

# **Pensacola Lighthouse and Museum**



## **Volunteer Handbook**

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# Message from the Pensacola Lighthouse Association

The Pensacola Lighthouse Association (PLA) is a non-profit organization dedicated to preserving, maintaining, and promoting interest in the Lighthouse, the Keeper's Quarters, and other associated buildings at the Pensacola Light Station.

Our Mission Statement is:

**Preserving the Past to Enlighten Our Future ~ Protecting ~ Educating ~ Sharing**

The Pensacola Lighthouse Association is able to provide public access to the Lighthouse through an official Use Agreement with the United States Coast Guard. The Coast Guard still owns and operates the light itself as an active aid to navigation. However, the PLA is currently responsible for grounds and building maintenance, restoration, insurance, and utilities.

## Welcome To Our Volunteers!

The Pensacola Lighthouse Association welcomes you as a volunteer. As a non-profit organization, we depend on the support and dedication of our volunteers. Your help and dedication are vital to our mission. We sincerely thank you for donating your valuable time, energy and efforts to help us make the Pensacola Lighthouse available to the public.

Here at the Pensacola Lighthouse, public service is our first priority. We hope to provide a supportive environment for our volunteers. Volunteers are essential contributing members of our team.

Opportunities at the Lighthouse are many and diverse. No matter where your interests lie, there are many needs for your talents and skills – from working behind the scenes to preserve the buildings and grounds, to working directly with the public in guiding guests through the tower, the Keeper's Quarters, and the grounds. We also need your help for special events scheduled throughout the year.

Through our Volunteer Program, we strive to foster positive communication and an academic exchange of information between members, voting members, staff, volunteers, and guests. Our guests come from all over the world, representing all ages and backgrounds. It is our fervent desire that all of our visiting guests enjoy a positive experience here at the Pensacola Lighthouse. Please contact the Volunteer Coordinator at [volunteers@pensacolalighthouse.org](mailto:volunteers@pensacolalighthouse.org) if you have any questions.

## Volunteer Privileges and Rewards

All volunteers are granted use of the Lighthouse library and archives, under supervision of the curator. You will also receive our monthly newsletter.

**Assistant Keeper Volunteer:** After volunteers have accumulated their first 50 hours in a calendar year (approved by the Volunteer Coordinator), they will receive a free Lighthouse T-shirt, a permanent name tag, a 20% discount in the gift shop and an invitation to our volunteer appreciation dinner. You will be eligible for a PLA membership. *See membership section for details.*

**Keeper Volunteer:** Any member or volunteer who has accumulated 100 hours in a calendar year (approved by the Volunteer Coordinator), will receive a 30% discount in the museum shop and be considered for a free membership for the following calendar year, conditional upon review and approval of the membership committee. *See membership section for details.*

Volunteers have the opportunity for recognition with our Volunteer of the Month program. Once selected as volunteer of the month you then become eligible for Volunteer of the Year. Volunteer of the Year receives a special gift and a brick in their honor to be placed in our Keeper's Walk.

The volunteer handbook cannot anticipate every circumstance or question concerning each and every policy. Additionally, there may be situations that will require possible revisions, additions and readdressing of policies. Therefore, the Volunteer Coordinator, under the guidance of the Executive Director and approval of the board of directors, reserves the right to revise, add new policies, and to change or revoke existing policies, at any time. A hard copy may be obtained from the Volunteer Coordinator.

Volunteers, under the direction of the Volunteer Coordinator, serve at the pleasure of the Executive Director. If a volunteer has an issue with policy or procedures please address such issue with the Volunteer Coordinator to resolve the issue. If the issue goes unresolved the Volunteer Coordinator will set up a meeting between the operations director, the volunteer and the Volunteer Coordinator. This meeting will be documented, and in the event the issue is still unresolved, a request will be made to the Executive Director for review.

**Membership:** To be considered for membership, a prospective member, after accruing 50 volunteer hours (approved by the Volunteer Coordinator), will be reviewed by the membership committee. If approved by the membership committee, the prospective member will be presented to the general membership for approval.

All volunteer hours must be approved and scheduled by the Volunteer Coordinator. With respect to our volunteers and the distance many have to travel to support the Lighthouse, please add half an hour per shift each way for a total of one hour travel time when logging your hours.

The PLA as a private organization, reserves the right to refuse any perspective membership applicants or current member renewals.

