



USER'S GUIDE FOR ELBOW LAKE

Revised March 2023

This *User's Guide* is intended to outline matters of safety, procedures, and policy governing use of the Elbow Lake Environmental Education Centre (ELEEC) facility and surrounding lands protected as part of the Frontenac Arch Natural Area.

Users must read this guide and understand and abide by its provisions. It is the responsibility of all users to cooperate in ensuring a safe and productive facility. Failure to comply with the provisions of this guide may result in your eviction from the premises.

An electronic version of this *User's Guide* and other general information about the Queen's University Biological Station (QUBS) are available on our websites at <http://elbowlakecentre.ca> & <http://qubs.ca>.

CONTENTS

1.0 BACKGROUND	2
1.1 Property History and Current Use.....	2
1.2 Administration.....	2
1.3 Reservations and Bookings.....	2
1.4 Maps of QUBS Facilities and Properties	3
2.0 GENERAL INFORMATION – ELBOW LAKE	3
2.1 Basic Services	3
2.2 Gates, Roads and Parking	4
2.3 Pets.....	4
2.4 Firewood	4
2.5 Conservation Property	5
2.6 Smoking	5
2.7 Drinking Water.....	5
2.8 Disposal.....	5
2.9 Swimming.....	6
2.10 Boating.....	6
2.11 Fishing.....	6
3.0 FACILITY BOOKING RULES AND AMENITIES.....	7
3.1 Rules of the Elbow Lake Environmental Education Centre	7
3.2 What to Pack for Your Elbow Lake Visit.....	8

4.0 HEALTH AND SAFETY	9
4.1 Telephones and 9-1-1 Emergency System	9
4.2 Fire Safety and Emergency Fire Procedure	10
4.3 First Aid	10
4.4 Accident or Injury	10
4.5 Day Camp Field Safety	10
APPENDIX A – Multi-Cabin Group User Agreement & Waiver.....	11

1.0 BACKGROUND

1.1 Property History and Current Use

Since 1945, the Queen’s University Biological Station has provided opportunities for university-level teaching and research in the biological sciences. Near the main site on Lake Opinicon, QUBS protects – either through direct ownership or in partnership with land trust organizations – over 8,300 hectares (3,300 acres) of land. Together, these properties form a significant conservation presence in the Rideau Lakes / Frontenac Axis area.

Recently, QUBS has expanded the scope of its outreach programs, intended to involve the general public in activities at QUBS. Included in these programs are activities aimed at children and youth, particularly those visiting in a school group setting. The Elbow Lake property arose from a 2011 agreement between QUBS and the Nature Conservancy of Canada (NCC). While NCC is most interested in protection of the lands and constituent biodiversity of the 445 hectare (1100 acre) property that is part of the greater Frontenac Arch Natural Area, QUBS will use the existing infrastructure and diversity of the site to offer programming grounded in environmental research, natural history and conservation work done by scientists at Queen’s and other institutions, but aimed at a wider audience than just universities. Originally a corporate retreat of Hewlett-Packard employees, ELEEC – with its overnight cabins, a main lodge, a log cabin museum and other outbuildings, as well as waterfront facilities and marked hiking trails – is poised to become a significant public outreach site of QUBS.

Since 2011, Eco-Adventure Camp (<https://ecoadventurecamp.ca>) has operated through the summer out of Elbow Lake. The focal age span of participants for this day camp is 8 to 13 years. Eco-Adventure Camp stimulates campers’ interests in nature, biology, conservation and ecology in an outdoor setting that affords opportunities for swimming, hiking and canoeing.

1.2 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. Stephen Lougheed; QUBS Associate Director, Dr. Shelley Arnot and QUBS Senior Manager, Mrs. Sonia Nobrega.

The Elbow Lake Operations & Maintenance Coordinator, *Vacant Position*, QUBS Senior Manager, Sonia Nobrega and QUBS Director, Dr. Stephen Lougheed, are responsible for day-to-day operation of the facility and collaborate on planning, reservations, and all aspects of general operations. The Outreach and Teaching Coordinator, Emily Verhoek, is responsible for planning and delivering all outreach programs.

Eco-Adventure Camp Director, Melissa Kehoe, is responsible for the delivery of day camp programming through July and August, and for supervision of day camp counsellors.

