

Goal: To create understanding about all spaces and general policies and procedures while at the Field Station.

- Using the “Field Station Training Map” provide a training to all staff, students, and scientists about policies and procedures at the Glendale Field Station.
- This tour should take about 20-25 minutes.
- Start the tour at the **Information Center** in the Kitchen and Living Area and then follow the flow of the outline below.
- During the tour,
  - Be mindful to stop and speak to the group in shady areas.
  - Walk up to the procedures and point to what you are explaining in each space.
  - Use the following script to explain the general purpose of each space.
- Use your discretion to vary the detail of the tour depending on the audience.

## Welcome to the Glendale Community College Field Station

### Introduction

- Welcome to the Glendale Field Station, I'll be your guide through our station today. My name is [NAME] and I am the [TITLE] for Ocean Discovery Institute, [PROVIDE POSITION DESCRIPTION].
- During your time here,
  - Your main point of contact will be [NAME]
  - You will be part of the [TEAM NAME] which is led by [NAME]
- We are all living here together as one community. On this board you can see our policies that help us all stay safe, happy, and healthy. Our program here is successful because visitor's like yourself come and work with our students, but also because of the structure we have here.
- We are going to spend the next 20 minutes walking through all of the Glendale Field Station spaces.
- The Field Station is comprised of 4 spaces:
  1. The Kitchen and Sala
  2. The Dorms/Bathrooms/Laundry/Cleaning
  3. The Classrooms and Storage/Dive Locker
  4. The Offices & The Staff House (only for staff/scientists who are staying here).

### The Sala

#### Purpose:

- This space is the main communication room in the station with our Information Center and schedule boards.

#### Use:

- I would like to start our tour by pointing out the **safety guidelines** which all staff scientists and students follow. Discuss safety protocols, dress code, community agreements, MOD, and Safety Officer – 911.
- You probably have already noticed the other signs around the room/field station telling you about the space we have **orange signs** that signify simple communication and **green signs** that signal a procedure.
- Also, here is our AED.**
- Educational materials are stored in the **bookshelf**.
- If you find that a personal item of yours has gone missing it has most likely been brought over here to the **lost & found bin**. We try to keep our spaces tidy so often times if I find a water bottle or sunglasses that are left out, I most likely brought them here.

## The Kitchen

### Purpose:

- This place is for the preparation and serving of our meals.

### How we use the space:

- The first thing I'd like to point out here is our **dinner bell**. We won't ring it right now but if you hear it, a delicious meal prepared by our cook Alejandrina is ready.
- You come down this way and get your food here (motion with your hands from back porch door to serving area and out the front).
- Please note that all of us at Ocean Discovery follow the government's "**My Plate**" concept as you can see on our **servicing unit**.
- This **shelf is for DR and field snacks** (point to it under the shelf by the door).
- If necessary, explain any food allergies that people should be aware of and ask if there are any other food allergies that the cook should be aware of?
- Over here is where our **main trash and recycling cans** are located. Black trash bags are for regular trash, clear for recycling, and white for food waste.
- The other important station in the kitchen is **the water station** right here (point to water station). How much water have you had today? We want to try and drink 1 gallon or 4 liters of water a day.
- Once you have filled up on Alejandrina's delicious food, it's time to head over with your dirty dishes to the **cleaning station**.
- We **eat all of our meals outside**, so you can choose between the patio or under the palapa.
- Here is the **daily schedule board**. It lets everyone know what is happening on a particular day. Let's see what's happening today. (Check schedule board and explain).
- During the day you will hear different music coming from the patio outside this space. It cues everyone to move to the next activity in their day. During **cue time** music will be blasted/during other times background music can be played at a **low level**. To be considerate of our community, please **play Spanish music** when community members are around.

## The Dorms

### Purpose:

- This space is for storing personal gear and our general supplies.

### How we use the space:

- I'd like to point out the spots for **wet shoes here**. Inside each dorm room has **shelves for their personal gear and sleeping gear**. This is a changing station over here. Isn't this a nice space?
- Again the boys have a space outside to place outside for **wet shoes**.
- Once inside it is similar to the girls' dorms with a **changing area**, and **space for personal and sleeping items**.
- Ok let's head over to the bathroom, cleaning, and laundry station

## Bathrooms, Cleaning, Laundry

### Purpose:

- Right inside is the **cleaning station**. This is where you can find any cleaning supplies that you might need to keep the station and yourself clean.
- There are also three toilets, three showers, and sinks and a toothbrush and hand washing station.

