

QUEEN'S UNIVERSITY BIOLOGICAL STATION

USER GUIDE FOR ELBOW LAKE (now called the Elbow Lake Environmental Education Centre)

This User Guide is intended to outline matters of safety, procedures and policy governing use of the Elbow Lake Environmental Education Centre (ELEEC). Users must read this guide and understand its provisions. This is not a trivial matter. All users must co-operate in ensuring a safe and productive facility. All users will be required to read and abide by the provisions of this guide.

QUBS Website

This guide and general information is also available at <http://www.queensu.ca/qubs/index.html>

History

In its 66 years, QUBS has provided opportunities for university-level teaching and research in the biological sciences. Near the main site on Lake Opinicon, QUBS has acquired some 2762 hectares (6822 acres) of land. These properties form a significant conservation presence in the Rideau Lakes/Frontenac Axis area.

Recently, the mandate of QUBS has expanded to include outreach programs, intended to involve the general public in activities at QUBS. Included in these programs are activities aimed at children and youth

The Elbow Lake facility is an agreement property between QUBS and the Nature Conservancy of Canada (agreement signed early in 2011). While NCC is most interested in protection of the lands and constituent biodiversity (445 hectares or 1100 acres in extent), QUBS will use the built infrastructure of the site to offer programming aimed at a wide audience than just universities. Originally a corporate retreat of Hewlett-Packard with overnight cabins, a main lodge, a museum building, and other outbuildings, as well as docks and marked trails, the Elbow Lake facility will become a significant public outreach site of QUBS.

In 2011, an Eco-Adventure Day Camp was initiated as a first step to developing programming at the Elbow Lake Environmental Education Centre. The intended focal age span of participants for this camp is 10-14 years.

Administration

QUBS is administered as part of the Department of Biology, Queen's University. The cascade of responsibility for operations is as follows: Dean, Arts and Science; Chairman, Department of Biology; QUBS Director, Dr. Bruce Tufts (currently on sabbatical leave); Interim Director, Dr. Steve Loughheed (January –December 2011); Associate Director, Dr. Shelley Arnott (January – December 2011); QUBS Manager/Senior Instructor, Mr. Frank Phelan; QUBS Outreach Coordinator, Mr. Mark Conboy. The Director and Manager are responsible for day-to-day operation of the facility and collaborate on planning, reservations and all aspects of general operations. Decisions for changes in QUBS policy or major decisions regarding finance are subject to approval of an Executive Committee comprised of The Manager, the Director, the Associate Director, a representative of the non-Queen's users and a student representative from Queen's. Accounting is handled through Ms. Julie French (Administrative Assistant) and Mr. John Topping, Departmental Manager, Department of Biology.

Day Camp Director for 2011 is Kait Pasic. She will be responsible for the delivery of Day Camp programming in July and August of 2011, and supervision of Day Camp counsellors.

Reservations

University Research: Procedures as at QUBS – details (procedures, pricing, policy and forms) available on QUBS website.

University Teaching: Field courses are planned at the annual meeting of the Ontario Universities Program in Field Biology (OUPFB) in December. Proposals for OUPFB offerings should be sent to the Director or Manager in advance of this meeting. Proposals for field courses distinct from OUPFB modules should be made to the Director or Manager. These will be approved subject to space limitations at both the main QUBS facility and at Elbow Lake. OCASP planning and approval is also required for field courses.

Eco-adventure Day Camp: Contact Camp Director about signup. Email: qubsecoadventure@gmail.com

Other Uses: Uses other than those outlined above may be permitted as long as they are consistent with the mandate of NCC and QUBS. Contact the Director or Manager of QUBS.

Map of Main Site

A map detailing the area comprising the main site at the Elbow Lake Environmental Education Centre including buildings, trails and water bodies is included in the user guide folder. GIS maps are also available on the QUBS website.

Health and Safety

The foremost concern of QUBS staff is the maintenance of a healthy and safe living/working/teaching environment. Users must abide by the safety guidelines outlined herein and do everything in their power to assist staff with health and safety matters. All field activities entail some risk. Users must be aware of inherent risks and endeavour to make others aware of risk factors. In conjunction with staff, plans must be put in place to minimize field risks. Each user group must conduct a risk assessment session prior to arrival and develop a group-specific operations plan for field safety. Monthly checks are made of all buildings and equipment to ensure safe use and operation. QUBS safety officer is the Manager, Mr. Frank Phelan.