1.3 Reservations and Bookings

As the primary public outreach arm of QUBS, the ELEEC accepts both day use and overnight bookings by a variety of public groups, including elementary/secondary and post-secondary institutions, environmental/conservation partners, outdoor recreational clubs and student exchange groups. Connect with QUBS

Outreach & Teaching Coordinator, Emiiy Verhoek, if you are interested in **outreach programs** (613-464-9559; emily.verhoek@queensu.ca). To book the Elbow Lake facilities for day or overnight use, please connect with the ELEEC Operations & Maintenance Coordinator, via elbowlakebookings@queensu.ca. Please refer to the ELEEC website (<https://elbowlakecentre.ca/booking/>) for details, including pricing.

Capable of accommodating groups of up to 40 people for overnight use or for hosting larger day use groups, the centre offers a unique setting for academic and corporate retreats and private meetings year-round. Any individual or group leader using ELEEC facilities is responsible for ensuring that all members of their party are familiar with the rules of the facility. Overnight users will be required to understand and acknowledge the *User's Agreement & Waiver* (Appendix A). Rules of the ELEEC are listed under Section 3.1.

At our other central research campus, the biological station at Opinicon Lake is primarily the academic arm of QUBS, hosting university teaching, research and field programs. Bookings are made as follows:

- University Research: Refer to the QUBS website (<http://qubs.ca>) for details, including procedures, pricing, policy and research forms.
- 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 QUBS Manager in advance of this meeting to ensure that there is space at the facility. Proposals for field courses distinct from OUPFB modules should also be made to the Director or QUBS Manager.
- Facility bookings, with inhouse kitchen/catering, at Opinicon Lake for events, workshops, conferences: Connect with us! qubs@queensu.ca

All bookings are subject to space limitations at both the Opinicon Station and Elbow Lake locations. If your request for accommodation at one facility cannot be met, QUBS will seek to arrange accommodation at the other. Relevant safety planning and approval specific to the home institution of the lead organizer is also required for field courses.

Registration information for Eco-Adventure Camp can be found at <http://ecoadventurecamp.ca>.

Uses other than those outlined above may be permitted as long as they are consistent with the mandate of NCC and QUBS. Contact the QUBS Director or Senior Manager (qubs@queensu.ca).

1.4 Maps of QUBS Facilities and Properties

Maps detailing the Elbow Lake Environmental Education Centre facility and surrounding Frontenac Arch Natural Area property are available on the ELEEC website, while mapping and imagery of the greater QUBS landholdings can be found on the QUBS website.

2.0 GENERAL INFORMATION – ELBOW LAKE

Detailed information on health and safety is provided in Section 4.0.

2.1 Basic Services

Basic services (water supply, septic systems, electrical supply, heat, telephones etc.) are the direct responsibility of management. Please inform the QUBS Manager of problems or concerns as they arise.

With concern for the environment and energy conservation, one should make every effort to conserve resources 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. The following guidelines are posted as a reminder in each cabin:

Checking In (4pm)

- Use **refrigerator** only if absolutely necessary. (plug it in).
- **Pack-in/Pack-out policy**: Please collect all of your garbage. Recycle whatever possible.
- **Kitchen, showers and washrooms** are located in the Main Pavilion.
- Broom, dustpan and vacuum are located in closet.
- **IF NEEDED (Oct to April)**, turn electric heat on at breaker panel in closet and adjust individual room thermostats – use **only as necessary** and set as low as possible – electric heat is expensive! – do not use electric heat and have windows open.
- **Water** provided in the Main Pavillion, Day Lodge and Staff Cabin is treated and tested under a public health directive and under Ontario Regulations (O. Reg. 319/08 Small Drinking Water Systems)

Checking Out (11:30am)

- **Turn off** all lights- both inside and outside- and fan.
- **Close** all windows.
- **Turn off** breaker for electric heat at panel in closet (double-check that this is done).
- **Pack-in/Pack-out policy**: Please collect all of your garbage. Recycle whatever possible.
- **leave nothing behind!**
- **Unplug** refrigerator, and leave doors propped open (use ice tray).
- **Clean** countertops, table and floors.
- **Sweep** and/or vacuum floors
- Notify management of deficiencies e.g., blown light bulbs, broken equipment, etc.
-

2.2 Gates, Roads and Parking

Gates are to be left as they are found: Typically, gates are left open and unlocked while day use programming is occurring, closed but unlocked when overnight guests are on site, and closed and locked between use.

