Orientation Package
ARCPAC – Fairbanks, AK
April 2008

Welcome to Alaska! This orientation package is to help you become familiar with the area and to answer some of the questions you may have when you arrive.

PHONE NUMBERS

ARCPAC	907.452.1579
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Cathy Burgdorf	303.717.3125
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Tom Ryerson	303.[redacted]

SITE LOCATIONS

Fairbanks International Airport (FAI) The NOAA WP-3D will be inside the Everts Air Fuel North Hangar, which is located just east of the main terminal:

6348 Old Airport Way, Fairbanks, AK 99709

We have office/lab space inside this hangar. Please refer to the ARCPAC web site (**http://esrl.noaa.gov/csd/arcpac/**) for the floor plan, or those posted on site.

The space inside the hangar is very limited, and we are sharing it with people from two other collaborating agencies, DOE/EC (Convair 580) and NASA (DC-8 and P-3B).

University of Alaska, Fairbanks (UAF) The University is located in the northwest corner of Fairbanks. We have access to conference/meeting facilities in one of the buildings on the west end of Kyokuk Drive, up on the hill. The Elvey Building of the Geological Institute (GI) is on the right as you look up from parking lot 9B just to the south (the building with the 10-meter antenna on top). The room number is 215, the "Globe Room." Go in the main door, turn right, and walk along the corridor just past the leaded glass window. Please note NASA ARCTAS Met/Theory/Modeling/Satellite team members will be occupying this space as well.

BADGING AND WORK AREA ACCESS

FAI Everts Hangar Due to the difficult badging process in place at FAI, not all of our participants will be able to have badges issued by FAI. All others will have to be escorted by badged personnel whenever they enter the secure "SIDA" area (the hangar or ramp space). The office and lab spaces inside the northwest wall of the hangar facility are outside of the SIDA area.

The only access to the hangar, where the NOAA WP-3D aircraft will be located, is through the door at the end of the entry hallway in the office space. The combination to this cipher lock will ONLY be given to FAI-badged individuals, and cannot be shared.

Whenever you wish to enter the hangar, you MUST either have a badge or be escorted.

For the participants who will be getting badges, proceed to the Airport Security Office:

Airport Way – exit / veer R to Industrial Rd and the Post Office.
2nd L (pass Alaska Air Cargo) marked with a green sign for Police & Fire Dept.
L at building with garage doors marked #26-30
Visitor Parking in front of door marked "Airport Security Office"

Bring the original ID(s) that you provided with your "Airport ID Badge Request Form." You will need to watch a video, sign a form verifying that you have seen the video, and have your picture taken. There is a $30 charge payable by you (Visa or cash; be sure to get a receipt for your travel voucher). Your badge may be issued right away. Until then, you will need to be escorted when entering any of the SIDA areas.

Return badges to Gerd Hübler or Cathy Burgdorf before you leave Fairbanks. Failure to do so will result in a $100 fine payable by you to the Airport Security Office!

Please remember that these regulations come from the Department of Homeland Security, through the Transportation Security Agency, to the Chief of Police at FAI, Everts Air Fuel, and to us. THE RULES CANNOT BE VIOLATED as it will compromise everyone's access permissions and result in legal consequences!

KEYS AND ACCESS TO WORKING SPACES

FAI Hangar The entrance door to the hangar offices is always locked via a cipher lock key code that will be provided to all participants on site. Do not share this with anyone, even colleagues or Everts personnel!

Hangar Parking Parking is across the street from the hangar, in the dirt/snow/ice lots to the northwest that are NOT marked airport employee parking. Please post the parking pass tag on your vehicle mirror so we can properly identify participant's cars. *Space is limited. Please share cars whenever possible.*

UAF – Globe Room Conference/meeting facilities are located at UAF in the Globe Room of the Geological Institute Elvey Building**.** The building is open Monday through Friday 8am - 5pm.