911 Emergency System

Elbow Lake is serviced by the 911 emergency system. Dialling 911 gives access to fire, ambulance and police services. In conjunction with the 911 system, a municipal addressing system has been put into place. **If you call 911, you will need to report the municipal address for Elbow Lake:**

Municipal Address: 1300 Hewlett-Packard Road , Township of South Frontenac, Storrington Ward

(about 5.6 km or 3.5 miles East of Perth Road aka County Road 10, North off the North Shore Road of Loughborough Lake)

Note that cell phone service from your provider may not work at the Elbow Lake Environmental Education Centre, especially at some of the more remote parts of the property. There is a land line in the Main Lodge that can be used for emergencies.

Emergency Fire Procedure

Upon detection of a fire, prime concern is for personal safety. Immediately evacuate the building affected. Proceed to nearest exit, shouting "FIRE, FIRE, FIRE". Make sure everyone is out of the building. Ring the alarm bell outside the Main Lodge and continue ringing to alert all station users. Notify management immediately and call the local Fire Department using **911** if requested to do so. Assemble in the parking lot immediately in front of the lodge for head count and further instructions.

Buildings at the Elbow Lake Environmental Education Centre are provided with smoke detectors, carbon monoxide detectors and fire extinguishers in all buildings. Familiarize yourself with the warning devices, extinguishers and exits in your living/workspace at the outset of your activities/stay at the facility. However, it is not expected that users be firefighters. IF the fire is a minor one (a fire less than 1 m³) and IF you know how to use an adjacent fire extinguisher and IF you have an exit at your back and IF you are sure you can extinguish the fire, then DO SO. If you have ANY doubts, commence emergency fire procedures as outlined above. Property can be replaced, lives cannot. DO NOT TAKE CHANCES.

Fire Safety

Fire protection equipment is provided in all living/workspaces. Equipment is routinely inspected (monthly). However, if you should notice defects or missing equipment, notify staff at once.

Outdoor fires **may** be permitted **IF** conditions are suitable **AND** only in designated fire pits. Outdoor fires will not be permitted under windy or dry conditions or when outdoor burning bans are in place or when such activity interferes with work/sleep schedules.

Smoking

For health and safety reasons, Queen's University is a smoke-free workplace. The Elbow Lake Environmental Education Centre is a smoke-free facility. No smoking at any time while on the property.

Drinking Water

Safe drinking water is provided only from labelled water coolers in the kitchen of the Main Lodge. Water delivered to any fixture is unsafe to drink (untested) – suitable for hand-washing or showering but not for consumption.

Disposal

Water-borne disposal (toilets, sinks, showers) ends up in septic systems. These systems need to be treated gently. Do not dispose of non-biodegradable material in toilets (no plastic). Do not dispose of paper towels or cardboard in toilets. Do not attempt to flush bulky items. No chemicals to be disposed of in sinks or toilets.

Solid waste should be placed in appropriate containers (using clear plastic bags). Consult management if unsure of proper means of disposal.

A wide variety of materials is locally recyclable. The Elbow Lake Environmental Education Centre actively participates in these programs and encourages all users to co-operate in this effort. A recycling depot is located at the Main Lodge.

Compost containers are found in the Main Lodge. Please deposit non-animal food scraps for composting. This is a good way to reduce the volume of waste destined for landfill sites and produces an ecologically valuable end-product.

Swimming

The swimming area at Elbow Lake is clearly marked. For Day Camp users, swimming must be done under lifeguard supervision. Observe the rules of the camp and as posted at the beach.

Safety equipment in the form of throw rings and poles are in place at the beach. Do not remove or play with safety equipment.

There are inherent dangers in recreational swimming. Be safe. Recognize the hazards.

Boating

At Elbow Lake, canoes and kayaks may be available for supervised use. No motorized watercraft are allowed on either Elbow or Spectacle Lake.

Before use, a training session is required. This session will ensure that users have a basic knowledge of boating safety, required safety equipment, operation of boats, hazards and fundamental skills. Novice users and Day Campers will be accompanied at all times by camp staff.

The required safety gear is provided and must be in place at each use. All canoes require, by law, a life jacket or approved personal flotation device for each passenger, a set of paddles, 15 metres of buoyant heaving line, a bailer or manual pump, a sound signalling device (whistle) and a watertight flashlight (these latter 4 items are contained in the safety kit with each canoe). Life jackets (PFDs) must be worn when in a canoe.

