2016 Orientation Handbook

STONE LABORATORY

OHIO STATE'S ISLAND CAMPUS ON LAKE ERIE







Sea Grant
Ohio Sea Grant College Program

The Ohio State University

NOAA

OHSU-SLC-1636

First Day Schedule for Students, Faculty & Staff in one-week and term courses.

South Bass Island

1-3 p.m.	**Board university boat** for transport to Gibraltar Island (parents or friends can accompany you). The last boat leaves Gibraltar at 3:30 p.m. All accompanying persons must leave at this time.

Gibraltar Island

1-3 p.m.	**Student and faculty registration** at Dining Hall (receive room assignment, room keys, etc.)
	Bookstore open until 4 p.m. for basic school supplies and Stone Lab merchandise (third floor of Stone Lab building)
3:30 p.m.	Last boat leaves Gibraltar Island
4-5 p.m.	**Orientation meeting** for all students and faculty in the Stone Lab third floor conference room. **BRING THIS HANDBOOK WITH YOU.**
5-5:15 p.m.	**Meeting for student staff members** (TAs and student workers) **in the third floor conference room.**
5-6 p.m.	**Dinner**
5:45-6:30 p.m.	**Faculty meeting** in Stone Cottage
6:30-7:30 p.m.	**First class session for one-week courses**
6:30-7 p.m.	**First class session for Monday, Wednesday and Friday term courses**
7-7:30 p.m.	**First class session for Tuesday, Thursday and Saturday term courses**
7-8:30 p.m.	**Bookstore open** (third floor of Stone Lab building)

Workshop students, visit **go.osu.edu/workshoptimes** to view your arrival and departure times.

Dining Hall

The Dining Hall on Gibraltar Island is unable to provide special menus or accommodate specific dietary requests. **Meals are only served during regularly scheduled times.** The building is available for social activities each evening, except Thursdays and Saturdays from 7-10 p.m.

- Proper attire is required and includes shirts and shoes at all times; bathing suits and wet clothing are not permitted in the Dining Hall.
- Travel mugs or water bottles are a good idea for taking drinks out of the Dining Hall. Removal of dishes and utensils is prohibited.

Monday through Saturday dining times

Breakfast: 7-8 a.m.
Continental Breakfast

Coffee break: 10-10:30 a.m.
on Dining Hall Porch

Lunch: Noon-1 p.m.
Options may include soup, sandwich, side dish, salad bar, breads and dessert.

Dinner: 5-6 p.m.
Options may include fish, meat or pasta, hot vegetables, side dish, salad bar, breads and dessert

Sunday Dining Times

Brunch: 10-11 a.m.
Continental breakfast and warm foods.

Dinner: 5-6 p.m.

Guest Policy

You must register your guest or guests in advance through the lab manager or assistant lab manager. This includes all visitors, even those spending only a short time at the facility. Students are not permitted to have guests in the residence halls after 10 p.m. No overnight guests are allowed anywhere on Gibraltar Island.

Guests can find lodging at Put-in-Bay hotels, motels and cottages. South Bass offers a campground at South Bass Island State Park for tents and trailers, which is much less expensive than a room. As Put-in-Bay is a popular tourist destination, lodging is sometimes booked months in advance and the state park campground fills up quickly on weekends. Guests can also contact the Chamber of Commerce for lodging information at 419-285-2832.

You must register your day guests with the lab manager. Meals can be purchased for guests at the student rates. Reservations and payment must be made in advance with the Dining Hall Office (5-1805).



Alcohol and Tobacco

The university and residence halls comply fully with all federal, state and municipal regulations regarding the sale, possession and consumption of alcoholic beverages.

Smoking and the use of tobacco are prohibited in or on all university owned, operated or leased property including vehicles.

For more details on Stone Lab's alcohol and tobacco policies, view the Stone Lab Community Standards of Conduct at ***go.osu.edu/slhandbook***.

Stone Lab Resources

Bookstore – The Shop on the Rock

The Stone Lab bookstore, "The Shop on the Rock," sells the following types of items: sunscreen, limited toiletries, Stone Lab merchandise and limited field collection equipment.

Computer Lab

A computer lab is located in Room 304 on the third floor of the Classroom Building on Gibraltar Island. It includes PCs with Internet access and two printers (laser and color inkjet). The lab is available on a first-come, first-served basis to students and faculty for courses, research and communication purposes only. Students, staff and faculty can access their school's email via the Internet. Wi-fi is also available in all Stone Lab buildings.

Recreation

Recreational activities include volleyball, swimming, fishing and softball. Talk to the assistant lab manager or staff to access equipment.





