STATION POLICIES

All guests MUST read this information upon arrival.
STATION POLICIES & INFORMATION

Alcohol
The consumption of alcoholic beverages is strictly prohibited in public places on the Itasca campus including all laboratories, the Biome Center, the assembly/dining hall, the campfire area, the Parmalee playing field, the parking lots, and ALL other public and outdoor areas.

Campfires
Campfires may be built on Fridays or Saturdays ONLY. The only campfire ring that should be used is the one located on the east side of the Recreation Field. All other fire rings must get prior approval before use.

Communication
Personal cell phone service is not guaranteed to be reliable. We have added cell phone boosters on campus that help phones connect with their service, but it is not guaranteed. Boosters are located in the Assembly Hall (building 53), the Biome Center (building 75), and Lab 48.

Our wireless internet is available throughout campus. If you have a UMN x500, you can connect to Eduroam wifi network using your YourInternetID@umn.edu and internet password when prompted. If you do not have an x500, you can connect to our UofM-Guest network.

If you are in a cabin that has a phone, cabin phones should only be used for emergencies, calling a Station extension, or for calling the Twin Cities campus. Need to call out for another reason? Please contact Station staff.

Departure
Checkout is by 10:30 am unless other arrangements have been made with IBSL@umn.edu.

You and your guests are responsible for upkeep of your cabin during your stay. Prior to departure, you must:
- Empty trash: trash bins are located outside your cabin; recycling bins can be found across from cabin #1 and in the sanitation building next to the men’s bathhouse (building 54).
- Sweep entire cabin
- Make sure all dishes are cleaned and put away
- Turn off lights
- Close windows

Surcharges may be applied if your living quarters are left in an unsuitable condition.
Labs/Classrooms
If you have not reserved a lab/classroom, you are not allowed to use these spaces. They are not public areas. If you have reserved a lab(s) with Lesley Knoll (LBKnoll@umn.edu), please be sure to use only the lab(s) you have reserved, and you MUST follow all posted lab policies.

Locks & Safes
If you choose to lock your cabin door, don’t forget to memorize your unlock code. The unlock code for your cabin is listed on your door. Safes are located in every cabin. Instructions for use of the safe can be found on top of the safe. If your safe malfunctions or you forget your code, please notify an Itasca staff member.

Park Regulations
All individuals at the Station are subject to State Park regulations. The Park Ranger and local law enforcement patrol the Station. Other than the Main Park Drive, the Park closes at 10pm - this includes the beach, picnic grounds, and all trails. You MUST be off the lake after dark.

Pets
University policy states that guests are not allowed to have pets on Station premises. Monetary penalties will be charged to anyone who does not follow this policy.

Quiet Hours
The Station is located in the State Park and therefore must follow State Park Rules. State Park quiet hours begin at 10 pm and end at 8 am.

Registration
You must register all overnight guests upon arrival. It is required that all overnight guests complete a registration card (1 per person). These registration cards can be found on a clipboard in your cabin. Once completed, registration cards should be dropped off in the Admin office or in the registration card’s mailbox outside the office in the Biome Center (building 75).

Vehicles
Parking and driving should be on designated roads and parking areas only. Please do not drive or park on the grass. All vehicles must have a Minnesota State Park sticker. Garages and repair services are not available at the Station. The speed limit around the Station is 10 MPH.
**Watercraft**

Boats, pontoons, and motorboats are for courses or research purposes only – they may not be used for recreational use. Fishing and pontoon boats may be rented for recreation at Itasca Sports Rental, about ½ mile from the Station.

Anyone conducting research using Station boats is required to notify and receive permission from Associate Director Lesley Knoll in advance. She can be contacted during normal business hours at LBKnoll@umn.edu.

Canoes, kayaks, and paddleboards are available at the Station docks for recreational use. Paddles, oars, and life jackets are located in the boathouse. Minnesota State law requires that life jackets be worn for every person using canoes, kayaks, paddleboards, and all other watercraft.
EMERGENCY INFORMATION

Life-threatening Injury or Situation

1. CALL 9-1-1 from any phone. There is a public phone in the Assembly Hall (building 53) by the chalkboard, in the lobby of lab building 48, and in the Think/Write room in the Biome Center (building 75). All offices and cabins 1-4, 10-13, 70, have phones that can be used. Tell emergency 9-1-1 operator that you are calling from the University of Minnesota, Lake Itasca Biological Station, in Southern Clearwater County, located in Itasca State Park off the Main Park Drive at 28131 University Circle. Also tell them you will have someone at the Station entrance to meet them and direct them to the injured.