### How we use the space:

For Bathrooms and Toilet

- Conservation is the name of the game – how can you conserve today?
- Well is drying up, it only comes in twice a week (and not always guaranteed), and once we run out – we are out.

For Laundry:

- At other times in the day this is a place to do laundry and hang it to dry.
- Follow the posted instructions to clean your own clothes. (motion to sign)

For Chores:

- Also on the right down here is our **chore closet** that has schedules and instructions to complete our daily chores.
- Inside the chore closet is all the **cleaning supplies** we need to keep the station looking its best.
- Fellows and Interns will do **daily chores**. All participants will help during **Super Chores** on Sunday, but if you would like to help out with the daily chores **please meet here**, it is much appreciated!

## The Classroom

### Purpose:

- This is the classroom it serves as the main meeting area for all of our programs.

### How we use the space:

- Because of **Covid, we will be masking** when inside the classroom.
- This is the place we **report when you hear the cue music**.
- It also serves as a space for our **classroom activities**.

## The Dive Locker / Storage / Cot Area

### Purpose:

- This area serves a dual purpose. It stores our cots, as well as all of our gear we use out in the field.

### How we use the space:

- The bay is an amazing place for swimming and snorkeling. If you would like to go for a long swim **please stay close the shoreline** as boats and jetskis frequent these waters at high speeds and we want to avoid any dangerous collisions as they have happened in the past.
- Our swim area is in between the orange cones that are set up during swim times. Students may only be in water as deep as their shoulders unless accompanied by an adult for snorkeling or other water activities.
- Always watch out for sting rays when entering the water **and do the sting ray shuffle** (demonstrate and get a laugh).
- On the other side of our garage is all of our **life jackets and snorkel gear**. I'd like to point out it's important to buckle all straps when heading out in the boat to keep you safe.
- If you are going out on a boat, paddleboard, or any other watercraft you must **have a life jacket at all times**.
- Over here is the snorkel gear, it's divided up by the students directed research groups and the staff bin.
- When you are out **snorkeling remember to practice leave no trace** by turning over only a few rocks and returning them where you found them.

### For Bedtime

- Let me tell you about **bedtime**.
- At **8:30pm** music will cue us to put out our cots for the night. By the last song **at 9 o'clock it is lights out** and **quiet hours** will be in effect all around the field station. If you are **an early-riser** and want to get up before the cue music goes off in the morning, please **sleep on the edges** to avoid waking up those who want to sleep longer. Please **refrain from putting away your cot until the wake up music** goes off.
- The boys sleep here to the left of the tree and down to the path in front of the field station, and the girls sleep to the right of the tree to the path in front of the offices.
- We ask that you avoid sleeping in any of the paths.
- Staff and scientists may sleep in-between the ocean leaders or on the front patio of the office.
- Always carry the cots with a **cot buddy**. When you pick them up make sure the white fabric falls to the side by grabbing the cot in the middle (point this out on the cot).

## The Office

### Purpose:

- This is our office; this space serves as Ocean Discovery's field office for the summer. We also have a space in here for visiting scientists.

### How we use the space:

- Right here (point) is **general office supplies** and over here (point) are all **the desks of the full time** Ocean Discovery staff members.
- In here **voices should always be kept to a low volume**, because as you can see we all work very closely to each other.
- In the corner, **very importantly, is our Marine Radio**. There are instructions on how to use, including **what to say during an emergency**.
- The office will be closed at 7pm**-till the wake up music plays in the morning.
- Ok, now let me show you the staff house.

## Staff House

### Purpose:

- The staff house is a private space away from the program where staff and scientists can relax, recharge, and keep their personal belongings.

### How we use the space:

- Curfew for all staff and scientists is 10:30pm**. This means all staff and scientists are back on Casa Caguama Campus.
- During quiet hours there is **no talking on the front porch and inside the house or loft**. Quiet voices are allowed on the back patio.
- Our Staff and Scientist computer usage guidelines** are located around the room (point out signs).
- We have a two satellite networks that have limited bandwidth allowance. It is super **important that we never hit the limit** because this is how staff down here do work and communicate with staff in SD. The Operations Manager will communicate if we get close to our limit.
- This is where you will keep all your personal belongings. Point out shelves for all guests.
- Point out kitchen area and explain rules about alcohol. This is where you can **enjoy alcoholic beverages**, and cans should be immediately put in recycling, not left out. All alcoholic beverages must be consumed in a cup, not straight from the can.
- We have **visitor parking** across from this house next to the large pilas.
- This was the end of our tour and now **our visitor captain** and they will direct you on where to put your gear and the itinerary for your stay.