

SHOALS MARINE LABORATORY “FIRE and WATER”

APPLEDORE ISLAND ORIENTATION TALK

Notes to the “presenter” (SML staffer):

Because of the isolated, sensitive environment in which we operate, and because we are an extension of both the Cornell and UNH campuses, we must convey certain safety and policy information to all SML program participants and visitors. It is critical that we not only emphasize the unique and special nature of our island community, but that we instill a sense of how important safety is to the health and well-being of all of Appledore’s inhabitants. We all depend on each other: staff, faculty and participants alike. We generate our own power, and run our own communications, sewage/water systems, and it takes a lot of work to keep everything on the island running smoothly.

Over time, the amount of information the SML staff needs to convey to program participants in this talk has grown, to such a degree that it has become unreasonable to expect a tired group of incoming students (or adults and children) to absorb all the information in one sitting. Beginning in 2008, “Fire and Water” will be divided into two parts. An SML staff member must deliver the first portion ([A] and [B]) on safety and resource use to every group of day and overnight participants and visitors (students, adult and family ed., etc.). Core faculty are to present additional material ([C]) pertinent to island life, respect for others, resource conservation, dorm clean-up etc at their initial course/program meetings. The reason for this division is to shorten the amount of material presented to groups immediately after arrival on Appledore as we’ve noted symptoms of information-overload (e.g. glazed eyes, inattention) with many groups right after their arrival on island.

Please start the talk on a welcoming and “upbeat” note. Remember to handout maps and ask the group to refer to them as you talk. Have fun with this --- bored people don’t pay attention very well!

PLEASE NOTE: All participants need to follow the “pack it in, pack it out” rule while at Shoals! You are required to depart Appledore Island with ALL of the personal items that you brought with you; this includes, but is not limited to footwear, clothing, all toiletries, and all containers of any kind, even if empty. Thank you!

[A] ALL PARTICIPANTS (DAY and OVERNIGHT) SHOULD RECEIVE THE FOLLOWING INFORMATION FROM AN ISLAND STAFF MEMBER AS SOON AFTER ARRIVAL AS POSSIBLE:

SAFETY CONCERNS – FIRE and GENERAL EMERGENCIES

It is important to keep in mind that we are in a rough and isolated location. Situation awareness and safety-conscious decision-making are important at all times.

- FIRE is potentially our greatest danger on Appledore. There is no fire department on the island - WE are the fire department.
- LEARN where the fire alarms are located in YOUR dorm, and in all the buildings that you frequent (classrooms, labs, etc.).
- If you DISCOVER a **fire or smell smoke** in any building:
 - EXIT the building at once, and ACTIVATE the fire alarm on your way out!
 - ALERT a staff member at once, preferably one with a **radio**.
 - Stand by for instructions from staff to help fight the fire.
 - There are fire hoses located on the exterior of each building.
- If you smoke, please do so ONLY on the main steps and porch of Kiggins Commons, and use the sand-filled receptacles provided to discard the butts. **DO NOT smoke, and NO OPEN FLAMES, in any building at any time!! DORMS INCLUDED.**
- In a GENERAL or MEDICAL emergency, first **locate a staff member**. Learn to identify staff by looking at the photos posted in Kiggins Commons on the bulletin board in the kitchen. Here are the places to LOCATE staff members: Second floor of Hamilton where our main Island office is located OR if in the evening, **Bartels Hall** (staff house at the top of the hill). **If you cannot locate a staff member, find the handheld radio** located in the Hamilton office (look in the corner near the marine radio and fax machine). **Call for help. If no one answers, go to any building** and start yelling and banging on doors. (FYI – placards with emergency response procedures are posted in all buildings.)

Other SAFETY CONCERNS: ANIMAL, VEGETABLE & MINERAL

- **ANIMAL.** Approximately 2,000 pair of **gulls** (Great Black-backed Gull and Herring Gull) nest widely on Appledore and are particularly aggressive in June when they have young chicks. Birds close to campus are generally more acclimated to people (and thus calmer) than those that have less human contact. Wearing a hat is a good idea, and a stick held overhead could prevent a bird from striking you from behind. As much as the gulls may bother you, you are not allowed to seek revenge. The gulls, their nests, and their eggs are **protected by law**. So please, for your sake and the sake of the gulls, do not disturb the birds or their nests.
- **VEGETABLE. Poison ivy** is a definite presence on the island. We do clear and spray along most paths and in areas around the buildings, so if you stay on the paths and roads you should not come into contact with a plant. However, do be careful in areas away from the central campus -- in some places it can grow

over 6 feet high!! If you have come in contact with poison ivy, use **COLD WATER** and the white bottle of **Tecnu** (located in every bathroom) to help remove the oils from your skin and prevent reaction.