Boats must not be brought into Elbow Lake from other locations without thorough cleaning and disinfection to prevent introduction of alien organisms to Elbow Lake.

Accident or Injury

Management MUST be notified immediately of ANY accident or injury sustained while at Elbow Lake. First aid and transport for medical attention can also be arranged by staff. In serious instances, call an ambulance via **911**.

Staff endeavour to provide a safe environment at the facility. QUBS staff work to ensure safe conditions at all times. If users note deficiencies, hazards or unsafe conditions, report these at once to staff and/or QUBS Manager. Do not attempt repairs yourself.

First Aid

First aid kits are provided in the Main Lodge and QUBS vehicles. In addition, Day Camp staff will have a first aid kit available at all times. These are inspected regularly. However, if required items are used up or missing, notify staff and/or QUBS Manager. Even small injuries benefit from prompt attention.

Day Camp Staff have qualifications in First Aid, CPR and Lifesaving.

Day Camp Field Safety

Day Camp staff and QUBS management have undertaken risk-assessment of activities conducted at the Elbow Lake Environmental Education Centre. Risks are assessed, everyone affected must be made aware of these risks and everything possible must be done to minimize these risks. At the outset of each week of day camp campers will be apprised of all rules and including the geographical boundaries of regular day camp activities. Risk-specific procedures have been developed.

The local Fire Department and Ambulance personnel have had a familiarization session to ensure effective response in case of an emergency.

Telephones

The main line connects to phones in the Main Lodge and Staff Cabin. The main number at the Elbow Lake Environmental Education Centre is **(613) 353-7968**.

Basic Services

Fundamental services (water supply, septic systems, electrical supply, heat, telephones etc.) are the direct responsibility of management. Point out problems or concerns as they arise. Do not attempt repairs yourself.

Be advised that many of these services are buried. Do not drive stakes/posts/poles or excavate without consulting QUBS management.

In this era of concern for the environment and energy conservation, users should try to conserve energy by minimizing use of basic services. Do not waste water, electricity or heat and make sure that all appliances are turned off before you depart the facility.

Code of Conduct

No excessive drinking.

No damage to animals, plants, habitat or topographic features.

Swimming is at your own risk (unless otherwise specified by a specific activity like the Eco-Adventure Summer Camp).

All children under 16 years of age must be accompanied by an adult.

Kitchen and washroom facilities are shared and must be left clean.

Road/Gate

The gate is to be kept closed and locked between uses of the facility.

The volume of traffic by users dictates that special caution be exercised in using the roads at the Elbow Lake Environmental Education Centre. Children, walkers, runners and bicyclists share these roadways. Near buildings, slow speeds will reduce the amount of dust created and minimize hazards. Operate all vehicles with utmost care.

Parking

To maintain access to all buildings for users, maintenance vehicles and emergency vehicles, vehicles should not block roadways, ramps, driveways or access to any building. Use the designated parking areas only.

Pets

No pets are permitted at Elbow Lake.

Other Amenities

Conservation Property: Outside the buildings area of the Elbow Lake Environmental Education Centre, the wild property is owned and managed by the Nature Conservancy of Canada. It is the intention to leave the natural features of the area undisturbed. Keep to the trails and minimize impact on the wild terrain. If you notice any damage, evidence of poaching or impending risk to these lands please notify QUBS management immediately.

Website: The QUBS website is developing to contain species lists, species accounts, blog spots, data archives, maps etc. – a true information resource for everyone. <http://queensu.ca/qubs/>

EMERGENCY NUMBERS FOR QUBS USERS

ELBOW LAKE IS SERVICED BY THE

911 system

(Fire Department, Police and Ambulance)

**THE ELBOW LAKE ENVIRONMENTAL EDUCATION CENTRE IS
LOCATED AT 1300 HEWLETT-PACKARD ROAD,
TOWNSHIP OF SOUTH FRONTENAC, STORRINGTON WARD**

Emergency services can also be reached at:

**ONTARIO PROVINCIAL POLICE 1-888-310-1122
(inquiries - office hours only)**

Queen's University Biological Station 613-359-5629

POISON INFORMATION CENTRE 1-800-267-1373

EMERGENCY REPORT CENTRE (Queen's Campus) 613-533-6111

Hydro One (Emergencies and Outages) 1-800-434-1235