

# Who Do I Go to or What Do I Do.....

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Last Updated: April 24, 2018

## Emergencies

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

Call or Text **911** if someone needs immediate medical attention. Otherwise, contact Ian Billick, Kelly Sudderth, Gesa Michel, or Steve Jennison.

### ....if I see an uncontained fire in the vicinity?

Call or Text **911** and then report fire to the Administration Office during office hours, or outside of office hours contact Ian Billick/Jennie Reithel in Barclay Cabin or Gesa Michel in the Willey cabin.

### ....if water will not turn off or if you detect leaking gas?

Email [utility@rmbi.org](mailto:utility@rmbi.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. If you see a gas leak and 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.

## Physical Plant

### ....if water will not turn on?

Please put a work order request in the Work Crew box in the mailroom inside the Administration Building in the Willey Lab.

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

Please put a work order request in the Work Crew box in the mailroom inside the Administration Building in the Willey Lab.

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

Please put a work order request in the Work Crew box in the mailroom inside the Administration Building in the Willey Lab.

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

Please email IT Support at [helpdesk@rmbi.org](mailto:helpdesk@rmbi.org).

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

Please email IT Support at [helpdesk@rmbi.org](mailto:helpdesk@rmbi.org). Please note that we like to track problems, but we can't always fix them. Please include information on where you are having problems, the time of day, and what you are trying to do (e.g. check email, browse the web, download videos, etc.). This will help us to diagnose the problem.

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

You should contact one of the computer companies in Crested Butte.

Gunnison County Computer Repair and/or Training		
Slopeside Technology, Brian Brown	918-760-2372	<a href="http://www.slopesidetechnology.com">www.slopesidetechnology.com</a>
Jacob Kaulike	970-497-6745	<a href="mailto:jacob.k.tm@gmail.com">jacob.k.tm@gmail.com</a>
GL Computer Services, Gunnison	970-641-4051	<a href="http://www.glcomputers.net">www.glcomputers.net</a>
Paragon Computers, Gunnison	970-641-6438	<a href="http://www.paragonpc.net">www.paragonpc.net</a>
The Computer Guy, Crested Butte	970-209-8434	<a href="mailto:thecomputerguycb@gmail.com">thecomputerguycb@gmail.com</a>

**....if I am having problems with my land line telephone?**

Contact Billy Barr, Accountant, at [business@rmbf.org](mailto:business@rmbf.org). You can also fill out a work order request in the Work Crew box in the mailroom in the Administration Building.

**....if I detect a chemical spill?**

Contact Jennie Reithel, Science Director, at [sd@rmbf.org](mailto:sd@rmbf.org). If you don't get an immediate response, contact Steve Jennison, Facilities Director, at [plant@rmbf.org](mailto:plant@rmbf.org), or notify Gesa Michel or Kelly Sudderth in the Administration Office.

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

There is a tool shed and work area for the RMBL community that is located North of the Murray building. Scientists have donated tools and/or are sharing their tools. You are welcome to contribute quality tools to the tool shed! Please be respectful and use the sign out / sign in sheet when borrowing tools. If you break something, please replace it. All of the tools and equipment in the shed are not RMBL property and we make no claims to their reliability or safety. Use at your own risk. Scientists, students and the general community will not be allowed access to the maintenance shop in the Gothic town-site. We have had ongoing safety, liability, and missing tools so the decision was made that only RMBL staff will have access to the building. Please contact Steve Jennison or Pepe Valian at [plant@rmbf.org](mailto:plant@rmbf.org) with any questions.

## **Guests, Housing & Meals**

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

Contact Samantha Siegfried, the Operations Coordinator in the Administration Office [office@rmbf.org](mailto:office@rmbf.org).

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

Please check with Samantha Siegfried, Operations Coordinator at [office@rmbf.org](mailto:office@rmbf.org) if space is available for your guest. Because we are generally booked between mid-June and mid-August we will most likely not be able to accommodate any guests during this time-frame. Unless the guests are direct family members (parent, partner or child) with accommodations in their family's cabin. After checking with Samantha, please fill out the online Alumni/Guest Registration Form at least 48 hours in advance at [www.rmbf.org/guests](http://www.rmbf.org/guests).

**....if I wish to have a guest in the Dining Hall?**

For all scientists: Please email [cook@rmbf.org](mailto:cook@rmbf.org) at least 24 hours in advance to make a meal reservation. Please specify, whether you'd like to eat the meat or vegetarian option and list any allergies that you or your group may have.

For all visitors: Please email [store@rmbf.org](mailto:store@rmbf.org) or call (970) 349-7156 at least 24 hours in advance to make a meal reservation so that the Dining Hall can prepare quantities accordingly. Please specify whether you'd like to eat the meat or vegetarian option and mention any allergies that you or your group may have.

**....if I wish to make changes to my meal plan?**

Send an email to Samantha Siegfried, Operations Coordinator ([office@rmbf.org](mailto:office@rmbf.org)).

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

Contact Gesa Michel, Director of Finance and Operations, at [admin@rmbf.org](mailto:admin@rmbf.org).

**....if I would like to lead or attend a tour for the public?**

Contact Rick Horn, Gothic Store Manager, at [store@rmbf.org](mailto:store@rmbf.org).

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

Contact Gesa Michel, Director of Finance and Operations, at [admin@rmbf.org](mailto:admin@rmbf.org).

