

**Who Do I Go to or What Do I Do.....  
May 18, 2011**

## **EMERGENCIES**

### **....if I have an emergency?**

Call **911** if someone needs immediate medical attention. Otherwise, contact Ian Billick, Gesa Michel, or Robyn Edwards.

### **....if water will not turn off?**

Email **utility AT 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 AT 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 AT 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 AT 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 workcrew box at Weese Office or email **plant AT rmbf.org**.

### **....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 **helpdesk AT 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 Physical Plant Supervisor or The Work Crew Head, usually first thing in the morning at the shop is a good time to do this. 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 they can be signed out for day use, follow the sign out policy. If compelling circumstance make it desirable to check a tool out for longer than one day you may seek permission from the supervisor personnel mentioned above. The reason for this restriction is to insure that tools are generally available.

**GUESTS and HOUSING**

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

Contact the office.

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

Please check availability with Laurel Runcie or Gesa Michel at the office and then fill out the online guest registration form at least 48 hours in advance.

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

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

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

Contact Gesa Michel.

**....if I wish to schedule a tour for myself, friend or family.**

Contact 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 project has been approved or is appropriate?**

Contact Jennie Reithel.

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

If it is something that needs repair, please submit a work order at the Weese office . 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. The Physical Plant Supervisor is the contact for the 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 or Gesa Michel, Ian Billick, or Scott Wissinger.

## **MISCELLANEOUS**

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

Contact Gesa Michel 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 Laurel Runcie.

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

Contact Gesa Michel.

### **....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 4<sup>th</sup> of July?**

Contact Meike Meissner.