

# **The University of Oklahoma Biological Station**

## **Visitor and Conference Information and Guidelines**

1. Normal business hours for the University of Oklahoma Biological Station (UOBS) staff are Monday through Friday from 8 a.m. to 5 p.m. Visitors arriving during normal business hours will check in with the administrative secretary, at the main office to complete registration forms and pick up keys. Those arriving outside these hours will make necessary arrangements during the planning and reservation scheduling of their visit. Please thoroughly review the needs assessment that is provided with your reservation scheduling to provide our staff with accurate information. Failure to provide accurate information could result in essential equipment and space being unavailable. Date, arrival time, and number of participants and rooms should be confirmed at least one week in advance.
2. Parking is allowed in designated areas only and all vehicles must remain on established roads. Parking or driving on the lawn is prohibited. Parking beside the road north of the library and classrooms and any other areas that restrict access by others is not permitted. Clearance must be allowed for delivery and trash trucks, and large research boats.
3. Emergency numbers, in addition to 911:
  - Richard Page, facilities manager, Cell phone: (580) 564-5876
  - Oklahoma Poison Control Center: (800) 522-4611
  - Marshall County Sheriff (Madill, Oklahoma): (580) 795-2221
  - Marshall Memorial Hospital: (580) 795-3384
  - Willis-Powell Volunteer Fire Dept.: (580) 564-4297
4. The hospital is located in Madill, Oklahoma. Take Highway 377/99 north to Madill. The hospital is located in the southwest part of Madill about one block north of Hwy 377/99. The emergency entrance is on the north side of the hospital.
5. UOBS facilities are the property of the University of Oklahoma. Reasonable conduct is expected of all visitors and conferences at UOBS. Any damage resulting from conduct other than reasonable, becomes the responsibility of the visitor or group. Restitution for such damages must be made to OU.
6. **No mammalian pets are allowed.**
7. Firearms are not allowed.
8. Fireworks are not allowed.

9. Water gun, water balloon, and shaving cream fights are not allowed.
10. Doors and windows must be kept closed if AC/heating units are in use.
11. Children under 12 years of age must be under adult supervision at all times.
12. Swimming is “at your own risk”. No safety approved swim areas or lifeguards are available. UOBS and OU assume no responsibility for the safety of participants who engage in water sports. The shoreline southwest of “C” building is routinely used by station faculty, staff, and their family members for water sports. All visitors bringing boats or jet skis are asked to avoid this area. Swimming in the boathouse area or after dark is forbidden.  
**NOTE:** Erosion has created caving banks and drop offs along the shoreline. Please use extreme caution in these areas and avoid them after dark.
13. A boat ramp and two boathouses are maintained in support of education and research. These facilities are available for the convenience of our guests, provided it does not adversely affect the ongoing teaching and research objectives of the station. Do not block access to the slips or ramp. Please remember that use of these facilities is a convenience for you and at your own risk. We cannot assume responsibility for personal injuries or damage to personal property. Horseplay and wading in these areas are not allowed. Anyone found abusing this privilege will be banned from the boathouses and boat ramps (NO EXCEPTIONS).
14. Trash receptacles and dumpsters are readily available. No fish parts or any other dissected animals are allowed in the trash receptacles or dumpsters.
15. Please keep all ice chests outside the rooms.
16. UOBS watercraft are for supporting our research and education incentives only. They are not available for visitors or conferences.
17. UOBS uses, through a lease with the Army Corp of Engineers, the Ecological Research Area (“natural habitat area”) that extends west from the maintained grounds of our facilities to State Highway 377/99, on the south side of the paved access road. This area is routinely used for field trips, bird watching, hiking, etc. However, this area is undeveloped land and you should enter at your own risk. Disturbing any research experiments or the wildlife in this area will result in the responsible individual being banned from this area. No vehicles are permitted in this area without permission from the Director or the facilities manager.
18. Our facilities are on a septic system, not a public sewer system. Do not use the drains to dispose of sand, mud, food items, fish parts, etc. ***Please notify the facilities manager immediately if any personal items are dropped down the drains or toilets.***
19. Many of the rooms have refrigerators available. However, cooking in the rooms is not allowed.

20. Our storm alert system is the dinner bell. This bell will only be rung prior to meals or in event of an emergency. No storm shelters are available at UOBS. Tornado instructions are posted in all buildings indicating the safest areas and those that should be avoided. UOBS staff members or conference coordinators that are aware of emergency weather situations will sound the dinner bell.
21. Fire extinguishers and fire alarms are for emergency use only. In the event of a fire or other emergency, evacuation plans are posted in all buildings. **It is a federal offense to tamper with fire alarm systems.** Anyone caught will be asked to vacate the premises immediately.
22. UOBS is a field station and is located in a natural environment. Poison ivy, poison oak, green briar, etc. is abundant in the area, as well as fire ants, mosquitoes, wasps, and the brown recluse spider (fiddle backs). Please use caution when planning activities outdoors to avoid any fire ant mounds. The bites are extremely painful. The fiddle back spider is normally found in dark, undisturbed areas. Pictures to identify the spider can be provided. Seek immediate medical attention for spider bites to avoid serious medical conditions.
23. Research buildings and areas, maintenance areas, and storage shed and buildings are restricted to authorized personnel. Should you need to talk with the facilities manager, please ask the administrative secretary or office assistant in the main office to page him for you. Also, all work requests can be turned in to the main office.
24. Food services, menus, meal schedules, and dining room use should be arranged with University Housing and Food Service representative, Robert Weaver. This includes arrangements for breaks and social hours, ice chest use, access to ice makers, etc. Food service arrangements should be confirmed **10 DAYS TO TWO WEEKS** prior to your arrival with guaranteed numbers on meals provided. The kitchen is restricted to food service personnel only. Meals are served buffet style with diners expected to pick up their own trays and dishes.