2. Notify Station staff.
   Year-round: The Facilities Lead Eric Sather resides on-site in cabin 60 or can be reached by Station phone at extension 3693 or 3692, cell phone 218-308-0863 or esather@umn.edu.
   Summer: The dining hall is staffed most days 6am - 7pm during the summer. The Director can be found in cabin 4. The Facilities Lead Eric Sather resides on-site in cabin 60 or can be reached by Station phone at extension 3693 or 3692, cell phone 218-308-0863 or esather@umn.edu.

3. Have a non-injured person go to the Station entrance on Main Park Drive (by U of M sign) to direct the emergency vehicle to the injured person(s).

Major Fire

1. LEAVE THE BUILDING.

2. Notify Station staff.
   Year-round: Facilities Lead Eric Sather resides on-site in cabin 60 or can be reached by Station phone at extension 3693 or 3692, cell phone 218-308-0863 or esather@umn.edu.
   Summer: The dining hall is staffed most days 6am - 7pm during the summer. The Director can be found in cabin 4. Eric Sather can be found in cabin 60.

3. CALL 9-1-1 from any phone. There is a public phone in the Assembly Hall (building 53) by the chalkboard, in the lobby of lab building 48, and in the Think/Write room in the Biome Center (building 75). All offices and cabins 1-4, 10-13, 70, have phones that can be used.

Tell emergency 9-1-1 operator that you are calling from the University of Minnesota, Lake Itasca Biological Station, in Southern Clearwater County, located in Itasca State Park off the Main Park Drive at 28131 University Circle. Also tell them you will have someone at the Station entrance to meet them and direct them to the injured.

4. Go to the Station entrance on Main Park Drive (by U of M sign) to direct the emergency vehicle to the injured person(s).
Non-life threatening/serious Injuries
Medications for minor ailments (e.g. colds, headaches, etc) are kept in the Station office. The Station does not have specific allergy medication. If you have known allergies (to bee stings, for example) or medical issues, please be sure to bring your own medication.

For more severe illnesses, you will need to visit (notify a Station staff member (above) anytime a hospital/clinic visit occurs):
   Park Rapids Essentia Clinic (218-732-2800)
   ER/Hospital: Park Rapids CHI St. Joseph’s Health (218-732-3311)
   Bemidji Sanford Medical Center (218-751-5430)

Other Emergency Contacts
Itasca State Park Security 218-255-2248
Hubbard County Sheriff’s Department 218-732-3331
Clearwater County Sheriff’s Department 218-694-6226

Building Emergencies
Electrical outages, heat source trouble, potential gas leaks, sewer and water issues are considered emergencies. For emergency cabin repairs, immediately contact the Facilities Lead (Eric) at extension 3693 or 3692 from any Station phone. He can also be notified in-person at his home in cabin 60 after hours or call his cell phone 218-308-0863.

For non-serious building issues, report the incident or repair by sending an e-mail to Eric Sather esather@umn.edu or write on the repair clipboard in the Assembly Hall (building 53), Biome Center (building 75), or Faculty Laundry building (building 59).

Power Outages
Refrain from using water in cabins, classrooms, and bathhouses. The power to the water supply is shut down so sinks and toilets will not work.

During a power outage, the only phone that will work for emergencies can be found in the utility hallway in the east end of the Biome Center (building 75).

Severe Weather
Be aware of the weather while at the Itasca Station. It is NOT the Station’s responsibility to warn you of potential storms. There are NO weather sirens to warn you. You can check the status of weather online at www.weather.gov.

If you hear thunder or see lightning: stay off or get off of the lake, get indoors to a safe place, check the internet or TV for the potential of severe weather.

In the event of severe weather, storm shelters are located around campus. The nearest storm shelter can be found by reviewing the Station map.