The maximum speed on ELEEC roads is posted as 30 km/hr. The volume of traffic by users – children, pedestrians and bicyclists share these roadways – and by wildlife – e.g., basking snakes, nesting turtles – dictates that special caution and slower speeds be exercised. Operate all vehicles with utmost care.

To guarantee access to all buildings, maintenance vehicles and emergency vehicles, never block roadways, laneways or access to any building. Park only within the designated parking areas.

2.3 Pets

Dogs are allowed at Elbow Lake with permission of the Elbow Lake Operations & Maintenance Coordinator. All dogs must be leashed while anywhere on the property – this includes all outdoor facilities and trails. For overnight users, only cabins #5 and #6 are designated for dogs. The inside of all other buildings is off-limits: do not bring your dog into the Pavilion (this is a public cooking facility), Nature Centre, Day Lodge, or any other cabin. For health reasons, please keep your dog out of the swimming area.

No other pets are permitted at Elbow Lake.

2.4 Firewood

The Co-ownership Agreement between Nature Conservancy Canada and Queen's University directs that, to reduce the risk of invasive species introduction and dispersal, firewood may not be brought in from outside the property boundaries. Firewood for use at ELEEC is sourced from within the property for burning only in the designated common fire pit.

Firewood is available for purchase by overnight users; please indicate the amount anticipated when booking your accommodation. If firewood is required during your visit, it may be purchased on-site from ELEEC staff. Firewood may not be removed from the property, meaning unused firewood may not be brought home with you, so do not buy more wood than you need. Fallen twigs and branches from around the designated fire area may be collected for kindling, but larger deadfall is to be left in its natural state.

The fire pit, located between the Day Lodge and the Nature Centre, is the only designated area for campfires. This central area is shared among overnight users.

Fireplaces in the Day Lodge and Nature Centre are not to be used, as they don't meet current safety standards.

2.5 Conservation Property

Beyond the developed area of the education centre, the Frontenac Arch Natural Area is owned by the Nature Conservancy of Canada and managed as a nature reserve. It is the intention to leave the natural features of the area undisturbed. When exploring the property, stay on the trails to minimize impact on the natural terrain. As with all nature reserves, motorized and mechanized vehicle use, camping and campfires are prohibited within the Frontenac Arch Natural Area. If you notice any damage, evidence of poaching or impending risk to these lands please notify QUBS management immediately.

In recent years, the range of the Black-legged or Deer Tick (*Ixodes scapularis*) has spread to include the Frontenac Arch area, and can be found on all QUBS properties. This insect is the carrier of bacteria that can cause a very serious illness known as Lyme Disease. Learn how to recognize a Black-legged Tick and protect yourself from tick bites – cover up (long sleeved shirts, long pants), use insect repellent containing Picaridin or Deet, and always check for ticks after any visit to an area where ticks are known to occur. Know how to recognize and respond to symptoms of infection

See www.health.gov.on.ca/en/public/publications/disease/lyme.aspx for additional information.

2.6 Smoking

For health and safety reasons, Queen's University is a Tobacco and smoke-free workplace (www.queensu.ca/secretariat/smoke-free-university-policy). As a satellite campus, the Elbow Lake Environmental Education Centre is a smoke-free facility and smoking (and vaping) is not permitted at any time while on the property.

2.7 Drinking Water

Water delivered to all fixtures in the Main Pavilion, Day Lodge and Staff Cabin is tested quarterly (in accordance with the Ontario Regulations 319/08 Small Drinking Water Systems) under the [Health Protection and Promotion Act](#), and is presumed safe – suitable for consumption, hand-washing, dish-washing and showering.

2.8 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, paper towels or cardboard in toilets** – this includes feminine hygiene products and sanitary wipes – and **never attempt to flush bulky items**. No chemicals are to be disposed of in sinks or toilets.

