### Contact Information

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<th>ESPO</th>
<th>P-3</th>
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</table>

Embassy Point of Contact (POC) in Gabon  Diana Costa, Political/Economic Officer  +241-01-45-7118
Clinic: ARS Medica  +239-224-4050  arsmedica.clinica@gmail.com
Hospital Central Ayres de Menezes, +239 2-221-222
Hotel Pestana São Tomé - +239 224 4500 - Avenida Marginal 12 de Julho, 851
Welcome Information Email (on wall by door #3)

- Check-in with ESPO – room number, Whatsapp mobile number
- Hotel Conference Room
  - Combo lock: #, #, #, # Enter. Can be done with one hand. Push one button at a time, then push and release Enter button, then open door with handle.
  - Wifi password. Same as last year: [removed]. Same in hangar.
- Dining Locations, hours, discount, buffet – don’t remove food
- Water – buy drinking water
- Laundry discount and Lavandaria
- Exercise Room hours
- Spa discount
- Sauna/Steam Room
- Getting more cash; will be dobras
Local Contacts

♦ Hotel
  - Jose “Joe-say” – Manager
  - Lucia “Lu-cya” – Coordinator
  - Wanderlay “Vanderlay” – Front Desk

♦ Shuttle Driver
  - Jose “Joe-say” Almeida – speaks French

♦ Translators / Drivers
  - Mario
  - Lance
  - Cirilo
Welcome to São Tomé

♦ São Tomé Google Map
  - [https://tinyurl.com/y76javwm](https://tinyurl.com/y76javwm)
  - Editable Map – add pins

♦ Walkable:
  - Chinese grocery store
  - Laundromat
  - Restaurants
  - Clinic
  - Super Ckdo grocery store

♦ Important:
  - Don’t walk on the road when possible
  - Walk toward traffic so you can jump out of the way
Hotel Conference Room

♦ Security

➤ During working days, Enter and Exit through the 3rd door
  ▪ Particularly if there is a meeting/conference call in progress
  ▪ Leave door ajar when there are others in the room
➤ 24x7 access – combo lock (##### Enter)
  ▪ 2nd & 3rd doors are close to light switches
➤ Do not open sliding doors to outside

♦ Tripping Hazard – Uneven carpet and taped cords

♦ If last to leave during the day
  ➤ Check all 3 doors to lobby are closed

♦ At end of day, last person please
  ➤ Close curtains
  ➤ Turn off coffee maker, speakers/sys, projectors and lights
Use Door #3 - Try not to walk through vendor area

A/C – leave remote control at the front of the room. On/off by pointing remote at each vent.

Coffee/tea – Bring your own mug

Water
  - Plastic cups available – label your cup and reuse.
  - Don’t fill your store bought water containers as we are filling dispenser bottle manually with store bought water.

Restrooms
  - Unisex handicap restroom located off the Hotel entrance
  - Multi-stall men’s & women’s restrooms located before Restaurant entrance
When you enter the airport, you must have your badge visible. Try to keep the picture facing out.

You must wear a high-visibility vest.

If you lose the badge, we have to inform airport security.
- Contact ESPO (Bernie/Susan)

We have access to areas A and E. (will get vehicle passes for few)
- Area A is a broad area within the airport fence (the black line below).
- E is access to the buildings and the tower for scheduling and filing flight plans

Return the badge and vest to ESPO before you leave the country.
Hotel Charges

♦ Hotel will provide all of us two invoices at the end of our stay.
  ➢ One for room night charges (accommodations, taxes) for expenses
  ➢ Another for incidentals for per diem (dining, bar, spa)
  ➢ Otherwise to use your visa card, you have to go to the front desk to use their machine even when you are in restaurant, bar or spa

♦ SSAl Travelers
  ➢ Write a detailed explanation for the nights charged and the conflicting factors that were beyond their control
  ➢ A written explanation is required to support one-two night suitcase trips that require reimbursement for two hotels on the same night
  ➢ ESPO will draft something
Airport Safety Guidelines

♦ There will be two viewings of the P-3 Safety Video (15 minutes) for everyone, except for those who have already seen it and signed the form.

