). However, there is important information for all visitors to the NRAO Guest House located on New Mexico Tech's campus.

IMPORTANT – Please read the NRAO and safety policies contained within this packet.

General Safety Policies – comply with all printed and posted safety rules.

- **Call 911 in case of fire or medical emergency (all sites; DSOC, VLA, and NRAO Guest House)**
- When the fire alarm sounds, leave the building immediately.
- Alcoholic beverages, illegal drugs, and firearms are strictly forbidden at all NRAO facilities.
- NO PETS: Pets are not allowed on site for their safety and the safety of all our visitors, no exceptions.
- Smoking, including vaping, is not permitted in NRAO buildings or NRAO vehicles.
- Visitors are not allowed on the antennas or in the antenna assembly or transporter buildings unless escorted by authorized NRAO personnel.
- Please read the enclosed information regarding poisonous snakes found in our area.
- For emergency notifications (SMS text message) impacting all New Mexico sites, please opt-in to the Rave Emergency Notifications system, instructions provided within.
- For questions regarding safety, emergency policies, and procedures, contact the NRAO Safety Officers:
 - DSOC & NRAO Guest House – extension 7305
 - VLA – extension 7207, 7344 or 7435

There are no exceptions to these policies.

Non-emergency (e.g., in case you are locked out, etc.) contact:

Crystal Price, Visitor Coordinator.....575-835-7490 or 575-835-2923

Liz Lyons, Assistant Business Manager.....575-835-7448 or 505-504-0553

Skip Lagoyda, Business Manager.....575-835-7318 or 575-418-8653

NRAO Vehicle Use

- ALL visitors authorized to use NRAO vehicles must have a valid driver's license. Present your license to the receptionist for confirmation.
- An authorized driver is any person age 18 or older.
- Only 'official' visitors may ride in NRAO vehicles and shuttles.
- New Mexico state law mandates that vehicle drivers and passengers wear seat belts.
- Visitors and their institution/organization are financially responsible for accidents and damages to NRAO vehicles due to negligence or careless driving.
- NRAO prohibits the use of cell phones while operating NRAO vehicles.

Receipt of this packet indicates that you have read the safety and vehicle use policies.

Visitor Name: _____

Arrival date: _____

Accommodations: _____



National Radio Astronomy Observatory

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www.nrao.edu

TO: NRAO Employees and Visitors

FROM: NRAO-NM Management

SUBJECT: NRAO Non-Discrimination and Harassment Statement

The National Radio Astronomy Observatory is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes diversity, equal employment opportunities and prohibits discriminatory practices, including sexual harassment.

The Observatory encourages the reporting of all perceived incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should pursue their concerns by contacting Faye Giles, Human Resources Assistant Director, at (434) 296-0265 or fgiles@nrao.edu. For initial guidance, you may also advise on to the individuals listed below.

Name	Title	Phone
Patricia Henning	Assistant Director, VLA/VLBA Operations	7300
Claire Chandler	Deputy Assistant Director, Science and Operations	7365
Ephraim Ford	Deputy Assistant Director, Engineering	7093
Allen Lewis	Site Human Resources Manager	7309



National Radio Astronomy Observatory
Computing and Information Services

MEMORANDUM

To: All NRAO Observers, Guests and Visitors:

From: David M. Halstead, CIO, NRAO

Date: August 7th 2013

Subject: Appropriate use of NRAO Information Services and Networks

We would like to remind all users of NRAO computers and networks that access rights to the network at our facilities carry with them a high level of responsibility. Specifically, when using the NRAO network (wired or wireless, visitor or internal), it is required that we all follow the Acceptable Use Policy:

<http://www.nrao.edu/policy/usepolicy.shtml>

In particular, the respect for Copyright agreements cannot be taken lightly. Use of peer-to-peer software (Kazaa, Blubster, Grokster, BitTorrent, Gnutella, iMesh, CuteMX, Scour, FreeNetfile, etc.) to share copyrighted content lacking redistribution rights (such as most commercial movies, eBooks and audio recordings) is illegal and upon detection will likely result in:

- DMCA¹ notices from the recording/movie industry sent to NRAO;
- A discovery process on our part to identify the computer involved;
- A visit with NRAO management for revocation of access;
- Possible litigation against you by the MPAA² and RIAA³.

