

Helpful Phone Numbers:

CSO Pager (staff on call) - (899-7194)

CSO Summit	(935-9853)	CSO Hilo Office	(935-1909)
CSO Office at HP	(934-4412)	HP MKSS	(935-7606)

08 4Runner (silver)	(936-6384)		
03 Nissan Xterra	(936-6383)	Dodge Truck (silver)	(936-6382)
06 4 Runner (gold)	(936-6385)	09 4Runner (white)	(936-6386)

Diana Bisel	(981-0231)	Allen Guyer	(985-7118)
Simon Radford	(982-3688)	Hiro Yoshida	(937-5676)
Ed Bufile	(964-3575)		

JCMT	(935-0852)	UKIRT	(961-6091)
CFHT	(961-2630)	Keck	(935-8643)
IRTF	(974-4208)	UH 88	(974-4200)
VLBA/NRAO	(935-6719)	GEMINI	(974-2650)
SMA	(933-6990)	SUBARU	(935-5861)
JCMT	(935-0852)	OMKM (Hilo office)	(933-0734)

Emergency Evac. Vehicle (Cellular #938-3013) Pohakuloa Fire Dept (969-2447)
Pohakuloa Medical Clinic (969-2431) **Steward Hunter (MKSS Mgr) 974 4205**
Rangers : 961-2180 **OMKM Office: 934-9244**
VIS Station: 961-2180 - EMERGENCY ONLY 934-9244

TOWING: IF Dodge Truck needs towing: call 800-521-2779 roadside assistance
All Other vehicles: Kens Towing: 959-3361

OTHER HELPFUL NUMBERS:

Information: 411
Aloha Airlines: 935-5771 / Hawaiian Airlines: 326-5615
Hilo Airport Information Booth: 934-5838
HP Visitor's Information Center: 961-2180
Naniloa Hotel: 969-3333 Hilo Hawaiian Hotel: 935-9361

TOWING INSTRUCTIONS FOR DODGE TRUCK

The Dodge Truck has an extended warranty coverage up to 7yrs / 100,000 miles which

Includes towing. Other services provided is located in vehicle book.

1. To arrange for towing: call 1 800 521-2779
2. make sure you have miles, location of truck and problem . If truck is after HP, be sure to let dispatcher know that they need to bring a 4wd tow truck.

You will be asked for the following information:

3. phone number to give is 808 935-1909
4. name vehicle is under: California Institute of Technology
5. zipcode to give is 96720
6. city to give is Hilo, Hawaii
7. place to drop off truck is Kamaaina Motors
8. inform a CSO staff member if you have not done so already as to the status of this vehicle.

TIRES:

2005 Dodge Truck: Bridgestone Dueler A/T Revo - LT265/70R17 - Range E (10 ply). (2 of the original tires are located at the summit)

2003 Nissan Xterra - Lex Brodies - 265/70R16 Grabber AT2 112T OW

2006-09 Toyota 4Runners - Lex Brodies - 265/70R16 Grabber AT2 112T OW

In An Emergency:

- 1) Call **911** for the Police and ambulance (if necessary)
2. **Describe the position accurately** (time, location, injuries, damages...)

Note: The **Pohakuloa Training Camp** has an excellent medical team, with 2 4wd ambulances. They cover the Saddle Road from the 17 to the 47 mile marker, plus Mauna Kea and Mauna Loa. Inform 911 operator about this medical team.

- 3) **Provide a number you can be reached** (your cell phone or the one in the CSO vehicle)
- 4) Take insurance information on all parties involved (names, driver license # insurance / policy #, etc.) --- see accident form in this book to help you.

CALL A CSO STAFF MEMBER TO REPORT ACCIDENT:

1. Do not make any statements except to the POLICE or INSURANCE REP
2. Complete accident form in this binder to be sure you have all the necessary Information.
2. Report the accident promptly to the CSO Manager or Diana at 808 935 1909 if this is during off hours, call pager – 899-7194 .
3. CSO Rep. will then contact FINANCE INSURANCE (800-316-9167) to report claim. Our policy number is **CAH0004488 02**
4. CSO Rep will also contact campus (LISA TELLES) – 626-395-6324 or lisa.telles@caltech.edu
5. CSO Rep will also contact First Insurance – claims dept – 808 522-2040 for an adjuster

EACH VEHICLE HAS THE FOLLOWING ITEMS:

***FLASHLIGHT:** Located on the floor in front of the gearstick.

***PLASTIC DEICER:** One in the glove box and another in the wooden box in back.

***WOODEN BOX:** This wooden box located in back contains:

- **EMERGENCY LIGHTING STICKS**
(flex till illuminated harmless)
- **SNOW CHAINS**
- **OVERALLS AND GLOVES**
- **TOW ROPE**
- **TROLLEY JACK AND BRACE**
- **FIRST AID KIT**
- **SAFETY TRIANGLES**
- **BATTERY "JUMPER" CABLES**

VEHICLE KEYS

Along with your vehicle key, you should have the following:

1. Dome Key = Orange
2. CSO Office (Hilo) = Yellow
***NOTE: The Hilo Office has an alarm system.**

Contact Diana if you plan to go to the Hilo Office during off hours. You need an entry code to disarm the alarm system.

3. Hale Pohaku = need a code to enter building
4. Summit Shed = Green

If you do not have any of the keys listed above, please contact the Hilo Office to request a spare set.

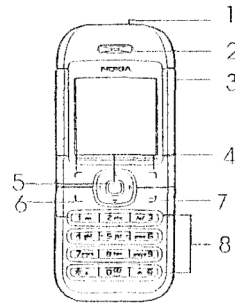
CELL PHONE

Keys and connectors

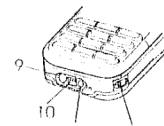


Warning: The 4-way navigation keys in this device may contain nickel. It is not intended to come into prolonged contact with the skin. Continuous exposure to nickel on the skin may lead to nickel allergy.

- Power key (1)
- Earpiece (2)
- Loudspeaker (3)
- Left, right and middle selection keys (4)
- 4-way navigation keys (5)
- Call key (6)
- End key (7)
- Key pad (8)



- Charger connector (9)
- Bottom connector (10)
- Headset connector (11)
- Eyelet for the wrist strap (12)



INSTRUCTIONS

IF YOU ARE DRIVING ALONE AND DO NOT HAVE A HANDSFREE PHONE SYSTEM PLEASE PULL ASIDE BEFORE USING THE VEHICLE PHONE

"MENU" Should be displayed before making a call.

Note: CSO cell phone numbers are already stored in this phone so scroll the list first.

TO MAKE A CALL ON A STORED NUMBER (MAKE SURE MENU IS DISPLAYED)

Press the arrow key, () scroll down list until you see number you want

Press the call key (L)

Press the end key ()

TO MAKE A CALL (Make sure Menu is displayed)

Dial the number, press the call key (L)

Press the end key () to end call

TO ANSWER A CALL:

Press call key (L)

HANDSFREE PHONE

DO NOT REMOVE CELL PHONE FROM STAND!

THERE IS A SPEAKER AND MICRO PHONE SET UP SO IT IS NOT NECESSARY TO PICK UP THE PHONE. IF YOU WANT TO TALK PRIVATELY, USE THE PRIVACY HANDSET PHONE.

**TO CSO OFFICE FROM AIRPORT:
111 Nowelo Street, Hilo Hawaii -- 935-1909**

1. Remain on **Kekuanaoa Street** from the airport.
2. **TURN RIGHT** on **KILAUEA Avenue** stay in the middle lane until you come to the first street light.
3. **Turn left** on **Mohouli Street** drive to the very top of Mohouli Street, stay on the left turn lane.
4. **Turn left** on **Komohana Street**. Drive about half a mile until you see a left turn land and a red/white sign "University of Hawaii at Hilo, University Park".
5. **Turn left** on **Nowelo street**. CSO is on your left.

TO CSO OFFICE FROM HILO HAWAIIAN OR NANILOA HOTEL:

1. **Turn right on Banyan Drive**, drive pass Liliuokalani Gardens until you reach street light. Go straight. **You will now be on Manono Street.**
2. **Turn Right on Kekuanaoa Street.**
3. **Turn Right on Kilauea Street.** Stay on the left lane until you reach next street light.
4. **Turn Left on Mohouli Street.** Stay on this street until you reach the next street light and stay on the left hand lane.
5. **Turn left on Komohana Street.** Drive about 1/2 mile until you see a left turn lane and a red/white sign that says: "University Park, University of Hawaii".
6. Turn left on Nowelo street. CSO office is on the left.