- **MINERAL. KEEP YOUR SHOES ON.** Despite our efforts to remove it all, nearly 400 years of human use have left far too much glass, and other sharp objects along our paths and roads to risk bare feet. The island's rocky terrain is a concern as well. Paths can be irregular, and random rocks on paths and road can cause you to twist an ankle or knee quick easily. PLEASE WATCH YOUR STEP. Always use caution when on paths and roads, BUT especially along the rocky shoreline when "intertidaling."

ALWAYS use the buddy system, ESPECIALLY when away from the main campus. Always keep one eye on the sea when on the rocks near the water's edge.

WATER CONSERVATION

- Because we live on an island surrounded by salt water, we treasure and conserve our freshwater supply. We get our water from either a well or a reverse osmosis machine and neither of those is capable of handling extremely high traffic. So please **NEVER** let the water run down the drain unused and carefully shut off all faucets when finished.

- While we must conserve water at all times, please **DRINK LOTS OF WATER.** Dehydration is a serious health issue –especially if you are out in the field or on boats for long periods of time and it is easy to prevent. Water from the faucets in the dorms, labs, and kitchen is **safe drinking water.**

- In addition to being conservative with our freshwater supply, we are also restricted as to how much treated **wastewater we release** into the ocean. Please do not flush the toilets unless you need to! (If it is yellow let it mellow, if it is brown flush it down), but be careful not to let the toilet paper levels buildup in the bowl. Toilet paper is the **only** man-made item allowed to enter SML's sewer system. Trashcans are provided for the disposal of all other products.

[B] ADDITIONAL INFO FOR ALL OVERNIGHT PARTICIPANTS:

- Participants are limited to **2 showers per week** at any time of the day **OTHER** than 1/2 hour prior to and 1-1/2 hours after meals. This is **very important** because the kitchen needs full availability of our water resources for kitchen clean-up. In addition, we ask that you take Navy-style showers. That means only running the water when you need to rinse.

- While we're talking about water, participants may swim **only in the swimming hole (labeled "Great tidepool" on your map)**. Please use the buddy system at all times. On occasion we may decide to have a special, staff-supervised "swim call" during especially hot days -the time and location will be announced and/or posted.

- PARTICIPANTS ARE NOT PERMITTED TO OPERATE ANY SML VESSEL AT ANY TIME

BUILDINGS—please learn which building you have access to. Program buildings are "open" 24/7, but please respect those who are using classroom and lab spaces:

- The island **office** and **infirmary** are located on the second floor of **Hamilton House**. The island office is generally staffed from 8 a.m. to 6 p.m., with additional hours in support of program activities as needed. If you have program or transportation-related questions or needs, please be sure to take care of these in the office rather than during meal times. The classroom on the first floor is open at all times.

- The building at the top of the hill with the cupola and the house at the top of the hill by dock are **Bartels Hall** and the **Kingsbury "K" House** respectively. These buildings are housing for staff only so please respect that privacy. Island staff are here ALL THE TIME! And the staff housing is really their only place of retreat. In the case of an emergency, however, participants should seek out staff members in Bartels and/or the K-House when needed.

- **Laighton House** has teaching labs on the first floor, and a classroom and the island library on the 2nd floor. These rooms are open at all times.

- **Palmer-Kinne Lab (P/K for short)** is the large building next to the Radar Tower. This is the primary teaching lab and is open at all times.

- Please **stay out of the RADAR TOWER unless you are with a staff member as part of your program.**

- Most of the **facilities buildings** are located down the hill. Please **DO NOT ENTER** the **Gas Shack or the facilities workshop and generator area of the Utility Building**. (point these out as best you can) Also, unless you are in a diving class, please do not enter the **Dive Locker**. This is for your safety, and the safety of our systems on island, as we prefer to keep everything on line and running smoothly.