While we do note censor network traffic, we do have the infrastructure in place to determine where abuse occurs (and by whom) when it is drawn to our attention. It is important that NRAO resources are used to further science discovery and must in no way be associated with illegal activities.

Your understanding and cooperation in this matter are appreciated.

- David Halstead, Chief Information Officer
- Steven Geiger, Associate Director for Administration
- Pat Murphy, Computing Security Manager

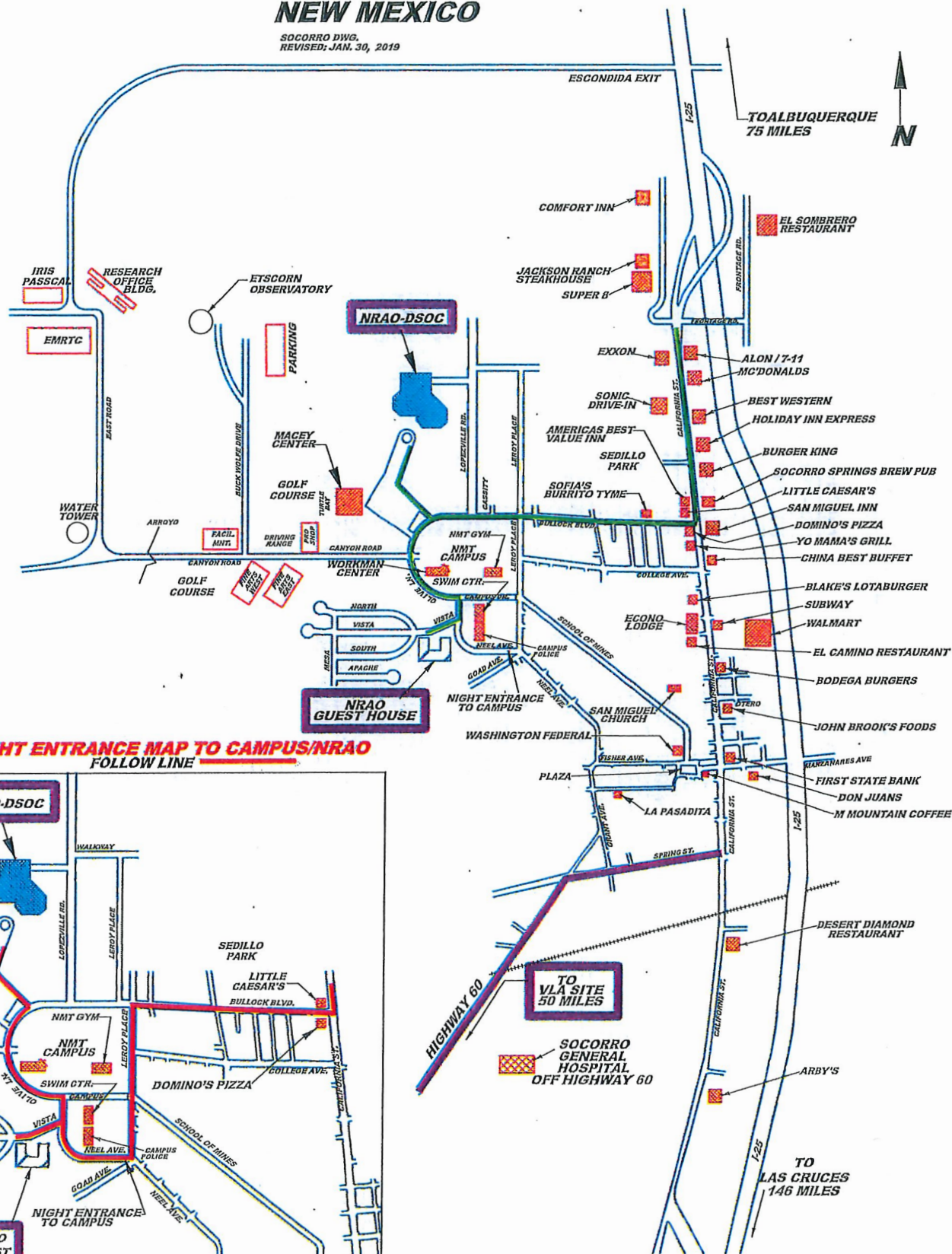
¹ Digital Millennium Copyright Act

² Motion Picture Association of America

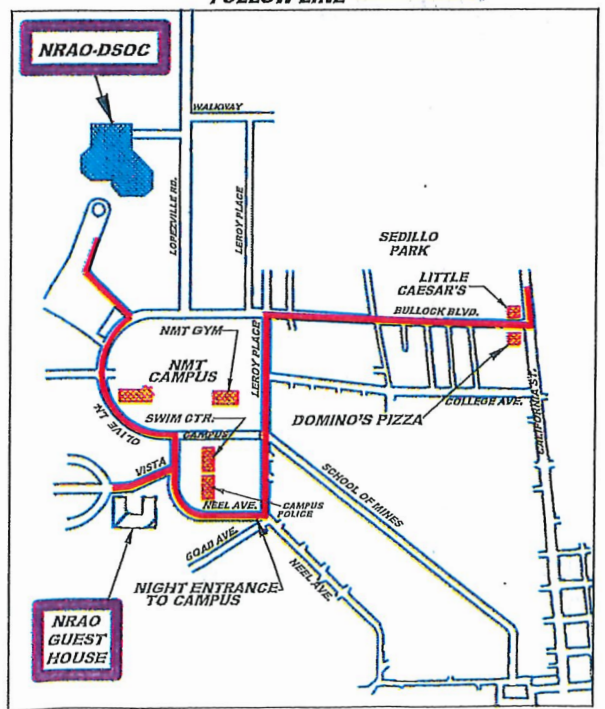
³ Reading Industry Association of America

SOCORRO NEW MEXICO

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REVISED: JAN. 30, 2019



NIGHT ENTRANCE MAP TO CAMPUS/NRAO FOLLOW LINE





VLA & VLBA OBSERVER'S QUESTIONNAIRE

The Domenici Science Operations Center (DSOC) would like your feedback on the overall success of your recent trip to NRAO in New Mexico. We welcome your thoughts on our policies, procedures, or shortcomings. These will help us improve the operations of our telescopes and the visiting observer program.

For the VLA, please use the VLA-DSOC Visiting Observer Feedback form at <https://science.nrao.edu/facilities/vla/visitor-feedback>

For the VLBA, please use the VLBA-DSOC Visiting Observer Feedback form at <https://science.nrao.edu/facilities/vlba/visitor-feedback>

Thank you!





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NRAO COVID-19 Safety Protocols

All guests must comply with NRAO/AUI safety protocols while staying in the guest house; these include:

- Proof of current COVID-19 vaccination, verified by NMT host.
- To be fully vaccinated, the date of the final shot in the vaccine series can be no fewer than 14-days before arrival. received their first booster shot.
- Accepted vaccines include Pfizer, Moderna, and Johnson & Johnson.
- All visitors may be asked to show proof of vaccination status at check-in or at any time during their stay.
- Food prep and storage are allowed in common areas, masking and social distancing may be required depending o
- Sanitization of common areas after use—supplies provided by NRAO.

Lodging exceptions and exclusions:

- The NRAO will only accept registrations for visitors who have been vaccinated by brands approved for emergency and full use through the FDA, currently, Johnson & Johnson, Moderna, and Pfizer.

