### 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: (936-6386)

- Diana Bisel: (981-0231)  
- Simon Radford: (982-3688)  
- Ed Bufil: (964-3575)

- JCMT: (935-0852)  
- CFHT: (961-2630)  
- IRTF: (974-4208)  
- VLBA/NRAO: (935-6719)  
- SMA: (933-6990)  
- JCMT: (935-0852)

**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.
**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 )

**HANDFREE PHONE**

DO NOT REMOVE CELL PHONE FROM STAND!

THERE IS A SPEAKER AND MICROPHONE 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 Extension. 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 Kekualoa 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 KEKUANAOA 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)
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.
CALL 911!
(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:

<table>
<thead>
<tr>
<th>VIN#</th>
<th>LIC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>JTEBU14R28K026574</td>
<td>PVC321</td>
</tr>
<tr>
<td>5N1ED28Y43C701302</td>
<td>HDT544</td>
</tr>
<tr>
<td>3D7KS28DX5G842794</td>
<td>815HDH</td>
</tr>
<tr>
<td>JTEBT14R960061544</td>
<td>PGW284</td>
</tr>
<tr>
<td>JTEBU14R59K038719</td>
<td>HLD343</td>
</tr>
</tbody>
</table>

08 Silver Toyota 4 Runner
03 Silver Nissan Xterra
05 Silver Dodge Truck
06 Gold Toyota 4 Runner
09 White Toyota 4 Runner

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!