



## INFORMATION ABOUT *BIG COURSES* AT TOVETORP (Department of Biology Education, Stockholm University)

### Security/Health

**Bedrooms:** Everybody must note which room they stay in on the room list on the door to the stairs on the ground floor.

**The responsible teacher is the evacuation leader** and should make sure that the room list is taken down during a fire alarm, note who is present at the assembly point (see map) and report to the fire brigade when they arrive.

**Fire alarms are** sent automatically to the fire brigade from the course building. Please inform yourself about fire escape routes, location of fire extinguishers and assembly point by studying the evacuation plan posted in the entrance. In case of fire alarm, always evacuate and gather at the signposted assembly point between the course building and the parking (near the boule court). If you find a fire without a fire alarm always: 1) evacuate, 2) warn others if it is safe to do so, 3) dial 112 or press a fire alarm button in the building.

**Defibrillator** can be found in the entrance to the course building and in the western entrance to the old lab. A sound is automatically started when the defibrillator is taken out of the box to attract help from people nearby.

**Nearest emergency hospital:** Nyköpings lasarett (30 km by car south on E4)

**First aid kit** can be found in the corridor outside the lab and group rooms and in the bathroom in the basement. More band-aids can be found in the room for field equipment.

**Hazardous waste:** Glassware and hazardous waste should be placed in containers designed for this purpose in the lab.

**Vaccination:** Ticks carrying tick-borne encephalitis (TBE) are present in the area around Tovetorp from approximately April – November. We recommend getting vaccinated against this disease (see [fasting.nu](http://fasting.nu)). Since the ticks also could carry Lyme diseases; check your body daily and remove ticks properly. There is a pair of tweezers at the notice-board in the cloakroom.

**Code to the course building:** The three entrances to the course building are always locked and can be opened with a code that will be shared with the course leader. There is no key to the bedrooms.

**Windows:** To avoid damaged windows due to wind; always use window hooks when leaving windows open! There are also mosquito nettings for open windows in the bedrooms.

**Pets:** No pets are allowed in the course building (except for guide dogs). Pets are only allowed to stay in one of the cabins, contact Cilla Kullberg for booking.



## **Dining room**

The kitchen staff appreciates if all teachers present themselves so they know who to contact when needed.

**Food is served at 7:30 - Breakfast 12:00 - Lunch; 15:00 - Fika; 17:30 - Dinner** (unless other times have been agreed upon with the staff). Make sure that you arrive in time and contact Anna or Susanne if you are late for a meal.

**Food prepared for special diets** is only for those that have ordered it and, in the same way, the ordinary food is also calculated for the number of persons that have ordered it.

**Coffee and tea** can be cooked in the lecture hall, always use a timer. There is also a small **refrigerator** that can be used for extra food.

**Empty wine and beer glass bottles** can be placed in the plastic box inside the entrance to the dining room.

## **Good to know:**

**Equipment for the field and lab:** There is a room for field equipment in the basement, and, in the lab, you can find lab equipment (e.g., water analyses, compound and stereo microscopes). Inform Thomas Giegold if something is broken or if you need an introduction to the equipment.

**Bikes:** We have 30 bikes that can be borrowed during courses. Each bike is equipped with 7 gears and a basket. Helmet should be used. Helmets and reflective vests are found in the cloakroom and basement. Book a bike on the bike-list in the cloakroom and adjust the height of the saddle so you can use the same bike during your stay. Always lock the bike when you are not using it. A missing key will cost 200 SEK. Do not park the bikes on the gravel behind the course house to avoid blocking delivery access; please use the lawn instead.

**Boots and wet/dirty clothes:** Use the entrance to the basement where there is a shoe-dryer and possibility to rinse dirty things. Washing machines and lines are mainly for staff, please ask if you need to use them. There is a drying cabinet that can be used by the course (marked 'Övrigt').

**Boats:** Life jackets should be used at all time in the boats (found in the basement). Talk to Thomas Giegold if you want to use a boat.

**If there are ongoing research activities sensitive to disturbance** in the area, it should be signposted, please respect these messages.



### At the end of the field course

Shake pillow and duvet and place nicely folded on the bed.

Check that windows are sealed with all the locks.

Return all field equipment from eventual field sites and place field and lab equipment in the basement or the lab, where you found it. Inform Thomas Giegold about broken or missing equipment. The responsible teacher should check that all keys and bikes are back in place before leaving for Stockholm.

**Recycle bottles:** Place in a special plastic bag for recycle bottles provided by the staff, if you do not want to take them with you. The **plastic box with glass bottles** should be emptied by the course at the waste recycling place at the garage (see map).

**Thank you for your stay! Please write a note in our guest book!**

## Map