## Research

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

Contact the Executive Director, Ian Billick at [director@rmbll.org](mailto:director@rmbll.org).

### ....if I have a question about a research site or other research related needs?

Contact Jennie Reithel, Science Director, at [sd@rmbll.org](mailto:sd@rmbll.org). This includes questions about laboratory space needs, greenhouse space, research storage, chemical safety, research sites, private property issues, animal care issues, metadata needs, invasive plant issues, and revegetation.

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

Contact Jennie Reithel, Science Director, at [sd@rmbll.org](mailto:sd@rmbll.org).

### ....if I have GIS/GPS or mapping questions?

Contact Shannon Sprott, GIS/GPS Coordinator, at [gis@rmbll.org](mailto:gis@rmbll.org) for GPS training, mapping research sites, and submitting GPS metadata.

### ....if I am having problems with research laboratory space?

If it is something that needs repair, please submit a work order in the mailroom inside the Administration Office. If you have something complicated to handle (e.g., need to set up specialized equipment or modify space), contact Jennie Reithel, Science Director, at [sd@rmbll.org](mailto:sd@rmbll.org).

### ....if I have questions about the Undergraduate Education Program?

If it is related to the undergraduate program in general, the short courses, mentor compensation, or student supplies, contact the Science Director at [sd@rmbll.org](mailto:sd@rmbll.org). If it is related to the RMBL undergraduate research program, contact the Education and Research Manager Rosemary Smith at [rsmith@rmbll.org](mailto:rsmith@rmbll.org).

## 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. Contact Jennie Reithel, Science Director, at [sd@rmbll.org](mailto:sd@rmbll.org) concerning education and research issues. Contact Francesca Marchese or Benjamin Adams, the Dining Hall Managers at [cook@rmbll.org](mailto:cook@rmbll.org) for the Dining Hall. Steve Jennison, Facilities Director, and Pepe Valian, Facilities Coordinator, at [plant@rmbll.org](mailto:plant@rmbll.org) are the contacts for the physical plant. Gesa Michel, Director of Finance and Operations, is the contact for any feedback on operations at [admin@rmbll.org](mailto:admin@rmbll.org). You may also set up an appointment with Kelly Sudderth, the Chief Operating Officer [kelly@rmbll.org](mailto:kelly@rmbll.org). In late July we will conduct an anonymous survey, looking for your constructive feedback.

### ....if I have feedback about Town Site Planning?

Contact Kelly Sudderth, Chief Operating Officer, [kelly@rmbll.org](mailto:kelly@rmbll.org).

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

You should put your request in writing to Kelly Sudderth, Chief Operating Officer [kelly@rmbll.org](mailto:kelly@rmbll.org)

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

Go to their supervisor or Gesa Michel, Director of Finance and Operations, Kelly Sudderth, Chief Operating Officer, or Kailen Mooney, President.

## Miscellaneous

### ....if there is a fire ban and I see a controlled fire that I want to report?

Make sure that the fire is unlawful first. This depends on the level of the fire ban. As soon as you know it is unlawful, call or text **911** and describe type and location of fire.

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

Contact Gesa Michel, Director of Finance and Operations, at [admin@rmb.org](mailto:admin@rmb.org) or Kelly Sudderth, Chief Operating Officer at [kelly@rmb.org](mailto:kelly@rmb.org).

### ....if you have experienced or would like to report sexual harassment?

Contact Gesa Michel, Director of Finance and Operations and RMBL's Title IX Coordinator at [admin@rmb.org](mailto:admin@rmb.org).

### ....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, Accountant, at [business@rmb.org](mailto:business@rmb.org).

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

Contact Samantha Siegfried, the Operations Coordinator, at [office@rmb.org](mailto:office@rmb.org).

### ....if I have questions about outgoing UPS packages?

Contact billy barr, Accountant, at [business@rmb.org](mailto:business@rmb.org).

### ....if I have questions about getting a parking permit or fees?

Contact Samantha Siegfried, the Operations Coordinator, at [office@rmb.org](mailto:office@rmb.org).

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

Contact Kelly Sudderth, Chief Operating Officer, at [kelly@rmb.org](mailto:kelly@rmb.org).

### ....if I want to know more about supporting RMBL financially?

You can make a donation through Samantha Siegfried in the Admin Office, or contact Erin Fabbre, Development Coordinator [erin@rmb.org](mailto:erin@rmb.org) with questions.

### .... if I would like to be involved with RMBL's Youth Nature and Science Camps?

Contact Ann Colbert, Youth Programs Manager at [ann@rmb.org](mailto:ann@rmb.org).

### ....if I wish to volunteer for RMBL?

Contact Jennie Reithel, Science Director [sd@rmb.org](mailto:sd@rmb.org) or Rick Horn, Gothic Store Manager [store@rmb.org](mailto:store@rmb.org).

### ...if I wish to volunteer for the 4<sup>th</sup> of July event?

Contact Samantha Siegfried, the Operations Coordinator, at [office@rmb.org](mailto:office@rmb.org).

### .... if I have questions about the Store or Visitor Center?

Contact Rick Horn, Gothic Store Manager at [store@rmb.org](mailto:store@rmb.org).

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

Contact Gesa Michel, Director of Finance and Operations, at [admin@rmb.org](mailto:admin@rmb.org).