Put-in-Bay Amenities

ATM Locations

Restrooms at DeRivera Park
Tipper's Restaurant
Mr. Ed's Bar
Erie Island Petroleum
Miller Ferry Gift Shop at the Lime Kiln dock

Bank

First National Bank of Bellevue
180 Erie St.
Put-in-Bay, OH 43456
419-285-7340
fnblifetime.com/Put-in-Bay.aspx
Checking and savings accounts can be opened. Checks cannot be cashed without an account.

Chamber of Commerce

Put-in-Bay Chamber of Commerce and Visitors Bureau
148 Delaware Ave.
Put-in-Bay, OH 43456
419-285-2832
Provides information about the town of Put-in-Bay, sights and area attractions.

Grocery Store

The Island General Store
410 Catawba Ave.
Put-in-Bay, OH 43456
419-285-4091
Carries a limited line of groceries, laundry and toiletry items.

Post Office

USPS
425 Langram Rd.
Put-in-Bay, OH 43456
419-285-4641
8 a.m.-noon and 2-5 p.m. Monday through Friday
8 a.m.-noon Saturday

Taxi Service

North Coast Cab: 419-285-3585
Put-in-Bay Taxi: 419-285-6161
South Bass Cab: 419-285-5050

Other Transportation

Transportation for special research projects and other official trips (between the university dock on South Bass Island and Gibraltar Island) must be arranged with the management staff at least 24 hours ahead of the proposed departure.

Water Taxi

Boardwalk Harbor Water Taxi 419-285-3695 will pick up and drop off between Gibraltar and downtown Put-in-Bay. You can contact them by using the marine radio, Channel 10, located above the life jacket box in the Stone Lab Classroom Building. You are responsible for all costs and arranging your return.

Rowboats and Motorboats

Rowboats are for the convenience of all. Additional information and mandatory safety course will be provided at orientation. Classes taking field trips have priority over personal use.

Motorboats are to be used only by designated personnel while on duty and should be docked on the end spaces of each dock to prevent damage to motors.

Boating Rules

General Rules

1. Take one (1) life jacket per passenger**, to be worn or stowed – **NOT used as a seat cushion**.
   *Do not leave life jackets in boats. After each one-way trip, return life jackets to racks located inside the Stone Lab Classroom Building and outside the Research Building.
2. Boats are to be **docked ONLY at Ohio State University docks**, located on Gibraltar and near the Research Building on South Bass.
3. Tie boats securely to dock using a half-hitch knot. If you don't know how to tie this knot, ask a staff member.
4. **When traveling at dusk, carry a flashlight to signal other boats to avoid collision**.
5 "Boat pool" whenever possible. Remember your boat number and do not take a boat from South Bass that you did not bring over, thus stranding someone on that side.
6. The docks are slippery when wet and are wet most of the time. Use caution when entering or exiting all boats.

Rowboats

1. Notify the staff in the event of a broken oar or dock line.
2. One person rows at a time. Maximum number of passengers per boat is four.**
3. It is recommended that rowboats remain in the protected harbor area.
4. If you take a rowboat between Gibraltar and South Bass Island it must be returned to its original docking location.
5. Do not dock rowboats behind motorboats; use the inside (closest to shore) dock spaces.
6. **Remove oars** from oarlocks when docking is complete to minimize breakage.
7. **No racing or horseplay in rowboats. Safety first.**
8. All rowboats are to be returned to Gibraltar by 10 p.m.

** Failure to observe these rules could result in prosecution by the Coast Guard, ODNR Division of Watercraft or Put-in-Bay Harbor Patrol. Stone Lab is not responsible for any fines, tickets or citations.

For your convenience, these rules are posted by the life jacket racks in both buildings. Your cooperation is appreciated.



Communications

Internet Access

Secured Wi-Fi is available on Gibraltar Island and at the Bayview office on South Bass Island. Passwords are issued to faculty and students at orientation. Stone Lab's internet policy can be found at ***stonelab.osu.edu/internet***.

Mail

Mail is brought to the Dining Hall daily for students and faculty staying on Gibraltar Island. Faculty staying on South Bass Island can pick up mail in the Bayview office.

The lab mailing address is:

Attn: Your Name
F.T. Stone Laboratory
PO Box 119
Put-in-Bay, OH 43456-0119

Telephone Access

Stone Lab phones can be used to call any other Ohio State phone (including Columbus and regional campuses) by dialing the last 5 digits of the phone number. Local calls can be dialed as 9-285-####. Personal long distance calls must be made using a cell phone. The Bayview office has voice mail for calls that come in before or after regular business hours. There is a fax machine in the Bayview office for incoming faxes: 419-285-1878.



Emergency Numbers and Procedures

When calling from a university phone, you must first dial "9" for an outside line, or dial the last 5 digits for **university numbers**.

You do not need to enter area code 419 for local Put-in-Bay "285" numbers, just 9-285-xxxx.