Last Updated 05/18/2022

National Radio Astronomy Observatory

Guest House Emergency Telephone Numbers

Emergency (Ambulance, Fire): dial 9-911 or Campus Police 911

For non-emergencies such as **lock-outs** or **maintenance** issues during regular business hours, **Mon–Fri 8:00 AM to 5:00 PM, call the DSOC front desk at 7000.**

During **non-business hours** you may call the following NRAO staff at home:

Crystal Price	via cell (575) 835-2923
Liz Lyons	via cell (505) 504-0553 (long distance, cannot call from room phone)
Skip Lagoyda	via cell (575) 418-8653
Tracie Sanchez	via cell (505) 507-1669 (long distance, cannot call from room phone)



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Safety Concerns

The New Mexico Tech campus is a relatively safe environment for walking, running, biking, golfing and other outdoor activities. NMT is an open campus and the NRAO aims to provide a safe and secure working environment for visitors. Visitors are expected to abide by all traffic and safety rules.

Visitors working late evening hours are encouraged to use one of the following methods of transportation from the Domenici Science Operations Center (DSOC) to the NRAO Guest House:

- Drive your personal vehicle or rental car.
- Reserve an NRAO vehicle. Contact our receptionist for vehicles needed after 5:00 pm that are expected to be returned the following morning by 8 am.
- Request to be escorted by the Campus Police. Dial extension 5435 and a Campus Police officer will escort you from the DSOC to the Guest House.

Automatic External Defibrillator

The DSOC is equipped with three Automatic External Defibrillators (AED). Their locations are provided below:

- 1st Floor: Between the restrooms
- 2nd Floor: Room 269 (VLBA Operations area next to the main fire panel)
- 3rd Floor: Kitchen

A list of certified AED operators is posted next to the unit as well as on the bulletin boards on all three DSOC floors. In case of a cardiac emergency, dial 9-911, then locate one of the certified AED operators or dial 7000 and ask the receptionist to locate an AED operator.

Awareness of Campus Area

The NRAO has experienced several incidents of vandalism and theft in the vicinity of the Domenici Science Operations Center (DSOC) parking lot. Bicycles and vehicles have been damaged or stolen. It is highly recommended that all vehicles are locked and alarmed if possible and that bicycles are not left overnight even when locked.

Please report any suspicious activity to the Campus Police by calling 911.

Poisonous Snakes – Rattlesnake

IMPORTANT: If you see any snake—DO NOT APPROACH—report it immediately

Facts about rattlesnakes and their behavior. How to identify a rattlesnake and what to do if you are bitten by one.

Facts about Rattlesnakes

- Rattlesnakes live on the desert floor, in rocky and watered areas, in the mountains, reported up to 11,000 ft. – virtually anywhere in New Mexico.
- Rattlesnakes are most active from March to November; however, they remain active year round except during extreme cold periods.
- The number of rattles has no significance to the age or venomous strength of a rattlesnake.
- Rattlesnakes can strike again immediately if so inclined.
- Rattlesnakes can strike from any positions (coiled or not) and do not always 'rattle' first.
- Rattlesnakes strike via heat sensing, not by sight or sound.
- All rattlesnakes in New Mexico are poisonous.



How to identify a Rattlesnake

- Heart-shaped head has nostrils and pits between eyes and mouth area.
- Rattle or single button (unless broken off).
- Diamond patterns on skin.
- Round eyes, but pupils are slit.

The bull snake is often mistaken for a rattlesnake, primarily due to the coloration and the diamond pattern. Bull snakes **do not** rattle, **do not** have pits, and **do not** have a heart-shaped head.

What to do if bitten by a suspected poisonous snake

- **Get away** from the snake; it may strike again.
- **Stay calm**; you will not die from the snake bite, you may sustain permanent damage by mistreatment of yourself.
- **Sit down**, do not lie down; minimize movement. **Keep area bitten below heart level.**
- **Wash area** of bite with clean water if possible.
- **Do not** take aspirin (aspirin thins the blood). Pain may be severe; cope with pain.
- **Place a loose, constricting band**, such as a rubber band above and below the bitten area.
- **Do not tourniquet.** Tourniquets can cause muscle damage and other severe problems.
- **Do not cut yourself.** Cutting a nerve will cause permanent damage.
- **Get help as soon as possible**; rapid transit to the nearest hospital is critical.

