Rothney Astrophysical Observatory Booking Information

Contact information
Please contact Jennifer Howse, Education Programs Manager at 403-471-2005 or email jihowse@ucalgary.ca, to book a program or for more information.

Booking Details
Daytime programs are 10am to 2pm, but we can adjust timing to accommodate your school schedule or bus requirements.

Book programs at least two weeks in advance to ensure availability. Once you register your group, we will send you an email confirmation of time, date and verify any special considerations.

The programs are designed to accommodate 20 to 80 participants. We will only run the program with a minimum of 20 participants.

Cost
The fee for programs is $5.00 plus gst per participant. We do not charge for teachers, group leaders or parents.

Fee payment – Payments are accepted on the date of the program with cash, debit, or credit or cheque. We can provide a receipt for payment.

Cancellation Policies
To cancel or reschedule a program please contact us and we will do our best to reschedule. Please contact us as soon as possible if you need to cancel the program. There is no charge for canceled programs.

The RAO has the right to cancel a program due to weather conditions. We will contact program organizer as soon as possible to discuss highway driving conditions. Access to the roadway up to the observatory can be subject to snowfall and adverse weather. Please ensure that all participants of the group can be contacted to ensure they are up to date on program status.

Location
The RAO is located twenty minutes southwest of Calgary on Highway 22. Please visit our website for details and a map of our location. This is a rural location with washrooms onsite. Part of the program is out of doors. Visitors are expected to dress for the weather and outdoor conditions.
Please park and unload students in the parking lot located next to the Interpretive Centre. Plan to arrive at the observatory 15 minutes before the program.

Indoor washrooms are available in the Interpretive Centre and the Observatory building.

**Water and Food**
The water supply is safe, but visitors are encouraged to bring their own water bottles. We do have water fountains at the washroom sinks. The RAO does not sell food and visitors are expected to bring their own food, lunches, or snacks. Time is allowed for a 1/2-hour lunch period during the daytime programs.

**University of Calgary Forms**
A risk management form needs to be signed by your school administration. You will receive the form as the time of booking, please complete and sign the form and return to the RAO via email. The RAO will have the form completed by University of Calgary Risk Management and a copy will be emailed to you for your records.

**Health and Safety**
The RAO is owned and operated by the University of Calgary. As a field station of the U of C, the RAO follows the University of Calgary health and safety policies.

The RAO is located in Foothills County and the fire response is within 15 minutes and emergency response is within 15 minutes, all services are contacted through 911.

The RAO is located on a quarter section of rural land. Hazards include and are not limited to highway travel to and from the site. Weather conditions, uneven ground, wildlife and insects. Activities include participants moving through the field station buildings, observing the sky with a telescope, and gathering out of doors as part of observatory tours.

**On-Site during the Program**
Part of the program is out of doors. Students are expected to dress for the weather. The site is on a windy hill and the weather is colder and windy compared to the weather in Calgary.

- Winter - winter coats, boots, hats, gloves, scarf
- Spring and fall - warm coat, hat, sturdy outdoor shoes
- Summer – jacket, hat, sturdy outdoor shoes, sunscreen, insect repellant

**Expected Behaviour**
- Participants, leaders, and parents are expected to follow directions from RAO staff.
- Children are expected to stay within sight line of an adult.
- Respect the natural areas and do not disturb or take away natural items.
- No unsafe behaviour such as shoving, pushing, chasing or bully activity.
• In the case of emergency, groups are expected to gather at the signposted muster point located in the parking lot. An RAO staff member will contact EMS.

• The RAO is a science facility and participants will not disturb researchers or technicians. Respect for equipment and science technology by following directions and not touching or damaging equipment.

Visiting the Site
• Plan to arrive at the observatory no more than 15 minutes before your scheduled program. All activities on-site are guided and staff must be available to assist your class with entry into the Interpretive Centre.

• If you will be arriving late or early please call 403-931-2366.

• The student to chaperon for grade nine is 20 students per one chaperon

• Programs are scheduled for 3.5 to 4 hours per day session

• For the evening sessions the program is 2 hours

• To cancel or reschedule a program please contact us at least a week in advance of your program date.

• The programs are designed to accommodate 30 to students, however if you have a larger group please allow one month before booking to ensure we have the appropriate resources available.

• Our Interpretive Center classroom capacity is 80.

• Backpacks are permitted but the students will be expected to leave them in the Interpretive Centre when we tour the observatory.

• Ensure each student has a pen or pencil if they are to complete a project.
Rules of Conduct for School Programs

- Please discuss the following rules of conduct with your students. Also, provide your chaperons with a copy these guidelines.

- The Rothney Astrophysical Observatory is a research facility operated by the University of Calgary. Students must be aware that the observatory is a working science lab and proper conduct is required to ensure their safety.

- Please divide your group into smaller sub-groups each with an adult supervisor, also ensure that these smaller groups stay together at all times.

- Do Not Touch anything unless there is a "Please Touch" sign. There are tools, chemicals and equipment on-site that are off-limits to students.

- Leave all back packs and bags in the Interpretative Center.

- Walk, Don't Run.

- Use Quiet, Indoor Voices.

- If there are astronomers at work, or another class in session, please do not disturb them.

- No Gum, Food or Drink in the observatory.

- Stay in your group and do not wander on the grounds, there are several scientific equipment installations on-site which are actively collecting data. This equipment is not to be disturbed.

- The RAO is host to several animals such as gophers, hawks, cows, etc. For your own protection, please do not approach or disturb any animals.

- Any visitor who shows repeated disregard for the above guidelines may be asked to leave.

- These rules help make everybody's visit an enjoyable experience and at the same time help protect visitors and the RAO's facility.
General Information

Rothney Astrophysical Observatory
Department of Physics and Astronomy
University of Calgary

Address
200, 194136, Hwy 22
Phone 403-931-2366

Emergency Information
Medical - 911 (403-652-3904) average response time – 10 minutes
Fire - 911 (403-652-2341) – average response time – 15 minutes
Police - 911 (403-933-7227) – average response time – 10 minutes

Evacuation Details
• During an alarm, or emergency RAO staff will assume FULL AUTHORITY of all visitors on the site. They are in control until emergency services arrive or the emergency terminates.
• RAO staff will make certain that the municipal Fire Department or EMS has been notified.
• Ensure all visitors are out of building or danger area and a count is taken to verify that no one is in building or in danger.
• RAO staff will meet EMS personnel and inform them accordingly.
• All buildings on the RAO site have at least two exits, the observatory building has two floors and each floor has two exits.

Missing Person Procedures
• All visitors and staff will gather in the parking lot and a head count taken.
• No one can leave the site until the mission person(s) is found.
• All Buildings will be checked for missing person(s).
• The surrounding site will be searched until missing person(s) is found.
• RAO will inform EMS if missing person is not located.

No restricted activities
The Rothney Astrophysical Observatory is located near Priddis, Alberta. Drive on hwy 22X to the hwy 22 interchange. Go south on hwy 22 for approximately 1.5 kilometres. The RAO is located on the east side of the hwy. Please drive through the gate and up to the parking lot where you will be met by a staff member.

[www.ucalgary.ca/rao/visiting](http://www.ucalgary.ca/rao/visiting)