## **Ethics for Volunteers**

The Pensacola Lighthouse Association acknowledges the valuable contribution it receives through the interest, time and experience given by volunteers. Because of the public contact nature of the Lighthouse and the extent of volunteer involvement in Lighthouse programs and activities, we set forth the following standards of conduct for the protection of our volunteers, guests and the Lighthouse itself:

- Volunteers shall conduct themselves in accordance with the standards of conduct and ethics as stated in this handbook.
- Volunteers shall endeavor to understand and support the mission, purpose, structure and policies of the Pensacola Lighthouse Association.
- No individual may use his or her position at the Pensacola Lighthouse for personal gain, except for the inherent reward and personal satisfaction derived from such participation; or to benefit another at the expense of the Lighthouse, its mission, reputation, and/or the community it serves.
- The Pensacola Lighthouse Association volunteers and guests are diverse in their beliefs. Please refrain from using the Lighthouse as a platform for your personal opinions.
- Volunteers shall complete any orientation, safety courses, or on-the-job training required, and must obey all security and safety rules of the Pensacola Lighthouse Association.
- Volunteers shall comply with the time and dress requirements of the Pensacola Lighthouse Association.
- Volunteers shall provide timely notification to his or her Volunteer Coordinator regarding availability, absences, or termination

## **Volunteer Conduct and Work Rules**

To ensure orderly operations, provide the best possible work environment, and present a professional atmosphere, we expect you to follow rules of conduct that will protect the interests and safety of all concerned.

Although it is not possible to list all the forms of behavior that are considered unacceptable while volunteering, the following are some examples that may result in disciplinary action, up to and including removal from volunteering.

- Theft or inappropriate removal or possession of Lighthouse property
- Falsification of the volunteer application and/or the volunteer log book
- Sabotage or subversive activity of any kind
- Volunteering under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs at the Lighthouse, while volunteering, or while operating Lighthouse owned vehicles or equipment
- Fighting or threatening violence in or around the Lighthouse
- Immoral conduct or indecency (includes the use of foul language, profanity or telling of obscene stories)
- Leaving the Lighthouse without notification during your volunteer shift
- Sleeping on your volunteer shift
- Negligence or improper conduct leading to damage of Lighthouse owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, at the Lighthouse
- Unauthorized use of telephones, mail system, or other Lighthouse owned equipment
- Unauthorized disclosure of Lighthouse business “confidences”
- Unsatisfactory performance or conduct

## **Volunteer Dress Code**

The volunteer uniform will consist of a name tag (provided by the Lighthouse), and casual pants and/or shorts, jeans acceptable without rips, and a collared shirt or Lighthouse t-shirt.

Shoes should provide safe secure footing and offer protection against hazards. Closed-toed shoes (such as tennis shoes, boat shoes, or flat sandals with a heel strap) will be worn when volunteering.

Tank tops, tube and/or halter tops, shirts with the sleeves cut off, may not be worn as outer garments under any circumstances while volunteering.

## **Drugs and Alcohol Use**

The PLA wants to provide a drug-free, healthful, safe and pleasant work environment for all volunteers. To meet this goal, we believe it is extremely important your time spent volunteering is rewarding but conducted with the complete understanding of the effects to not only yourself but our guests, as a direct result of such conditions, mental and/or physical, caused by the abuse of unauthorized drugs or alcohol.

While on Lighthouse premises or while conducting volunteer-related activities off Lighthouse premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job, only if they do not impair your ability to perform the essential functions of a volunteer effectively and safely without endangering others.

While attending Lighthouse related functions or activities where alcohol is served, the drinking of alcohol in moderation is permitted. Under no circumstances will excessive use of alcohol be accepted. Violation of this policy may lead to corrective action, up to and including immediate end of your volunteer services.

If you have questions about this policy or issues related to drugs or alcohol uses at the Lighthouse, please do not hesitate to bring your concerns to the Volunteer Coordinator.

## Sexual and Other Unlawful Harassment

PLA is committed to providing an environment free from all forms of discrimination and conduct that could be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic, will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering volunteer/employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome verbal or physical sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made a term or condition of volunteering either explicitly or implicitly.

If you experience or witness sexual or other unlawful forms of harassment during your volunteer time at the Lighthouse report it immediately to the Volunteer Coordinator. If the Volunteer Coordinator is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Any volunteer engaging in sexual or other unlawful harassment will be subject to corrective action, up to and including immediate end of your volunteer services.

# Safety and Emergency Procedures

## Building number is 3270

General Safety Instructions: Volunteers are required to understand and enforce the following safety regulations and procedures. Violation of any of these regulations and procedures may result in revocation of the Pensacola Lighthouse Association's license to conduct public tours.

- During operating hours, a minimum of two (2) volunteers or staff members (one stationed at the top, the other at the bottom) are required to operate the tower.
- A maximum of fifteen (15) guests will be allowed at the top of the tower at any given time.
- No pets will be allowed inside the Lighthouse except for working service animals.
- **No flip-flops, open backed shoes (without a heel or ankle strap) or spiked heels** may be worn to climb the stairs; guests may go barefoot.
- No food, gum or drink (with the exception of bottled water) is allowed inside the Keeper's Quarters or the tower.
- Absolutely **no smoking** is allowed inside the Lighthouse or Keeper's Quarters or grounds inside the fence.
- Children under the age of 7 or **less than 44 inches tall will not be allowed to climb the tower under any circumstances.**
- Children must have adult supervision at all times while touring the Lighthouse or Keeper's Quarters.
- Groups of children under age 16 must have one adult for every six children.
- NO PERSON may be carried on the tower stairs, including babies in arms or back or front carriers.
- Backpacks and/or large purses are not allowed on the grounds. The exception is for medical supplies.