Emergency Procedures
In an emergency:

- **Dial 911.**
- Tell the 911 operator your EXACT location on Gibraltar Island (Harborview Dorm, Dining Hall, Classroom Building, etc.)
- Then contact laboratory staff.

911 Panic Button
There is a "911 Panic Button" near the life jacket rack on the South Bass Island Research Building which alerts the Ottawa County Sheriff's Office.

Paramedic Non-Emergency Phone
419-285-2401

Police Department Non-Emergency Phone
419-285-3962

Fire Department Non-Emergency Phone
419-285-7805

Between 7:30 a.m.-4 p.m. contact:
Stone Laboratory office (room 204) on Gibraltar
419-28**5-1858**

Kevin Hart, Assistant Laboratory Manager
419-512-1682

During posted evening hours, contact:
On-duty staff in the library, (Stone Laboratory, room 306)
419-28**5-1868**

During other hours and Sunday contact:
Stone Cottage – Matt Thomas, Laboratory Manager
419-341-2568

Kevin Hart, Assistant Laboratory Manager
419-512-1682

Gibraltar House Common Area
419-28**5-1880**

If paramedics recommend a visit to a hospital on the mainland, transportation to the ferry dock or to the mainland can be arranged. You will be responsible for any ferry, plane or water taxi charges required and for any overnight lodging on the mainland.

Check-Out/Departure

Check-out involves having your room inspected by a Stone Lab staff member on the last morning of your stay, then turning in your key to staff stationed in the Dining Hall prior to your departure. A fee of up to $150 will be issued for lost or stolen keys.

Students enrolled in one-week courses must depart Gibraltar by 1 p.m. on Saturday. You have the option to sign up to receive a scheduled lunch in the Dining Hall before departure. Transportation via an Ohio State boat will be provided from Gibraltar to South Bass Island on the hour from 10 a.m.-1 p.m. Saturday. Island Transportation will meet the 1 p.m. boat only and drive students from the Research Dock to the Miller Ferry dock. Present your taxi pass to the driver.

Students enrolled in term courses must depart Gibraltar by 5 p.m. on the last day of the term. Transportation via an Ohio State boat will be provided from Gibraltar to South Bass Island on the hour from 10 a.m.-3 p.m. Island Transportation will meet the 11 a.m. and 3 p.m. boats only and drive students from the Research Dock to the Miller Ferry dock. Present your taxi pass to the driver.

The local water taxi is available for transportation to South Bass Island if Stone Lab boats are unavailable. You can then arrange for a taxi to transport you to the ferry docks. Taxi numbers can be found on the back cover of this handbook. As check-out can be a hectic time, parents and guests should meet students on South Bass Island

Departure times for workshops can be found at **go.osu/edu/slhandbook**.





STONE LABORATORY

Ohio State's Island Campus on Lake Erie

ohioseagrant.osu.edu • stonelab.osu.edu • @stonelab

SUMMER STAFF

Dr. Christopher Winslow, *Interim Director*
Matt Thomas, *Laboratory Manager*
Kevin Hart, *Assistant Lab Manager*
Kelly Dress, *Business Office Manager*
Robin Glauser, *Operations Associate, Dining and Housekeeping*
Dr. Kristin M. Stanford, *Education & Outreach Coordinator*
Arleen Pineda, *Program Coordinator*
Dr. Justin Chaffin, *Research Coordinator*
Bruce Leach, *Biological Sciences/Pharmacy Librarian*
Art Wolf, *Operations Associate, Boats and Facilities*
Nate Seaberg, *Operations Associate, Landscaping, Grounds and Vehicles*
Jon Scarpelli, *Operations Associate, Maintenance*
Craig Genheimer, *Boat Captain & Special Events*

PHONE NUMBERS

*When calling from a university phone, dial only the last 5 digits for these listings **(in bold)**.*

Stone Lab Main Office (South Bass Island) 419-28**5-1800**
Stone Lab Gibraltar Office 419-28**5-1858**
Barney Cottage 419-28**5-1883**
Dining Hall Office 419-28**5-1805**
Dining Hall Porch 419-28**5-1843**
Harborview Dorm 419-28**5-1828**
Maintenance Office 419-28**5-1801**
Stone Cottage 419-28**5-1881**
Lighthouse 419-28**5-1850**
Gibraltar House 419-28**5-1880**

Non-Emergency Public Services

Fire Department 9-285-7805
Police Department 9-285-3962
Paramedic 9-285-2401

Emergency Numbers

The 911 emergency number is in service for the Put-in-Bay area.
In the rare event that no University official is available,
a call can be made to the Gibraltar House Common Area 419-28**5-1880**

Transportation

Jet Express Ferry 9-1-800-245-1538
Miller Boat Line Ferry 9-1-800-500-2421
Taxi Service on South Bass Island 9-285-3585
9-285-6161
9-285-5050
Water Taxi (Channel 10 on Marine Radio) 9-285-3695