

BIOGEOSCIENCE INSTITUTE, BARRIER LAKE FIELD STATION
Course Students Information

Upon arrival at the Field Station there will be a presentation on Field Station procedure by a BGS staff member.

1. For University of Calgary courses, please bring your own bedding and towels. BGS will provide pillow/pillow cases. Linens, blankets and towels are provided for all non- U of Calgary courses.
2. Long distance calls may be made on **Line 1** or **2** by using a calling card or on operator assisted calls. 1-800 #s may be made on **Line 1** or **2** also. There is a pay phone in the Lodge for visitor use. **We no longer have a direct line to Calgary.**
3. E-mail access is available with a combination of wireless/wired connections. A laptop computer with a wireless card can access the internet throughout the lab. **U of Calgary users connect to “AirUC” and non-U of Calgary users connect to “kanwireless”.** There are numerous computers with wired connection to the internet throughout the lab building as well.
4. Pets are not allowed at the Field Station.
5. Library books may be signed out during office hours by Cindy Payne (Administrative Secretary) or by Judy Buchanan-Mappin (Field Station Technician).
6. **Outside campfires are not permitted.**
7. Please park your personal vehicle in the main parking lot.
8. Hiking boots are not to be worn in the Lodge, Lab or duplexes.
9. Meals are served in the main Lodge at 8:00, 12:00 and 5:30 unless other times have been arranged by your course instructor. Please contact your course instructor and the Field Station if you have any food allergies, are a vegetarian or have medical restrictions that we should be aware of.
10. Please use the bins in the Lodge for your empty beverage containers.
11. A laundry room is available in the North Shop. Washing machines and dryers are \$1.00/load. Please bring your detergent.
12. All fees are to be paid through your Registrar’s Office.
13. A limited number of lockers are available for storage of valuables. Please bring your own locks.

KFS phone: (403) 220-5355 or (403) 673-3662 fax: (403) 673-3671

Mailing address: Biogeoscience Institute
 Biosciences 186, University of Calgary
 2500 University Dr. N.W.
 Calgary, AB. T2N 1N4

March 11, 2008

BIOGEOSCIENCE INSTITUTE EMERGENCY POLICY FOR INSTRUCTORS

It is recommended that instructors arrive with an emergency contact list for all students in case a medical emergency occurs during the course. Please have students advise you of any pre-existing medical conditions, e.g. asthma, allergies (food and insect bites).

IN CASE OF FIRE

- X Please be aware of the location of the fire exits, fire alarm pull stations, and fire extinguishers in your sleeping area and workspace.
- X In the event of a fire, pull the nearest fire alarm pull station. Pulling the fire alarm will automatically send a call to Emergency Response Team at Ribbon Creek. (15 km south of BGS)
- X Evacuate the building immediately, ensuring that all personnel/students are out and that all doors and windows are closed.
- X Assemble in a prearranged area, away from the building and account for all people in your group. Call **9-1-1 on Line 1 or 2** and contact BGS staff if they are not already on site.
- X **DO NOT** re-enter the building until advised to do so.

ACCIDENT PROCEDURES

- X For minor injuries, first aid will be applied either by BGS staff or by yourself. If you need first aid supplies, contact a BGS staff member.
- X If the injury is considered serious enough to require medical attention or hospital care, call **9-1-1 on Line 1 or 2**. Contact a BGS staff member to inform them of the accident.
- X If the injury appears to be the back, legs or pelvic region, extreme caution is necessary. Keep the patient warm and as comfortable as possible, until medical advice is obtained from the Emergency Medical Services team at Ribbon Creek. Call **9-1-1 on Line 1 or 2**, identify yourself (e.g. instructor at Kananaskis Field Station) and give exact location of the patient. (roads and buildings are now named and numbered).
- X A University accident report must be completed for any accident requiring medical treatment.

EMERGENCY TELEPHONE NUMBERS

FOR ALL EMERGENCIES-FIRE, AMBULANCE, R.C.M.P.- CALL 9-1-1 on Line 1 or 2
Identify your location as “Kananaskis Field Station, Kananaskis Valley” or other specific location in the Kananaskis Valley.