**Radios:** The hand-held radios (or walkie-talkies) are vital tools for being prepared for our guests and possible incidents. Volunteers and staff members stationed at the top and bottom of the tower must have a radio on their person or near at hand at all times. These radios must be turned off and recharged at the end of each day; recharge the tower radio at the top. (Note: if you are in possession of a cell phone, we recommend that you keep it on your person at all times while at the top of the tower, and make sure that personnel at the bottom has your number. Please **Do Not** unplug the power strip the radio is plugged into to recharge overnight, but do unplug the fan/heater from the strip if used.

**Weather:** In the event of unsafe weather conditions, access to the tower may be suspended or restricted. Volunteers are responsible for monitoring and responding to unsafe weather conditions, including but not limited to:

**Wind:** The catwalk at the top of the tower shall be closed when the volunteer or staff member at the top determines that wind velocity is such that it is unsafe for guests to be on the catwalk. Please use the wind meter at the top to determine velocity. If the wind meter registers 35 miles per hour, guests will not be allowed on the catwalk.

**Rain:** Volunteers/staff must close the outer catwalk door and the tower windows when rain occurs, to keep the stairs from becoming wet.

**Lightning:** The tower will be closed when lightning is spotted in the area within a 3 mile radius. Use the lightning meter at the top for guidance. Monitor the weather, and when the unsafe conditions have passed (i.e. no lightning is seen for 15 minutes) the tower may be re-opened.

### First Aid Kit and AED's

Kits/AED's are kept stocked with essential items to treat minor injuries. Currently we have three first aid kits/AED's; one in the oil storage room at the base of the tower in the wood cabinet, one in the gift shop in the wood cabinet by the front door and one in the lens pedestal. Accident reports are in the first aid kits.

[www.defibtech.com/support/us-support/videos](http://www.defibtech.com/support/us-support/videos) AED Video

**EMERGENCY:** In the event of an emergency:

- Radio down and have a staff member call 911 and remain in radio and/or cell phone contact with the staff member.
- Evacuate all guests from the tower. Gift shop will stop all admissions until the emergency is resolved.

**Accidents, Injuries and Health Crises:**

- Remain calm!
- To treat minor injuries, locate a first aid kit (see above)
- Remember, even minor injuries require an Accident Report Form. These forms are very important and must be filled out in the event of any accident involving a guest or volunteer. Forms are located in the First Aid Kits and Gift Shop, and need to be completely filled out. Try to be as specific and thorough as possible with your answers, and give the completed form to a staff member.
- **In the event of a serious injury, call 911** (see above.) Safety directors at the base and top will communicate via radio, "Medical Emergency – call 911... repeat ... Medical Emergency, call 911...repeat [and so on]" until confirmation is received.
- If the accident occurs in the Keeper's Quarters, notify the nearest staff member immediately.
- Keep guest calm and still. Cover them if possible, and keep them lying down until emergency personnel arrive.

[https://www.profirstaid.com/training\\_video/fainting](https://www.profirstaid.com/training_video/fainting) How to respond to fainting and seizures

**Fire Protection:** The Keeper's Quarters have a central smoke detector and alarm system connected directly to the NAS Fire Station. If the alarm sounds, volunteers are to evacuate all guests from the facilities quickly and calmly to the yard area. Please **Do Not** turn off the alarm, it is a federal offense. If the situation permits, you may try to put out the fire with one of the fire extinguishers; however, **DO NOT PUT YOURSELF IN A POSITION TO BE HARMED BY HEAT OR SMOKE!**

**Fire Extinguishers:** There are four (4) fire extinguishers located in the Keeper's Quarters--two are located on the first floor and two are located on the second floor and all are located centrally in the hallways. There is an additional fire extinguisher in the gift shop along with one at the top of the tower and one in each basement. All fire extinguishers are easily operated and all volunteers must become familiar with their use

# Volunteer Duties

## Safety Director/Base of the Tower

**Objective:** To ensure a smooth and timely flow of visitor traffic in the tower and to provide guests with general safety guidelines for climbing.

### Responsibilities

1. Greet guests interested in climbing at the base of the tower stairs.
2. Make sure guests do not have backpacks or large purses.
3. Give a safety briefing on climbing regulations (see below).
4. Give a brief overview of the history of the Lighthouse (optional).
5. Check for wristbands.
6. Check guests' footwear and ensure that no one climbs with flip-flops (or other backless shoes without a heel or ankle strap) or spike heels.
7. Keep track of the number of climbers to prevent overcrowding in the tower.
8. Communicate with the person at the top of the tower to ensure a timely flow of guests up and down the stairway.
9. Please address unruly behavior by children i.e. running in the house and stairs and yelling.