UAF – GI/ARC Library We have access to the library on the research end of campus (the GI/IARC library). Identify yourself and our platform to sign in the "airplane book."

UAF Parking Parking at UAF facilities requires a parking permit. Permits are available for $23.00 each for one month. Please talk to Cathy for instructions on obtaining a permit. *Please share rides whenever possible.*

DAILY MISSION SCHEDULE

A daily mission schedule will be posted on the whiteboard in the hangar entry hallway, and on the ARPCAC web site (http://esrl.noaa.gov/csd/arcpac/)

LAB & HANGAR PERSONAL SAFETY

- Use proper protective gear when you are handling hazardous products/materials or performing tasks that do require protection (like LN2 refilling). Use of hearing protection is mandatory, and available
- You are NOT allowed to use any Everts equipment without an Everts employee's assistance.
- You are NOT allowed to roam freely on the hangar floor or aircraft ramp, even if you are badged. You must go directly to the aircraft from the hangar door. These are strict rules and may not be violated at any time.
- Open shoes (i.e. sandals) are not permitted in the hangar, the labs, nor on the ramp.
- There is no smoking in or near the hangar facility (75' from entrances).
- Be very aware of aircraft flight surfaces, extension cords, and other trip hazards when traversing the hangar to the flight line.
- Always lock vehicles and keep personal items out of sight.
- There are no restrictions on taking photos at FAI. If you want some of your pictures posted on the ARCPAC web site, please provide a digital image to Cathy Burgdorf and/or Ken Aikin.

NETWORK AND COMMUNICATIONS

The hangar network is managed by Cathy Burgdorf / NOAA. Service is relatively open for both incoming and outgoing traffic. Please ensure that your computer software, firewall, virus protection, and system patches are installed and current!

Everyone receives dynamic IP addresses via wireless (access info posted with the floor plans on site) or wired Internet connections where needed. If you have specified a real need for a static IP, please talk to Cathy.

Telephones and Fax Your personal cell phone is to be used as your main contact number. ATT and Verizon have good coverage throughout the Fairbanks area.

Phones in the labs are restricted to local calls only (7 digit dialing). Calling cards can be used to make long-distance calls. The **fax** machine is configured for direct dialing. Refer to the floor plans posted on site and on the web page for numbers and location.

Everts emergency phones are in the hangar and to be used for emergencies only!

Office Equipment Three network color and one black & white duplex **printers** are available for your use in the office space. Printer setup procedures for Mac and Windows, including the IP number for each printer is posted on the wall above the printer. A low-volume **copier** is also available. See the posted floor plans for locations.

A **digital projector and conference phone** are available for forecasting, modeling, flight planning, and other uses as needed. Talk to Cathy to schedule this equipment.

MISC. INFO

- Refrigerator, microwave, drinking water, and coffee are located on the second floor of the office section of the hangar. This room is for the aircraft crews and is NOT a lunch room.
- A NASA Media Event is planned for Monday April 14th. Details to come.
- For this document and further information refer to the ARCPAC web site at http://esrl.noaa.gov/csd/arcpac/

HOTELS AND RESTAURANTS

Hotels ARCPAC mission participants will primarily be staying at Sophie Station. Please see the ARCPAC web site for maps specific to the hotel location. These hotels have a shuttle service to/from the Airport terminal, and complimentary internet access.

Marriott SpringHill Suites	907.451.6552
Sophie Station	907.479.3650
Wedgewood Suites	907.452.1442

Area Restaurants http://fairbanks-alaska.com/fairbanks-restaurants.htm

EMERGENCIES AND MEDICAL CARE

FAI emergencies 907.474.2350 or 911

Fairbanks Memorial Hospital & Denali Center 907.452.8181
1650 Cowles Street, Fairbanks, AK 99701
http://www.bannerhealth.com/Locations/Alaska/Fairbanks+Memorial+Hospital/_FMH_DC_Home.htm