

ITASCA STATION POLICIES & INFORMATION

All guests **MUST** read this information upon arrival.

Alcohol

The consumption of alcoholic beverages is **strictly prohibited in public places** on the Itasca campus, including all laboratories, the Biome Center, Assembly/Dining hall, campfire areas, playing fields, parking lots, and ALL other public indoor and outdoor areas.

Campfires

The **only** campfire ring for guest use is the one located on the Recreation Field near the Biome Center. All other fires must get prior approval. Fires must be doused at 10 pm.

Phones

- **Cell phone** service is unreliable. The best cell service is Verizon. For other providers, service is best in the Assembly Hall (building 53), the Biome Center (building 75), and Lab 48.

- **Land-line phones** should only be used for emergencies, calling a Station extension, or for calling the Twin Cities campus. If you need to call out for other reasons, contact Station staff.

Internet

Wireless internet is available throughout campus. If you have a UMN x500, you can connect to “eduroam” wifi network using your own credentials as YourInternetID@umn.edu and your password when prompted. If you do not have an x500, use the “UofM-Guest” network.

Labs/Classrooms

Labs and classrooms are for **designated users, only** – they are not common spaces. If you have not reserved a lab/classroom, do not enter these spaces. If you have reserved a lab(s) space, use only the lab(s) you have reserved, and follow all posted lab policies.

Locks & Safes

If you lock your cabin door, please **memorize the unlock code**, which is listed on your door.

There is a safe in your cabin, and instructions for use can be found on top of the safe. If the safe malfunctions or you forget your code, please notify an Itasca staff member.

Pets

University policy states that guests are **not allowed to have pets** on Station premises. Those who do not follow this policy will be asked to leave, immediately, and those using Station overnight lodging will be charged a \$200 minimum cleaning fee.

Vehicles

Please do not drive or park on the grass. All vehicles must have a Minnesota State Park sticker. The speed limit on Station roads is 10 MPH.

Park Regulations

All individuals at the Station are subject to State Park regulations – we are inside of Itasca State Park. 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. **State Park quiet hours begin at 10 pm and end at 8 am.**

Watercraft

Pontoons, motorboats, and John/V-hull boats are **for field courses or research purposes only**, and their use must be pre-arranged with Itasca Station staff. Motorboats and pontoon boats may be rented for recreation at Itasca Sports Rental, about ½ mile north of the Station.

Canoes, kayaks, and paddleboards are available at Station docks for recreational use. Paddles and personal flotation devices (PFDs; 'life jackets') are located in the boathouse. Minnesota State law requires that PFDs be worn by **every person** using **any watercraft**, including paddleboards.

Dining Hall

The dining hall is open seasonally May through September. **Please attend all meals you have arranged to take at the dining hall.** If you will not be attending a meal, or would like to be added to a meal, please give the dining hall at least 24-hours' notice.

There is a 15-minute warning bell before every meal, and a second bell when the buffet line opens; please wait until the **second bell** to enter the dining hall. All children under the age of 12 must be accompanied by an adult through the dining hall buffet line. Please only take what you will eat, in order to **limit food waste**. Do not take a special diet meal without prior arrangement with station staff.

Departure

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

There is no cabin cleaning service during your stay - you are responsible for upkeep of your cabin while you are here. Prior to departure, you must:

- **Empty trash:** trash bins are outside, near your cabin; recycling bins are across from cabin #2 and in the sanitation building next to the men's bathhouse (building 54).
- **Sweep or vacuum entire cabin**
- **Make sure all dishes are cleaned and put away**
- **Turn off lights**
- **Close windows**

A \$50.00 surcharge may be applied if your living quarters are left in an unsuitable condition.

EMERGENCY INFORMATION

Life-threatening Situation (Serious Injury, Major Fire, etc.)

1. In the event of a Major Fire, **LEAVE THE BUILDING**
2. In any life-threatening situation, **CALL 9-1-1** from any station or personal 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 landline 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 emergency (injured persons, or fire).
3. **Notify Station staff.**
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.
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.
4. Have a person **go to the Station entrance on Main Park Drive (by U of M sign) to direct the emergency vehicle.**

Non-life-threatening Injuries or Illnesses

Medications for minor ailments (e.g. colds, headaches, etc.) are kept in the Station office in the Biome Center (building 75). 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, **notify a Station staff member and proceed to one of the following:**

ER/Hospital: Park Rapids CHI St. Joseph's Health (218-732-3311)
600 Pleasant Avenue South, Park Rapids, MN, 56470

Sanford Bemidji Medical Center (218-751-5430)
1300 Anne Street NW, Bemidji, MN, 56601

Clinic: Park Rapids Essentia Clinic (218-732-2800)
1103 First Street East, Park Rapids, MN, 56470

Harassment

Itasca has **Zero Tolerance** for harassment. Coordinators – **Know & address** factors that lead to issues.

Factors that can lead to conduct issues - Power/prestige imbalances (example: faculty vs. students), off-sight overnight lodging, informal atmosphere, 'vacation brain,' and alcohol use/abuse.

Mirroring University policy (<https://policy.umn.edu/hr/sexharassassault>), we are "committed to taking prompt and effective steps intended to end sexual harassment, sexual assault, stalking, relationship violence, and related retaliation, prevent their recurrence and, as appropriate, remedy their effects."

Staff and/or coordinators, **DO NOT** 'handle' complaints without reporting. **All** reports of misconduct made to staff **must**, by law, be reported by staff to Equal Opportunity & Affirmative Action (**EOAA**). This insures that reports are not actively or inadvertently lost in the 'system.'

EOAA office **612-624-9457** (eoaa@umn.edu)

*Anyone wishing to make a **confidential report** on their own behalf or on behalf of others, call Aurora Center **612-626-2929**, or the 24-hour crisis hotline **612-626-9111**

Other Emergency Contacts

Itasca State Park Security **218-255-2248**

Clearwater County Sheriff's Department **218-694-6226** (Itasca Station is inside Clearwater County)

Hubbard County Sheriff's Department **218-732-3331** (Itasca State Park includes Hubbard County, to the south)

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/text 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, during the summer, you may write on the repair clipboard in the Assembly Hall (building 53) or Biome Center (building 75).

Power Outages

During a power outage, refrain from using water in cabins, classrooms, and bathhouses. The power to the water supply would be shut down, so sinks and toilets will not work; the only toilets that will work are in the Men's Bathhouse, north of the Dining Hall.

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

Severe Weather

It is **NOT** the Station's responsibility to warn you of potential storms, so be aware of the weather. There are **NO** weather sirens to warn you. You can check the status of weather online at a site such as www.weather.gov. For reference, the closest weather station is Shevlin, MN.

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 radio for the potential of severe weather.

In the event of severe weather, storm shelters are located around campus, including in Cabin 2, Cabin 13, and the Assembly Hall basement. The storm shelter nearest to you can be found by reviewing the Station map.