

Who Do I Go To or What Do I Do.....

EMERGENCIES

....if I have an emergency?

Call 911 if someone needs immediate medical attention. Otherwise, contact Ian Billick, Dave Larson, or Robyn Edwards.

....if water will not turn off?

Email utility@rmbf.org. We will respond to this as quickly as we receive it. Please include all details about the location of the leak, when you saw it, and how big it is (e.g, we are primarily concerned about large leaks that will drain the system. Your report of a leak can help restore the system hours sooner since usually the most time consuming part of restoring water service in Gothic is finding the leak.

....if you detect leaking gas?

Email utility@rmbf.org. We will respond to this as quickly as we receive it. Please include any relevant details about the leak, including location. If it is safe to do so turn off the gas at the source, this usually involves closing the valve on the cylinder outside of your cabin.

....if water will not turn on?

Unfortunately this is not yet a real emergency at RMBL (though we do hope to make significant upgrades to the water system). Please email utility@rmbf.org, though the response time may be up to 24 hours (and longer to fix). It is very useful to have reports about water outages since sometimes they are local and would not be noticed as quickly.

....if you have an empty propane tank?

Please email utility@rmbf.org, though the response time may be up to 24 hours.

PHYSICAL PLANT

.... if I have something that needs to be fixed in my cabin?

Please put a request in the work crew box at Weese Office or email plant@rmbf.org.

...if I notice an area that need cleaning?

Contact the office.

....if I am having problems with a computer in Barclay Classroom?

Please report it on one of the clipboards in the computer lab.

....if I am having problems with the internet?

Please email Dan Jones, dan@rmbf.org. Please note that we like to track problems, but we can't always fix them. We are working to raise the funds needed to overhaul the system.

....if I am having problems with my computer?

You should contact one of the computer companies in Crested Butte. Contact info can be found in the handbook.

....if I am having problems with my telephone?

Contact billy barr.

....if I need to use tools or work at the Gothic shop?

Contact Robyn Edwards. There are a variety of hand tools available for community use at the shop, they are marked with red paint. Get instruction before using the power tools or any others you are not sure of. Consumables such as saw blades, drill bits, driver bits, materials and supplies may have to be obtained from normal sources. If you find materials or supplies that you need at the shop they may be available for you to use however please check before you take it/use it to insure that it is not intended for another purpose. If you need to use tools at another location rather than at the shop follow the sign out policy.

GUESTS and HOUSING

....if I have a guest I wish to register to stay onsite?

Please fill out the guest registration form in the office at least 48 hours in advance.

....if I need to change the length of my stay?

Contact the office

....if I wish to have a guest in the dining hall?

You will need to sign the person up at least 24 hours in advance.

....if I am having problems with other residents in my cabin?

Contact Dave Larson.

....if I wish to schedule a tour for friends or family?

Talk to Annie Starr.

....if I wish to schedule a group to stay or work at RMBL?

Contact Ian Billick.

RESEARCH

....if I want to run a grant through RMBL?

Contact Ian Billick.

....if I have a question about a research site?

Contact Jennie Reithel.

....if I have questions about whether a research projects has been approved or is appropriate?

Contact Jennie Reithel.

....if I am having problems with research lab space?

If it is something that needs fixing, contact Robyn. If you have something complicated to handle (e.g., need to set up specialized equipment or modify space), contact Jennie Reithel.

FEEDBACK AND POLICIES

....if I have feedback that I want to give?

You can send an email to the relevant staff person to schedule an appointment. Jennie Reithel is a good person to contact concerning education and research issues. Denny Brown is the contact for the Dining Hall. Robyn Edwards is the contact for physical plant. Also, in late July we will conduct an anonymous survey. You may also set up an appointment with the Director.

....if I wish to request a waiver to policy?

You should put your request in writing to Ian Billick.

....if I am having difficulty communicating with a staff person?

Go to their supervisor—Dave Larson, Ian Billick, or Scott Wissinger.

MISCELLANEOUS

....if there is inappropriate behavior I wish to report?

Contact Dave Larson or Ian Billick.

....if I want to work at RMBL?

If you want to be on staff, contact the person supervising the area. If you want to work for a scientist, contact them directly.

....if I have questions about my bill?

Contact billy barr.

....if I have questions about mail or packages?

Contact Sarah Rudeen.

....if I have a question that is not on this list?

Contact Dave Larson.

....if I have an idea about how to fund something RMBL needs?

Go to Allison Butcher.

....if I wish to volunteer for an event, including the 4th of July?

Contact Sarah Boynton.