General School Agreement

School/Group:
Contact:
Event Date:
Description:

This document contains broad procedures and protocols related to your school's participation in UA Sky School programs at Steward Observatory’s Mount Lemmon Field Station. It is the responsibility of your school staff to be aware of these procedures and protocols and assist in ensuring that they are followed.

In addition to this document, all school or district staff participants must sign a copy of the acknowledgement of risk and waiver form (included in the Student Enrollment Packet) prior to the trip.

**Site Access**

- **All students must provide completed, signed and dated Student Enrollment Packets to the MLSC administrative office prior to the date of the event. Incomplete packets will not be accepted.**
- As a working astronomical research facility students should not enter telescope domes unless accompanied by MLSC staff. Your access is restricted to the upper and lower dorms, the learning center, and the Minnesota building and Jamieson telescope at specified times.
- Vehicle headlights: The observatory complex is a no headlights area. If it is necessary to drive a vehicle onsite after sunset, please consult with MLSC staff prior to doing so.
- Securing Site Gates: We ask that all instructors / chaperones with the group work with us to make sure all gates are locked and secured whenever arriving / departing the site.

**Visitors**

- Visitors to the site during the program must be cleared in advance of their visit by MLSC staff.
- Visitors are prohibited from entering the site as well as any facilities on the grounds unless they have express permission and are supervised continuously.

**Facilities**

It is important that your group maintains the cleanliness of the facilities. Whenever you use any room, you are asked to leave it in the condition in which you found it. Note that the kitchen and pantry are generally not open to students unless arrangements have been made with the Kitchen Manager.

**Dormitory Rooms**

- Each student will be assigned a room and issued one set of towels and linens for the duration of the trip.
- There is no daily room cleaning or maintenance.
- If there is a problem with a room, students should check in with a school chaperone. Assigned rooms should not be changed without permission of school staff.
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• At departure all dormitory rooms need to be inspected to make sure they are in the proper condition (as they were found). A departure checklist will be provided to your staff.
• No open flames are permitted at any time within dormitory rooms. This includes lit matches, lighters, and candles.

Parking

• Vehicle (s) may be parked onsite, in areas that will be specified by MLSC staff.
• At no time should personal or district vehicles be parked in areas that have not been designated specifically for your use.

Student supervision

Students will be supervised at all times by either Sky School staff or your school’s teachers, both on campus and within the forest. This policy is for the safety of all participants due to the remote Mt Lemmon location. The group will be briefed on safety procedures at the beginning of the program. Staff will register planned daily routes with program leader before taking students off-campus. Lost participants will be expected to remain in place or to take shelter as nearby as possible, and to await rescue. In the event that a student’s location is unknown, the following procedure will be followed:

1) Program participants are asked for the last known location of missing participant.
2) MLSC staff search specified location, as well as all campus indoor and outdoor spaces
3) If participant is not found, MLSC staff call 911/search and rescue and await further assistance.
4) MLSC staff report incident to Mountain Operations and UA Risk Management

Fire safety

Participants will be brief on fire evacuation procedures at the beginning of programs. MLSC staff will have final authority on emergency management. In the event of a fire on the site, the following steps will be taken:

1) MLSC staff sound an alarm
2) MLSC staff notify fire department via 911
3) All participants evacuate all buildings and congregate at entrance gate
4) MLSC head-count and search for missing participants.

Weapons policy

No firearms are permitted anywhere on site. No students will carry knives (including pocketknives of any size). Any such weapons found will be confiscated and, at the discretion of staff, students may be dismissed from the program. If the student is allowed to remain, confiscated items will be returned to
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Staff and teachers are permitted knives of reasonable size and utility for outdoor activities.

Drug policy

No tobacco smoking or drinking of alcoholic beverages is allowed on site, by students or staff. Use of alcohol, tobacco, or any other drugs will result in immediate dismissal from the program and will require parent/guardian to pick up the student immediately.

Media coverage

All participants will be asked to sign a photo release form. Photos may be used for university publicity, development efforts, or advertisements. Students whose guardians choose not to sign this form will not have their image used for any public purpose.

Inclement weather / lightning policy

Programs will continue regardless of inclement weather including snow/rain/thunder but may be changed based on conditions (e.g. astronomy programs, outdoor programs). Programs will be immediately moved indoors if lightning is visible or if forecast (on the judgment of MLSC director). If indoor movement is not possible due to field location, programs will be paused or conducted outdoors under natural shelter. All staff will be trained in lightning safety.

Participant health and high Elevations

The summit of Mt. Lemmon is 9,157 feet above sea level. People with respiratory and/or cardiac difficulties or concerns should contact a physician before visiting mountaintop elevations. Symptoms of possible elevation health risks: shortness of breath, dizziness, nausea, lack of appetite, fatigue, listlessness, confusion, or difficulty in decision-making. Students reporting any of these symptoms should let their Group Leader/MLSC on-site coordinator know immediately. Drinking plenty of water will help to replace the fluids lost through heavier breathing due to the thin, dry air and may help relieve some of the symptoms listed above.

It is the responsibility of your school to provide in advance, a list of all participants including relevant health information that may be useful in the event of an emergency. This information includes, but is not limited to: known allergies, current medications, or chronic health conditions. Further, two emergency contacts should be listed for each participant.

In the event of a medical issue or emergency, MLSC staff will

1) Consult with school staff to discuss a course of action.

2) Apply field medical treatment consistent with expertise of staff and seriousness of injury

2) If necessary, call 911 to direct emergency response

3) If necessary, contact parents/guardians
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4) Report incident to Mountain Operations and UA Risk Management

MLSC staff retains absolute authority for decisions related to health and safety of all participants

**MLSC Surroundings**

Wildlife

- Coyotes, bobcats, deer, skunks, mountain lions, black bears, turkeys, snakes, etc., may occasionally be seen on the mountain.
- Wildlife should not be approached or interacted with.
- Any suspect animals should be reported to the program coordinator immediately.

**Damage policy**

Mountain Operations will assess any damage to facilities. Your school agrees to pay for the repair/replacement of any damaged facilities or equipment that are determined to be caused by negligence.

**General acknowledgement and agreement**

In summary, all students and staff are expected to care for the materials, equipment and facilities of the MLSC. All materials, equipment and rooms are to be left in the good condition in which they were found upon arrival. In all matters relating to health and safety of participants, MLSC staff retains absolute authority. Further, signatures below indicate that all parties have read and understand the broad guidelines and protocols contained in this document.

_________________________________  __________________________________
School Representative (Printed Name)  MLSC Representative (Printed Name)

_________________________________  __________________________________
School Representative (Signature)    MLSC Representative (Signature)

_________________________________  __________________________________
Date                                  Date

Mail completed form to:
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