### Main Safety Points (Communicate to each climber)

- The Coast Guard **does not allow anyone wearing spike heels, flip-flops or other open-backed shoes on the staircase**; you may leave them at the base of the tower or carry them to the top, as long as you do not wear them on the stairs.
- There are 177 cast-iron steps to the top of the tower, so it is important to pace yourself.
- Hold the handrail **at all times** while you are climbing!
- However, people coming down the stairs have the right to the handrail so please stop climbing and move to the center of the staircase (or step into a window alcove) while they pass; after they have passed, you may move back to the handrail and resume climbing.
- Near the top of the stairs, there are two low spots – one at the top of the spiral staircase in the Watch Room and the other as you climb the smaller staircase to reach the Lens Room. Watch your head!
- Small children need to stay between 2 adults while climbing and on the catwalk.
- **No one may carry a child while climbing, either in arms or in carriers.**

### Training

- Complete on-site training
- Learn basic history of the Lighthouse, Fresnel Lens, and local landmarks

# Volunteer Duties

## Top of the Tower

**Objective:** To monitor guests and the weather while at the top, in order to ensure safety, provide information about the Fresnel lens, and answer general questions.

## **Responsibilities**

1. Take water with you (in a container with a lid).
2. If you are **the first one up**, open windows and shutters in the Tower as you climb (unless it is raining), and check to make sure that the stairwell lights are functioning and that there is no debris on the stairs; sometimes pieces of brick or mortar become loose.
3. When you reach the top, check inside the lens pedestal to make sure that the First Aid Kit and AED are inside.
4. Check that the lens is rotating; if it is not, immediately alert the staff.
5. Open the outer door to the catwalk and use the rope to hold it open.
6. Turn on a walkie-talkie and alert the person at the base of the tower that you are ready for climbers to begin ascending the stairs.
7. Assist guests through the trapdoor if necessary.
8. Ensure a smooth flow of traffic on the catwalk. If we are busy, each group should only stay up top for 3-5 minutes.
9. Answer questions; supervise to ensure compliance with basic safety rules; engage with guests!
- 10. NO ONE IS ALLOWED UP THE STEPS INSIDE THE LENS ROOM, OR ON THE LADDER TO THE UPPER CATWALK, and NO ONE SHOULD TOUCH THE LENS!**
11. Communicate with other volunteers and staff using the walkie-talkie (or your cell phone).
12. **Monitor the weather!** If it is raining, use your discretion; during moderate or heavy rainfall, the windows and shutters should be closed to prevent rain from wetting the stairs. If you see **lightning** or hear **thunder**, close the tower! Use the lighting meter at the top for guidance. If lighting is within 3 miles the tower must close. Tell the tower base and gift shop not to admit any more guests to the tower, and instruct those at the top to begin their descent. Close the tower door and windows behind you as you descend. The situation will be re-evaluated every 15 minutes; once lightning and thunder have ceased for at least 15 minutes, the tower may be re-opened
13. **Last one down** should make sure all guests are safely through the trapdoor; close the catwalk door securely and latch the rope around the inner staircase. Unplug the space heater if in use. **Do not** close the trapdoor. Turn off walkie-talkie and place on the charger at the top. Bring down any trash and close windows and shutters in the tower. Check the north door to ensure it's locked and make sure both windows and shutters at the base are closed and locked. Exit through and close the interior wooden tower door and position rubber door stop.

## **Training**

- Complete on-site training.
- Learn basic history of the Lighthouse, Fresnel Lens, and local landmarks.

# **Opening and Closing Checklist for the Top of the Tower**

## **OPENING**

1. Open all windows and shutters unless it's raining, foggy or damp. If it is raining, foggy or damp open shutters for light then close windows.
2. Please check for debris on the stairs, sometimes pieces of brick and mortar become loose, if it looks like a safety issue please let a staff member know.
3. Do a radio check with the base/gift shop.
4. Open the door and latch it to the outside stairs.
5. Please keep the catwalk and lens room swept and tidy.

## **CLOSING**

1. Close door and latch to the inside stairs.
2. Please place your radio in the base to charge, wait for the red light to appear.
3. Do not unplug the power strip as the charger is plugged into it.
4. Please bring the trash down.
5. Close all windows and shutters.
6. Turn off the lights and fan in the tower.
7. Close and lock the windows and shutters, turn off fans in the oil room and north entrance.
8. Close and lock the north entrance door.
9. Close the tower door that leads to the Keeper's Quarters.