♦ Important:
  - No open toed shoes are allowed in lab spaces, hangars or aircraft.
  - No shorts on P-3 flights
  - Keep work areas and food areas as neat and clean as possible.
  - Be aware of all safety signs particularly if there is hazardous activity being performed.
  - Smoking is allowed only in designated areas outside of the hangar. Smoking is not permitted near any aircraft or flammable sources.
Foreign National Escort

♦ Foreign National escorted on P-3

♦ Escorts:
  ➢ Bernie Luna
  ➢ Dan Chirica
  ➢ Sam LeBlanc
  ➢ Jens Redemann
  ➢ Jim Podolske
  ➢ Rich Ferrare

♦ Escorted:
  ➢ Yana Karol
  ➢ Hong Chen
  ➢ Jianhao Zhang
  ➢ Siddhant Gupta
  ➢ Steffen Freitag
  ➢ Bastiaan van Diedenhoven
  ➢ Gonzalo Ferrada
  ➢ Karla Longo
  ➢ Johannes Mohrmann
COMMUNICATION

- https://espo.nasa.gov/ORACLES
  - Calendar
  - Plan of the day and Plan Forward
    - Email, WhatsApp, Google Sheet
  - Anyone can upload photos
  - Flight & Science Reports
- Mailing Lists:
  - oracles@espo.nasa.gov
- WhatsApp (next slide)
- ESPO Phones
- Calling USA (wifi)
  - WhatsApp Voice Call, Jabber
  - Facetime Audio, Skype
- Limit applications that use data
WhatsApp – Wifi Communication

♦ Wifi at Hotel and Airport

♦ WhatsApp Groups
  - We were going to create many team WhatsApp groups but instead each team can create their own WhatsApp groups
  - ORACLES 2017
    - Everyone added when you arrive to São Tomé
    - Recommended to not mute if you are on-island and to check when you are on wi-fi so you are contactable
    - You can stay on when you leave São Tomé but recommended to Mute and only Type a Message during Sao Tome working hours

♦ ORACLES P3 Scientists

♦ CST SIM cards
  - 600,000 Dobras (24 Euros) for 6 GB data for a month and about 120 minutes of local calls.
  - Need an unlocked smart phone; get a local #
  - CST will deliver to hotel
• Keep your contact information/room # current with ESPO
• Clean up – bugs flourish in the tropics
• Speak up if you need medical supplies
• Be proactive – if consumables running short, speak up
• YOU are a NASA emissary
  • Orientation Document has Portuguese phrases
Flight Days
- Be sure to have lunch box order placed the day before by 1600
- T-3 Hotel Limited Breakfast made available for us
- T-3 Weather
- T-2:30 Shuttle 1
- T-2:00 Aircraft Access / Shuttle 2
- T-0:30 Doors Closed
- T+9 hours Land
- L+0:15 Debrief at Airport
- L+0:30 Shuttle 1
- L+1:30 Shuttle 2

Non-Flight Days
- 0800 Weather/Forecast
- 0900 Flight Planning Discussion
- 1000 Flight Planning
- 1200 Flight Plans to Pilots
- 1500 Feedback on plans
- 1600 Science Meeting

ESPO will schedule shuttle trips to grocery.
Communicated to WhatsApp
ORACLES 2017
Hazard: structural members, a/c units on the path to the hangar
Security: locked (ESPO has key); night watch via Airport Police
Other

- Wallops shipment due August 9 at port
  - Sommer ordered gases per email discussion; Yana carrying adapters
  - HSRL2 clean room; LN2 generator; gas cylinders

- If in Sao Tome next year, what equipment would stay here
  - Items that remained in Namibia?

- Air ship return: HSRL2 first (Sept 1); remainder (Sept 15)
- Susan preparing box lunch Google survey for flight days
- Share info with ESPO: medical, restaurants, vendors, etc.
- Excursion: local dinner
- ’extra’ T shirts to be used for thank you’s; then ’fire sale’ $7.50
- Personal rental vehicle and rec activities – buddy system; be careful