- One building in this group you are welcome to enter is the **Grass Lab** in the front of the Utility Building. A **bird banding station** operates during spring and fall migratory periods and is open from sunrise to sunset. Bird banders welcome **ALL visitors**, and look for the light over the front door to tell if they are there. However, everyone must take care to **avoid the mist nets (around the north end of the island)**. Do not walk the nets unaccompanied and under **NO** circumstances should anyone but a qualified bander remove birds from the nets. During the rest of the season, the Grass Lab is used by courses.

- There are four **cottages** located on the south side Appledore (refer to your map!) They are **privately** owned and not associated with SML in any way. We are good neighbors, and respect the privacy of the residents. Please do not approach these cottages and respect any No Trespassing signs.

- **Kiggins Commons** (where this talk is usually delivered!) is the most important building on island. It is where the **RESTROOMS** and **SHOWERS** are located. It is also where all the meals are served and where **the Appledore store** is located. The main dining hall and lab are open at all times.

Meal times are:

Mon - Sat: Breakfast: 7:30am Lunch: 12:30 pm Dinner: 6:00 pm

Sunday: Brunch: 10:00 am Dinner: 5:00 pm

- Kiggins Commons is available to you all day and all night. Drinks, fruit and other food are available at all times. However, **PLEASE STAY OUT OF THE KITCHEN AREA.**

- Anyone with **food restrictions or allergies** should provide this information to the kitchen staff; fill out the form on the clipboard located in the kitchen (across from the coffee machine). Please provide this information even if you have already included it on your health form. The kitchen staff will accommodate any and all restrictions; they want to prepare food we'll all enjoy, but they can't do so if we you don't tell them what we like! Also, the kitchen makes a limited number of special meals, so if you haven't provided any preference or restriction information upon arrival, you may be out of luck. And, because specially prepared food is limited in quantity, please do not take specially prepared foods (e.g. vegetarian, vegan, etc) until those individuals needing them have had a chance to do so.

A **clean-up schedule** will be posted on the main bulletin board in Kiggins Commons. Clean up involves bringing leftover food into the kitchen and **wiping down the tables after each meal. After dinner, chairs are turned up onto the tables, and the floor gets swept.** See the kitchen staff for supplies and instructions. Program faculty give participants time to complete these tasks; if

for any reason you CANNOT clean-up at your assigned meal, then it is your responsibility to swap with another participant. DO NOT leave the task undone!

** Finally, if anything around the island needs attention (leaky faucet, no soap, no TP, etc.), please let the Island Coordinator know!! We also welcome any comments or suggestions you may have. This is an amazing place, so enjoy and appreciate your time here!

QUESTIONS??

[C] Information to be presented/discussed by faculty at the introductory meeting of all programs

Notes to Faculty: The information listed below is VERY important to island life, and we need your help to share it with participants. It has been separated from the rest of “Fire and Water” because we have observed symptoms of information-overload (e.g. glazed eyes, inattention) with many groups right after their arrival on island. Some of the information you will present to your group will be a repeat of what they already heard upon arrival – it’s worth repeating!

Please emphasize to your group the following points. **Thanks for your help!**

- After-meal and dorm clean-up IS IMPORTANT and NOT OPTIONAL,
- Participation in “Food Run” on Wednesdays IS IMPORTANT and NOT OPTIONAL (unless there is a medical or other reason to be excused),
- Resource conservation IS IMPORTANT and NOT OPTIONAL!

ISLAND LIFE:

- SML has a **ZERO TOLERANCE** drug policy. If you are found in possession of or using an illegal substance, you will be sent off the island on the next available boat at your expense.
- SML has a **ZERO TOLERANCE alcohol policy** for anyone less than 21 years of age. Shoals Marine Laboratory is bound by the laws of the State of Maine, and the policies of its home institutions. If you are under 21 and found to be drinking or in possession of alcohol, you will be sent off island on the next available boat at your expense. Alcohol is not permitted in any dormitory/participant residence while participants who are younger than 21 reside in the same building. Those over 21 may also be asked to leave SML if their behavior is deemed dangerous or inappropriate.
- Cell phone reception is generally good on Appledore, but we ask that everyone **leave all cell phones in their dorm rooms** during all program sessions (lab, classroom, field, boat). Please be courteous of others when choosing when and where to use cell phones.
- **Mail** service is a little irregular; we try to bring in and retrieve mail daily, but that doesn’t always happen. Put outgoing mail in the box in Kiggins Commons. If you receive any mail, it will be sorted alphabetically by last name and put in the slotted red mail tray in the Commons.
- We do have **quiet hours in ALL DORMS** from 10:00 pm to 7:00 am. You are welcome to use the Commons, laboratory and class buildings, and the library at all hours, but please respect those who are sleeping.