# **United States Coast Guard License**

## **1 April 2008 to 30 September 2028**

*Special license to reopen the Lighthouse and provide historical tours.*

- Special tours as requested by any particular group (reunions of military units, children from local schools, ROTC, historical groups, etc.) will be coordinated throughout the year at any specific time of day to best accommodate the groups' request. A minimum of two (2) volunteers [or staff members] will be at the Lighthouse tower when there are more than 12 guests to go up the tower, one positioned at the top and one at the bottom
- A walkie-talkie will be provided to volunteers at all times for immediate communication
- A maximum of 15 guests will be allowed at the top of the Lighthouse at any given time
- No pets will be allowed into the Lighthouse
- Children must be supervised by an adult at all times while touring the Lighthouse
- Appropriate clothing must be worn. No clothing that may be a trip hazard, such as flip-flops [or other open backed shoes], will be allowed to ascend the Lighthouse tower
- A volunteer [or staff member] will give safety instructions to all guests prior to allowing entrance to the Lighthouse tower
- Tours will not be given during foul weather
- In accepting the rights, privileges, and obligations established hereunder, the Pensacola Lighthouse Association (PLA) recognizes that the Installation serves homeland security and that the Commandant of the Coast Guard will not permit the PLA to interfere with the Installation's military mission. Access to the Installation is subject to the control of its commanding officer and is governed by such regulations and orders as have been lawfully decreed or approved by the Secretary of Homeland Security, the Commandant of the Coast Guard or by any designated military commander. Any access granted to PLA, its officers, employees, contractors of any tier, agents, and invitees is subject to such regulations and orders. This License is subject to all regulations and orders currently decreed or which may be decreed by lawful authority as well as all other conditions contained in this License. Violation of any such regulations, orders, or conditions may result in the termination of this License. Such regulations and orders may, by way of example and not by way of limitation, include restrictions on who may enter, how many may enter at any one time, when they may enter, and what areas of the Installation they may visit, as well as requirements for background investigations, including those for security clearances, of those entering. The PLA is responsible for the actions of its officers, employees, contractors of any tier, agents, and invitees while on the Installation and acting under this License.

# Pensacola Lighthouse: A Timeline

## Early History of Pensacola

The earliest known inhabitants of the Pensacola Bay area were Native American peoples. When the first European explorers visited Florida in the 16<sup>th</sup> century, they encountered a Muskogean-speaking tribe. Spanish records indicate that this tribe was called the “Panzacola,” which appears to be the source of the name “Pensacola.”

Spanish exploration of the area began in 1513, when Ponce de Leon landed in Northwest Florida. Later, fellow Spaniards Pánfilo de Narváez (1528) and Hernando de Soto (1539) explored Pensacola Bay (calling it “Ochuse” and, later, “Bahia de Santa Maria.”)

In 1559, Don Tristan de Luna arrived in Pensacola to establish a Spanish settlement of more than 1,400 people on 11 ships. However, hurricanes, famine, and conflict with local Native American tribes plague the Spanish settlers, prompting them to abandon the settlement.

For the next 135 years, the Spanish Viceroy in Vera Cruz made no further attempts to colonize Pensacola. However, by 1698, French settlements along the Mississippi worry the Spanish government, prompting the construction of Presidio Santa Maria de Galve and Fort San Carlos de Austria on the *barrancas* (bluffs) overlooking Pensacola Bay. The settlement, located at NAS Pensacola close to present-day Fort Barrancas, was captured by French troops in 1719. Three years later, prompted by another hurricane, the French burnt the fort and evacuated the area. Later that year, the Spanish returned and established a new presidio on Santa Rosa Island, near the site later chosen for Fort Pickens. But this settlement suffered the same fate as its predecessors; in 1752, fed up with being battered by hurricanes, the Spanish abandoned their island settlement and relocated to the mainland. Two years later, they constructed Presidio San Miguel in what is now the heart of historic downtown Pensacola.

In 1763, the Spanish ceded Florida to the British for a brief period, recapturing it in the 1781 during the American Revolution, in a conflict later known as the Battle of Pensacola.

Meanwhile, in 1789, President George Washington created the U.S. Lighthouse Establishment, whereby the states agree to cede authority over navigational aids to the Secretary of the Treasury.

The history of the Pensacola Light Station begins in 1823, a few years after Andrew Jackson, acting on his own accord, wrested Florida from Spanish control and claimed it as a United States territory.

