

BARRIER LAKE FIELD STATION

Course Instructor Information

Upon arrival at the Field Station there will be a safety/orientation talk by a BGI staff member.

Prior to start of course let the BGI coordinator know if:

- Classroom space requirements
- Any lab equipment or lab space is required, including the computer room to ensure its availability.
- Group requires access to Wi-Fi for non UofC staff/student
- Group requires photocopy/printer access
- Dietary restrictions a week in advance of the start date to ensure the kitchen has time to organize meals.
- A final group list with first and last names is required prior to arrival
- **It is highly recommended to leave an itinerary with BGI to aid in emergency situations.**

Permits, Chemicals, and other info:

- Please contact the appropriate Government Agency prior to the course to obtain all necessary permits. **This is done online (see document: 'Permits')**
- Consumable items (e.g. chemicals, membrane filters, disposable pipettes etc.) are the responsibility of the course instructor. The field station does not have a 'Stores' to provide these items. Non-U of Calgary instructors may contact the field research manager in advance to order consumable items. They will be charged to the course account. If required, please arrange chemical waste disposal prior to end of course.
- For U of C courses, information about course outline, mark breakdown, prerequisites, required texts, etc. is to be provided by the instructor and sent to students prior to the start of the course. Students must be informed prior to the course of all charges; e.g. van rentals, lab fees, tuition, room and board.
- All student fees are to be paid through the Registrar Office of the appropriate University for credited courses.

Field Station Policies:

- ⊕ **Instructors are responsible to follow their own institutions field safety policies off site.**
- ⊕ **Inform BGI staff of any medical/first aid incident, wildlife encounters, or fire.**
- ⊕ **Course Instructors are required to have a printed group list with emergency contact info readily assessable in event of fire or medical emergency**
- ⊕ **Instructors and group leaders are responsible their group follows the University of Calgary's Alcohol and Cannabis Policy.**
- The field station does not sell alcoholic beverages, and it is up to the instructor's discretion whether their group is allowed to consume alcohol ensuring all group members are of legal age.
- No pets are allowed at the Field Station.
- Instructors are to ensure that no outdoor campfires occur from their group.
- Smoking/Vaping is not permitted inside any buildings

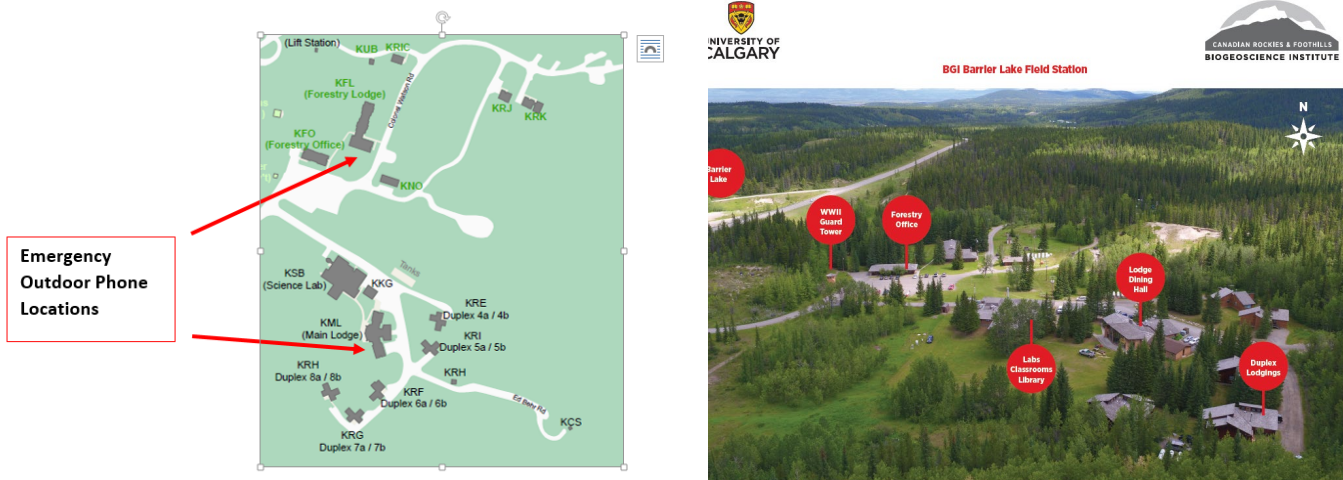
Avaya Phone Access:

- Instructors are to use their discretion when allowing students phone access. Please dial out on behalf of student to ensure authorization code is not distributed (the station pays high long-distance rates, including calling to Calgary)
- Dial 8 for outside line, 1- area code – number, Auth number: 5355#

EMERGENCIES

After hours security is provided by Allied. They will be stationed in the library in the main building, although do routine site checks hourly. Security will be able to assist with emergencies, room/duplex access, and phone access.

EMERGENCY PHONE LOCATION: Yellow phones located outside on Main Lodge (facing lawn) and pole outside of Forestry Lodge.



AED: located at entrance of the science building office

For Emergencies: 9-1-1 on any indoor or outdoor emergency phone. **IMPORTANT:** Identify location as **Barrier Lake Field Station in Kananaskis Country**

Fire Alarms: DO NOT IGNORE ANY ALARM ONSITE.

- Grab course list and emergency contact list, if possible
- Evacuate building, ensure all occupants are out. Close doors.
- If after staff hours- designate a point person to dial 9-1-1 on outdoor emergency phone and another person to notify Allied security
- Pull fire alarm if required; use fire extinguishers at your discretion.
- Assemble in large parking lot at guard tower and await fire chief to arrive. Fire chief will want to ensure all participants are accounted for in all buildings.

MISSING PERSONS:

- Contact Staff or Security to coordinate a response.
- Check Sign In/Out list for more information



UNIVERSITY OF
CALGARY

Emergency Response Telephone Directory

Barrier Lake Field Station

Line 1: (403) 673-3662

Line 2: (403) 220-5355

EMERGENCY MEDICAL, FIRE, POLICE, LOST PERSON: 9-1-1
Ask for Kananaskis Dispatch. Location (#1 James Cragg Road)

Kananaskis EMS (non-emergency or follow-up)	(403) 591-7755
Cochrane R.C.M.P. (non-emergency or follow-up)	(403) 932-2211
Canmore R.C.M.P.	(403) 678-5516
Canmore Hospital	(403) 678-5536
Poison Centre (Calgary)	(403) 670-1414 or 1-800-332-1414
Fish & Wildlife (Wildlife Encounters)	(403) 591-7755
Forest Fires (Reporting / Emergency Calls)	(403) 310-FIRE (3473)
Kananaskis Parks	(403) 678-0760
Road Reports	(403) 246-5853
Road Clearing (Volker Stevin)	(403) 591-7124
Fortis - Power Outage	(403) 514-4000 Or 310-9473
TYCO Security	1-800-289-2647

EMERGENCY STAFF CONTACTS

Trevor Woods (Building Operator)	(403) 991-3235
Adrienne Cunnings (Field research Manager)	(403) 760-8081
CAMPUS SECURITY	(403) 220-5333

University of Calgary Barrier Lake Field Station
10 km South of Trans-Canada Hwy along Hwy 40, Across from Barrier Lake
SE QTR SEC. 10 TWP 24 Range 8 MER W5

Recommended APPS while at field station:



UC Emergency Mobile delivers alerts and updates that **can save lives and prevent injury**. The app is one part of the university's emergency management plan and a big part of creating a safe and healthy living and learning environment for everyone on campus. To download, search "UC Emergency" wherever you get apps.

<http://www.ucalgary.ca/emergencyplan/emergency-communication/uc-emergency-app>



<https://www.emergencyalert.alberta.ca/content/about/mobileapp.html>



First Aid App

The official Canadian Red Cross First Aid app puts lifesaving advice in your hands. Available for Apple and Android mobile devices, the app helps you maintain your first aid skills and respond to everyday emergencies. By downloading the app on your smartphone or tablet, you get instant access to videos, interactive quizzes and simple step-by-step advice to help you maintain your life-saving skills and respond when needed. Download the app to keep lifesaving help in your hands.

<http://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-app>