If bitten while at the VLA dial 911 or contact the operator by radio

- Describe your condition and location clearly and concisely.
- The EMT's will be dispatched. Remain still and calm until they arrive.
- The VLA EMT's will evaluate your physical health, providing medical treatment necessary to insure a safe and comfortable (as possible) trip to the Socorro General Hospital.

If bitten while on NMT Campus dial 911

What about....

- Venom suction kits are nearly useless.
- The recommended "cross-cut" is twice as dangerous.
- A tourniquet severely restricts blood flow to the area below the tourniquet. Dead muscles and tissue can result in minutes following application of a tourniquet. The suggestion of loosening a tourniquet every so often is just as dangerous. It can cause the body to go into shock and cause excruciating pain and blackouts.
- Self-application of serums, without a physicians' supervision, can cause severe pain reactions, including death. More deaths occur from anti-venom reactions than from venom injected in snakebite.



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Housekeeping & Maintenance

Housekeeping services are provided once a week for long-term visitors.

If you need housekeeping service at any other time, please contact our Visitor Coordinator, Bernadette Lucero at extension 7000 during regular business hours.

For emergency service or to report maintenance issues after hours, please contact the individuals listed below.

Crystal Price, Visitor Coordinator

Phone: 9-1-575-835-2923

Liz Lyons, Assistant Business Manager

Phone: 9-1-505-504-0553

Tracie Sanchez, Business Office Administrative Assistant

Phone: 9-1-505-507-1669

Skip Lagoyda, Business Manager

Phone: 9-1-575-418-8653

If you are not able to reach any of the individuals listed above, contact Campus Police at x5434. Provide the operator with your location (NRAO Guest House (VSQ), room number) and the maintenance issue.



- | | | | | |
|---------------------------|----------------------------|--|----------------------------|------------------------|
| 1 Altamirano Apartments | 7 Cramer Hall | 13 Jones Annex | 19 Presidents' Hall | 25 Tech Athletic Field |
| 2 Animal Care Facility | 8 Desert Willow Apartments | 14 Jones Hall | 20 Skeen Library | 26 Weir Hall |
| 3 Array Operations Center | 9 Driscoll Hall | 15 Kelly Petroleum Building | 21 Speare Building | 27 Wells Hall |
| 4 Baca Hall | 10 Fidel Center | 16 Macey Center | 22 South Hall | 28 West Campus |
| 5 Brown Hall | 11 Fitch Hall | 17 Mountain Springs Apartments | 23 Student Activity Center | 29 West Hall |
| 6 Children Center | 12 Gymnasium | 18 Mineral Science and Engineering Complex | 24 Swim Center | 30 Workman Center |
| | | | | a Main Building |
| | | | | b Bureau of Geology |
| | | | | c Gold Building |



NRAO Guesthouse Network Connection

Internet access is available via the NMT wireless network exclusive to this facility. A password is available in your packet. If it is missing, please contact our Receptionist from your room phone at extension 7000, or (575) 835-7000 from a cell phone during working hours.

The connection is within the New Mexico Tech network not the NRAO network but access to some NRAO service, like internal web pages, is available.

If you have problems establishing a connection, please call our Receptionist or NMT ITC department at extension 5700 or (575) 835-5700 during normal work periods.

Additional NRAO visitor information can be found at <https://science.nrao.edu/about/socorro/dsoc>

Guest House Telephone Instructions

The telephones in the Guest House are blocked for long distance calling. Long Distance calls can only be made with a credit card or calling card.

For credit card or calling card calls, follow directions on your card.

Local Calls

- DSOC/VLA or NMT Campus – dial the 4 –digit extension
- Socorro – dial 9 + 1 + 10-digit number