- Kiggins Commons remains open all night for socializing and snacks. However, **STAY OUT OF THE KITCHEN AREA.**

- **Meals** are served PROMPTLY at:

Monday -Saturday	Breakfast: 7:30 am
	Lunch: 12:30 pm
	Dinner: 6:00 pm
 Sunday	 Brunch: 10:00 am
	Dinner: 5:00 pm

- Anyone with **food restrictions or allergies** should provide this information on the clipboard provided by the kitchen staff (across from the coffee machine). Please sign up even if you have already sent this information on prior forms. The kitchen will accommodate any and all restrictions and wants to make food that everyone likes, but they need to know everyone's needs in advance. A limited number of special meals are made each mealtime, please sign-up on arrival if you require special meals.

- When you come in for meals, please wear a **NAME TAG**. It helps us get to know you and it helps you get to know us – this helps us develop our sense of community. Masking tape and marking pens are available in the main kitchen.

- Speaking of **community**, there are a couple of things that we ask everyone to help us out with...

- EVERYTHING that you see on this island from food to pianos to hammocks has come on the island the same way you did: UP AND OVER THE ROCKS. Every **Wednesday is our island "Food Run."** Our boat, the KINGSBURY will return from Portsmouth **around 5:00 pm** and blow its horn. At that point, we ask that every person on island head down to the dock and **help unload** food from the boat. However, any person with a health concern is excused.

- We ask that EVERYONE in the community pitch in to keep our facilities clean.

- During meal times, this means **bringing all used glasses, plates, etc. to the dishwashing area** in the kitchen. We **compost and recycle** as much as possible so please **separate all trash**.

- Please be sure to use the **compost buckets** in the kitchen when clearing your dishes. In addition to food scraps, be sure to **compost all paper towels, napkins, tissues, and coffee filters**. These materials help make sure that the compost does not smell and help make better quality compost in the end. However, lobster shells stay separate.

- Labeled **recycling containers** are found in all buildings; please use them!

A **clean-up schedule** will be posted on the main bulletin board in Kiggins Commons. Clean up involves bringing leftover food into the kitchen and **wiping down the tables after each meal. After dinner, chairs are turned up onto the tables, and the floor gets swept.** See the kitchen staff for supplies and instructions. Program faculty give participants time to complete these tasks; if for any reason you CANNOT clean-up at your assigned meal, then it is your responsibility to swap with another participant. DO NOT leave the task undone!

- Every Sunday before brunch around 9am, students are responsible for **cleaning their dormitory.** This includes sweeping out rooms and hallways, emptying the trash and cleaning the bathrooms. Cleaning supplies are provided and stored in the cabinets of each bathroom. If you cannot find cleaning supplies—please find a staff member for assistance. Please don't just leave the job undone if you can't find a broom.
- Empty recycling containers in your dorms into the totes out behind the Commons. Trash and cardboard go into the sheds adjacent to the totes. Everything is labeled; please STOP AND READ THE LABELS. Some bins are mixed paper, some are bottles and cans, and some are trash. Ask if you have any questions.

There will also be a concerted effort to clean dorms, labs and classrooms at the end of each program and BEFORE you leave the island. Please clean out your room, and leave it the way you found it. Remember to: check drawers and closets, SHUT all the windows, sweep, and refold the blankets on the bed.

RESOURCE CONSERVATION

In addition to recycling and composting, we ask that you help the lab to minimize its electrical consumption, please **turn off lights** when you leave a room. In addition, **laptop chargers** consume a surprising amount of power; please do not leave them plugged in.

Another element of resource conservation is closing windows in classrooms and the library if you are the last one leaving. Storms come up suddenly and can soak books, lab equipment, etc if windows are left open and unattended.

ISLAND COMPUTER LAB USE

A small number of computers for participant use are located in the library on the second floor of Loughton House. The Lab's island-wide network enables participants, staff and faculty to check e-mail, utilize on-line library systems, and conduct research, however this service should **not be used to DOWNLOAD or UPLOAD, pictures, music, videos or play games!** Staff will disconnect the island network if these requests are not honored.