<b>First Lighthouse</b>	
1823	<p>In March, Congress appropriates \$6,000 to fund the construction of a lighthouse in Pensacola</p> <p>In June, a site is selected for the new lighthouse (near the present-day Navy Lodge) west of Fort Barrancas. In the meantime, the lightship Aurora Borealis arrives from the Mississippi River to serve as a navigational aid at the entrance to the harbor</p>
1824	<p>Construction begins on the first Pensacola Lighthouse, a 40-foot white brick tower equipped with ten whale oil lamps, each flame strengthened by a fourteen-inch reflector. The first keeper, Jeremiah Ingraham, begins his service, and in December, the lamps are lit for the first time</p>
1826	<p>Recognizing the importance of Pensacola's harbor, the federal government authorizes construction on the Pensacola Navy Yard (also known as the Warrington Navy Yard) at the site of the Spanish Fort Barrancas</p>
1827	<p>Plans are drawn out for the communities of Warrington and Woolsey, located to the east of the first lighthouse</p>
1829 – 1834	<p>As part of a national effort to fortify the nation's ports, Fort Pickens – the first of three forts that will circle and defend the mouth of Pensacola Bay, is constructed at the western tip of Santa Rosa Island. Later, the shifting sands will move the entrance to the bay farther to the west.</p>
1834 – 1839	<p>Fort McRee is built at the eastern tip of Perdido Key, on a stretch called Foster's Bank. In present day, the fort is underwater; shifting sands caused the fort to slowly collapse into the Gulf.</p>
1839 – 1844	<p>Fort Barrancas, the last of the three forts guarding Pensacola Bay, is built on the barrancas (a Spanish term for "bluff") approximately half a mile east of the First Pensacola Lighthouse on the site of the colonial-era Spanish Fort San Carlos de Barrancas.</p>
1840 – 1855	<p>Following Jeremiah Ingraham's death, his widow Michaela takes on his position as lighthouse keeper</p>
1845	<p>Florida is admitted as the 27th state in the Union</p>
1852	<p>Congress establishes the U.S. Light-House Board to oversee the nation's 331 lighthouses and 42 lightships</p>
1855	<p>Keeper Michaela Ingraham hands her post over to her son-in-law, Joseph Palmes. Palmes will serve until 1858, when he becomes the first keeper of the new lighthouse.</p>

<b>Second Lighthouse</b>	
1854	Congress appropriates \$25,000 to replace the first Pensacola Lighthouse with a "first class seacoast light." Later, an additional \$30,000 is appropriated to complete the project
1856	Under the supervision of the Army Corps of Engineers, enslaved black bricklayers (rented from local planter Chandler Cox Yonge) begin construction on the new tower, located half a mile west of the original lighthouse
1859	The new lighthouse is first lit on January 1, New Year's Day. Joseph Palmes transfers
1861	<p>In January, as tensions between northern and southern states escalate, Florida secedes from the Union. Confederate troops take the lighthouse, along with Fort Barrancas and McRae. Keeper Palmes resigns, unwilling to remain on the Union payroll</p> <p>In April, hostilities erupt between the Confederates at Fort Barrancas and the Union troops stationed at Fort Pickens. Palmes' replacement, Oscar Philibert, is ordered to extinguish the light. At this time, our Fresnel lens was disassembled, though accounts differ as to what happened afterwards. Some say the lens was shipped to Montgomery, Alabama for safekeeping, while others say that it was buried in the sand nearby until the war ended.</p> <p>Caretaker Samuel Glass replaces Oscar Philibert.</p> <p>In December, the base of the lighthouse tower is struck by solid shot from Fort Pickens, suffering damage in at least three places</p>
1862	Confederate forces evacuate Pensacola; Union troops take possession of the lighthouse. With the first-order lens still in Confederate possession, lighthouse engineer Max Bonzano installs a captured fourth-order lens and the tower is relit on December 20th.
1863 - 1877	Reconstruction Era; Federal troops occupy the former Confederate states in an attempt to suppress violence and promote the speedy reintegration of these states into the Union.
1863 - 1886	Eleven different keepers serve at the Pensacola Lighthouse, of whom 9 are removed from duty for offenses ranging from intoxication to neglect
1886 - 1887	Caycas and Barrancas Range Lights are re-established to mark the entry to the harbor
1869	<p>A first-order Fresnel lens is restored to the tower, and the day mark is altered; the lower third of the tower is white to contrast with surrounding trees, while the upper two-thirds were painted black, to stand out against the sky</p> <p>Construction on the two-story Keeper's Quarters is completed. The residence is a symmetrical duplex built to house the head keeper, assistant keeper, and their families.</p>
1875	The lighthouse is struck by lightning twice, melting metal fixtures in the tower