TO CSO OFFICE FROM HP/SUMMIT:

1. Go down on Saddle Road which will then turn into Puainako Extention. Stay on this road until you reach the stop light. Stay on the left hand lane.
2. TURN LEFT on KOMOHANA Street. Drive about 1/4 mile.
3. TURN RIGHT on NOWELO Street. CSO is on your left.

TO HP/SUMMIT FROM AIRPORT:

1. Remain on Kekuanaoa Street from the airport.
2. **TURN RIGHT** on KILAUEA Avenue. Stay in the middle lane until you reach the first street light.
3. **TURN LEFT** on MOHOULI Street. Continue driving on Mohouli street until you reach 3rd street light. Stay on the left turn lane.
4. **TURN LEFT** on KOMOHANA Street.
5. **TURN RIGHT** on PUAINAKO Extention
6. While driving up Saddle Road, look for the **27 Mile Marker**. Once you pass the 27 mile marker keep your eyes out for a cross road. **TURN RIGHT on this road**.

If you pass the 28 mile marker, turn around and look for a cross road, turn left into this road.
6. Once you have turned into this road, drive until you see Hale Pohaku (right hand side), or drive past Hale Pohaku and use your 4WD to get you to the Summit.

FROM HP/SUMMIT TO AIRPORT:

1. Go down on **Saddle Road** which will then turn into **Puainako Extension**. Stay on this road until you reach the stop light. Stay on the left hand lane.
2. **TURN LEFT** on **KOMOHANA STREET**
3. **TURN RIGHT** on **MOHOULI STREET**
3. **TURN RIGHT** on **KILAUEA Avenue**.
4. On the first street light, **TURN LEFT** on **KEKUANA OA Street**.
5. Stay on **Kekuanaoa Street** until you reach the airport.

VEHICLE ACCIDENT INSTRUCTIONS

1. CALL THE POLICE - **911**

IT IS **MANDATORY** TO CALL THE POLICE AND HAVE THEM COME TO THE SCENE OF THE ACCIDENT WHENEVER **ANOTHER PARTY** IS INVOLVED.

2. Complete the attached CSO accident form as completely as possible.
3. Notify CSO Manager or Diana Bisel as soon as possible.

Office: 935-1909

Diana: 936 0884

CSO Page (Staff on Call) 899-7194 (during off hours)

CSO ACCIDENT REPORT – ALL CSO DRIVERS MUST COMPLETE

Date of Accident:

Time of Accident:

Driver's Name:

License No:

Driver's Address:

Phone No:

Passengers:

Vehicle Driving:

Vehicle Year/Model/License Number:

Location/Address of Accident:

Description of Accident and Damages:

If another vehicle was involved, please complete next page

:

C A L L 9 1 1 !

(It is MANDATORY to call 911 to file a report with the Police
whenever
another party is involved)

Drivers Name:

License No.:

Driver's Address:

Phone No.:

Vehicle:

License No.:

Driver's Insurance:

Registration:

Passengers:

Description of vehicle / driver / passengers:

Name of Police Officer called to the scene:

If you did not call the police, please give reason:

CSO VEHICLES:

If you have to call for assistance and a CSO staff is not available, please have the following information before calling:

If the other party needs information on a CSO vehicle:

	<u>VIN#:</u>	<u>LIC #:</u>
08 Silver Toyota 4 Runner	JTEBU14R28K026574	Lic: PVC321
03 Silver Nissan Xterra	5N1ED28Y43C701302	Lic: HDT544
05 Silver Dodge Truck	3D7KS28DX5G842794	Lic: 815HDH
06 Gold Toyota 4 Runner	JTEBT14R960061544	Lic: PGW284
09 White Toyota 4 Runner	JTEBU14R59K038719	Lic: HLD343

2) Registered under: California Institute of Technology

3) Mileage:

4) Location of vehicle:

5) Zip Code: Hilo - 96720 Mauna Kea: 96743

Towing? Kens Towing 959 3361 or 800 521 2279 for truck

**** SPARE TIRES ARE LOCATED AT THE SUMMIT ****

Spare tires are located on the outside wall of the welding shed behind the recycle bins. "9853" is the combination code to unlock cable to tires. PLEASE REFASTEN lock. If you use a spare tire, please notify Allen or Diana and let them know where to find the flat tire. THANKS!