Poison Treatment Centre- Calgary	1-800-332-1414 (Line 1)
Canmore Hospital	678-5536 (Line 1)
Foothills Hospital (Calgary)	670-1315 (Line 2)

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POLICY ON MICROCOMPUTER USE

March 2008

The Field Station at Barrier Lake has 10 Dell PC=s for the use of researchers and students taking field courses at the Field Station. Software packages include Windows 2000/XP, Microsoft Word, Excel, and PowerPoint. **All computers are networked and connected to a Xerox Workcentre for printing and copying. User accounts will be required to be set up for all courses for printing and copying and the courses will be charged \$0.15/page for B&W and \$0.40/page for colour.**

Wireless internet is available in the lab building and all computers in the computer room are connected as well. Wireless U of Calgary users connect to "AirUC" and wireless non-U of Calgary users connect to "kanwireless". No passwords are required.

Conditions for using this equipment:

1. No one should use equipment or software packages unless they are familiar with their use. Users will be liable for any costs of repair or replacement of equipment that results from negligent use.
2. Do not change the setups on any of the computers.
3. No programs or data files should be loaded on the hard disk of a station-owned computer without specific permission from, and prior consultation with, the Field Station technician. Unauthorized programs/files will be deleted from hard disks **WITHOUT WARNING OR NOTIFICATION.**
4. **ABSOLUTELY NO** software may be used on station-owned machines in violation of copyright regulations. Similarly, none of the software loaded on station-owned machines may be copied for personal use unless it is public-domain software, or unless appropriate fees are paid for shareware.
5. Anti-virus software may cause the computers to lock up if an attempt is made to run unauthorized programs, even if these contain no virus. For users wishing to use their own programs, please consult with the Field Station technician.
6. Users should bring their own CDs or flash drives. A limited # of 64 MB flash drives will be for sale.
7. Please create specific folders on the computers for personal use and for field courses- please ask that students save their files in the appropriate folder. This makes it easier for hard drive clean-up after your course leaves.

Anyone wishing to reserve the Field Station=s computers must make appropriate arrangements with the Field Station technician, Judy Buchanan-Mappin.

March 11, 2008

Suggested List of Personal Effects to Bring

toothbrush and toothpaste
walking shoes or boots
jacket (windproof)
shoes/sandals for use in laboratory and dormitory (leave muddy boots in entrance way)
several pairs of socks
pants suitable for outdoor use
shirts/blouses
sweater (woolen or fleece are best) (Note: several layers of clothing are more versatile than one heavy jacket)
mitts/gloves
sunglasses
sunhat/(toque if you will be hiking to alpine zone)
insect repellent/sun block
waterproof boots
raingear: jacket, hat, trousers (courses go out in rain, snow or sunshine)
small packsack to carry extra clothing, lunch, note-taking materials in the field
water bottle
clipboard or 3-ring binder
pen, pencil, eraser, calculator, laptop with a wireless card to access the internet (optional), flash drive
laundry soap and loonies for washing machine and dryer
camera
binoculars
alarm clock
bathing suit for the glacier-fed lakes (if you're lucky!)
re-usable lunch bag

Note: It can snow any month of the year so prepare yourself accordingly and there are no nearby stores so bring what you need when you come.

For those courses where NO linen is provided (e.g. U of Calgary field courses) please bring the following:

sleeping bag or your own linen
washcloth, 1-2 towels

This list is a suggestion only. If there are other items that you want your students to bring, please feel free to make additions or make your own list.

Judy Buchanan-Mappin
Biogeoscience Institute, Barrier Lake Field Station
March 11, 2008

The Kananaskis Field Station at Barrier Lake is now a “Nut-Free” facility. All meals prepared in the Lodge kitchen will have no nut products in them or used in their preparation. All externally purchased foodstuffs will also have no nut products (to the best of our and our suppliers’ knowledge). Field Station clients with nut allergies should exercise their usual prudence as Field Station staff can not guarantee that other clients have not brought personal snacks containing nuts/nut products to the Field Station.