1877	Samuel Lawrence begins service as head keeper
1879	The tower is repointed and repainted
1884	Mineral oil lamps installed in the lighthouse (replacing whale oil lamps)
1885	Lantern damaged when wild ducks fly through the lens room
1886	George "Tucker" Clifford becomes Keeper, replacing Samuel Lawrence (who served from 1877 to 1885)  In August, vibrations from the Great Charleston Earthquake shake the tower, stopping the clockworks and damaging the tower walls.
1892	Brick oil-house built
1894	Wooden shed built to store empty oil cans
1896	U.S. lighthouse keepers become civil service employees
1897	The frame addition to the rear of the dwelling (where the guest bathrooms are located in present-day) becomes a kitchen. Around the same time, a second story on the front porch is added
1902	New gallery (probably a screened porch) built to adjoin kitchen
1903	Clifford's daughter, Ellen ("Ella") marries Ernest Miller (Mueller) at the lighthouse
1905	Five months after giving birth to her daughter, Naomi, at the Navy Hospital, Ella Clifford Miller dies from childbirth complications. Her parents adopt Naomi and raise her at the lighthouse
1910	Abolishing the Light-House Board, Congress creates the Bureau of Lighthouses the Department of Commerce
1913	The Navy Department establishes the United States' first aeronautical station at the Navy Yard. Over the course of World War I, the station will train more than 1,000 pilots
1917	George Clifford retires as Keeper after thirty-one years of service
1922	Village of Woolsey, located on Navy property, is razed
Mid-1930s	Village of Warrington ("Old" Warrington), also located on Navy property, is razed. Community relocates across Bayou Grande to form New Warrington

1939	<p>The U.S. Coast guard takes on the duties formerly performed by the Bureau of Lighthouses. Bureau personnel are given the choice to enter the Coast Guard through a military position or to remain civilian employees. In Pensacola, Head Keeper Louis Buras elected to join the Coast Guard, while Assistant Keepers James Hatten and Mr. Wright remained in the civil service</p> <p>In October, electricity is installed in the lens room and the Keeper's Quarters. The Quarters are also equipped with indoor plumbing.</p> <p>The road to the lighthouse (Shell Road – Radford Boulevard did not yet exist) is paved with brick and rubble from the recently demolished Fort Barrancas barracks.</p>
1941	As the U.S. enters World War II, NAS Pensacola expands rapidly, training a record number of aviation cadets.
1942	Keeper Buras transfers to the Coast Guard Station in New Orleans, and Assistant Keeper James Hatten becomes the new Head Keeper. For the remainder of World War II, the Hattens and Mr. Wright live in Warrington, returning each night to tend the light. A Coast Guard surveillance team occupies the Keeper's Quarters, scanning the harbor for German U-boats.
1953	Pensacola's last civilian lighthouse keeper, James Hatten, retires after twenty-two years of service (1931-1953.) Coast Guard personnel take over the keeper's duties.
1965	Lighthouse is fully automated and the Keeper's Quarters are vacated.
1965	The Navy rents rooms in the Keeper's Quarters to guests until the conditions there deteriorated to the point that the building was condemned
1970s	Dilapidated chicken yard removed
1974	Pensacola Light Station listed on National Register of Historic Places
1980	Bids solicited to tear down the Keeper's Quarters and outbuildings
1992 – 1995	The Pensacola Light Station receives extensive repairs; the Keepers' Quarters is renovated and made habitable once more.
1996	Coast Guard Auxiliary begins offering public tours of the Light Station.
2006	The Pensacola Lighthouse Association is established.
January 2007	Coast Guard closes the lighthouse to the public
May 2008	Coast Guard permits the Pensacola Lighthouse Association to conduct public tours
2008	Governor Charlie Crist attends the lighthouse's Grand Re-Opening Ceremony

January 2009	Sesquicentennial (150th) anniversary of Pensacola Lighthouse
July 2009	Lighthouse begins offering nighttime tours (“Light of the Moon” tours) for the public
September 2009	Television’s Ghost Hunters investigate the lighthouse
2010	Popular interest in the lighthouse is growing. To handle the increasingly steady flow of visitors, the Pensacola Lighthouse Association, formerly an all-volunteer organization, hires its first employees and opens the Pensacola Lighthouse & Museum.
2011	For the first time, the Pensacola Lighthouse is open to the public seven days a week.  The Keeper’s Quarters two-story wrap-around porch is restored.
2011	First annual Christmas Gala
Summer 2012	The dilapidated 1890s Carriage House is renovated, becoming the new Visitor’s Center and Museum Shop.
October 2012	Pensacola Bay Area Impact 100 awards the Pensacola Lighthouse & Museum a \$104,000 grant to help restore the historic 1859 Lighthouse tower.
December 2013	Phase I of extensive restoration efforts begin on the tower. The work included solvent stripping of the exterior masonry coating, exterior vertical masonry crack repairs, application of a new exterior masonry finish coating, repointing at the attic area of the Lighthouse, removal of non-historic steel hoist beam, and installation of new sealants around exterior doors and windows.
2014	Original pedestal of lighthouse lens discovered in woods near gift shop.
February 2015	Phase II of the restoration efforts begins. The work included interior Lighthouse brick crack repairs and temporary metal stairs tread repairs.
January 2016	Phase III of the restoration efforts begins. The work included removal and replacement of interior stair treads and risers with new cast iron units to match original units and masonry work. 96 main stair treads and 6 risers, as well as 3 risers and 1 tread at the Watch Room stair, were replaced with new custom cast treads and risers. The interior brick masonry walls were painted.
March 2017	Phase IVA of the restoration effort begins. The work completed during this phase was to remove and reinstall the brick in the Watch Room to expose and clean and coat structural cast iron rods inside the brickwork.

June 2017	Phase IV of the restoration effort begins. This work included coating the cast iron vertical rods at the Watch Room and removal, cleaning, coating, and reinstallation of the Main Gallery and Lantern Room Gallery deck plates and handrails. A waterproof coating was installed over the brick masonry below the main gallery deck plates. Exterior painting for the Lighthouse from the underside of the main gallery deck plates to the top of the dome pinnacle ball was completed.
December 2018	Restoration of our first order Fresnel lens complete Replaced broken prisms, rebuilt the drive system inside the pedestal that holds and turns the lens, and painted and cleaned the entire system.
January 2019	The Pensacola Lighthouse Association celebrates the 160 <sup>th</sup> Anniversary of the Light Station with three days of festivities. As part of this celebration: <ul style="list-style-type: none"> <li>• A Ribbon Cutting Ceremony was held on site to celebrate the completion of the past four years of restoration.</li> <li>• A Stair Christening was held to celebrate those who have Sponsored a Stair through our donation program.</li> <li>• Six past light keepers interred at St. John's Cemetery were honored with U.S. Lighthouse Service Memorial Markers at their gravesites.</li> </ul>
February 2019	Interior of the tower primed and repainted with a new type of paint more suited to the needs of the tower walls

## The Fresnel Lens



The Pensacola Lighthouse is equipped with one of only thirteen working First-Order Fresnel (fruh-NELL) lenses in the United States. Our lens was cut and polished by Parisian lens-maker Henry LePaute. Standing over 10 feet tall and 6 feet wide, it contains 344 hand-cut prisms. Its eight bulls-eyes focus the light into bright beams that can be seen 27 miles out to sea. Every lighthouse has a light signature, or *characteristic* (see below); ours is a white flash every 20 seconds.

Originally, the light source inside the lens was a single whale oil lamp; later, kerosene was used. Whale oil and kerosene both create copious amounts of soot, which the keepers had to remove from the inside of each prism every morning. A weighted clock mechanism rotated the lens at night, and during the day, a heavy curtain protected the lens from sunlight. Every two hours, the keeper climbed the tower to refill the kerosene lamp, trim the wick, and rewind the clock mechanism.

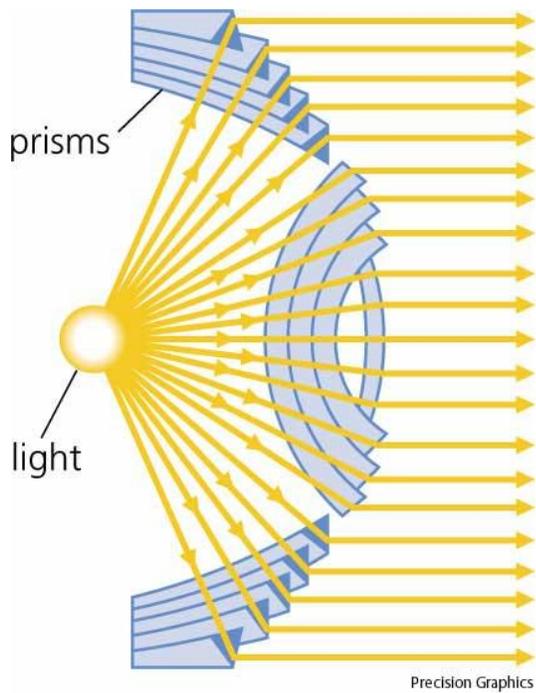
In 1939, the lighthouse was electrified with two 1,000-watt light bulbs (the second bulb is a back-up, designed to automatically turn on if the first bulb burns out.) In 1965, the lighthouse was fully automated, with a motor replacing the clock weights.

## What is a Fresnel Lens?

French physicist Augustin-Jean Fresnel developed the lens around 1821. Its purpose is to transform a relatively weak light source at the top of a lighthouse into a strong beam that can be seen many miles out to sea.

In Fresnel's time, most lighthouses were illuminated by oil burning lanterns, and prior to his invention, reflectors and large concave lenses were used to enhance the light. However, these did a comparatively poor job, as most of the light was "lost" (i.e., not directed in a strong beam.)

Fresnel also used a central lens to focus some of the lantern light, but his innovation lay in the arrangement of prisms (triangular bands of glass) around the central lens, as well as above and below it, to capture more light and reflect it back into the central lens. By refraction (bending) and reflection, light is directed out in horizontal beams. Because the lens uses both refraction and reflection, it is known as a **catadioptric** lens.



The lenses can emit a steady, fixed light, or they can rotate and flash. The steady or flashing quality of the light, as well as the color of the light, makes up its *characteristic*.

The lenses also come in different sizes, or *orders*. Originally, there were six orders, with the largest of these being the First-Order lens. Over the years, more sizes have been added.