The garbage policy for overnight users to Elbow Lake is “pack-in/pack-out”, meaning that **anything you bring in you must also take out**; day users are strongly encouraged to support this policy as well. Waste bins in the Pavilion washrooms are intended for paper towel but can accept small amounts of personal hygiene waste.

ELEEC actively participates in local recycling programs (www.southfrontenac.net/en/living-here/recycling.asp) and encourages all users to co-operate in this effort. Recyclables should be separated from garbage, cleaned, and sorted to the appropriate bin(s). The recycling depot is in the Main Pavilion.

Compostable materials should also be separated from garbage and placed in the appropriate container. All compost containers are found outside the Pavilion. Composting is a good way to reduce the volume of waste destined for landfill sites and produces an ecologically valuable-end-product.

Consult management if you are unsure of proper means of disposal of any waste.

2.9 Swimming

Through summer, the designated swimming area at Elbow Lake is clearly outlined with floating buoys. Safety equipment in the form of throw rings and poles are in place at the beach and docks. Do not remove or play with safety equipment. Access to the developed waterfront (sand beach, docks) are limited to outreach programming guests and registered users of group facility booking rentals.

All swimming by Eco-Adventure Camp participants must be done under lifeguard supervision. Observe the rules of the camp, as posted at the beach.

Other than for the Eco-Adventure Camp, the beach at Elbow Lake is unsupervised – there are no lifeguards. Those who choose to swim in Elbow or Spectacle lakes do so at their own risk. There are inherent dangers in recreational swimming: be safe, recognize the hazards.

2.10 Boating

Elbow Lake is free of Zebra Mussel (*Dreissena polymorpha*) and Spiny Water Flea (*Bythotrephes longimanus*). To reduce the risk of accidentally introducing these or other harmful invasive aquatic species, watercraft and boating equipment (e.g., paddles, PFDs) must not be brought into Elbow Lake from other locations without thorough cleaning and disinfection. Contact the ELEEC Operations & Maintenance Coordinator to request permission to bring outside watercraft and equipment into Elbow or Spectacle lakes.

At Elbow Lake, non-motorized watercraft (canoes) are available for overnight guests and specified day user groups. Motorized gas-powered watercraft are not permitted on either Elbow or Spectacle lakes; contact the ELEEC Operations & Maintenance Coordinator for permission to use electric-powered watercraft on Elbow Lake.

The required safety gear is provided and must be in place at each use. Canoes are required, by law (<http://www.tc.gc.ca/eng/marine-menu.htm>), to carry an approved personal floatation device for each passenger, a set of paddles (located in shed by dock), 15 metres of buoyant heaving line, a bailer, a sound signalling device (whistle) and a watertight flashlight (if travelling an hour before dusk or in the dark); the latter four items are contained in the safety kit supplied with each canoe. Life jackets or PFDs must be always worn when in watercraft at Elbow Lake. Please return canoes to the storage area and hang life jackets/PFDs in life jacket shed near the canoe racks.

Eco-Adventure Camp staff and Leaders-in-Training attend a training session before watercraft use. This session ensures that users have a basic knowledge of boating safety, required safety equipment, operation of boats, hazards and fundamental skills. Day campers will be accompanied on the water at all times by camp staff.

2.11 Fishing

Fishing in Elbow Lake is only allowed as part of sanctioned events only. We practice catch and release, using barbless hooks and no live bait.

We have an ongoing Largemouth Bass monitoring project in Elbow Lake. If you catch a fish with a tag, please report the tag number and where it was caught here (https://queensu.qualtrics.com/jfe/form/SV_aa5yvVHTvPpgPtj).

3.0 FACILITY BOOKING RULES AND AMENITIES

If the ELEEC Operations & Maintenance Coordinator is not available to welcome you upon your arrival at Elbow Lake, arrangements will be pre-arranged to ensure access to the Pavilion. Overnight users find copies of the *User's Agreement & Waiver* form in the Main Pavilion (Appendix A). **The group leader is responsible for ensuring that all ELEEC users in their party review the rules and sign the waiver (Appendix A; for Queen's affiliated groups, the OCASP policy applies, see section 4.0).** Failure to comply with facility rules may result in your group's eviction from the premises. Return all waiver forms to the ELEEC Operations & Maintenance Coordinator promptly.

3.1 Rules of the Elbow Lake Environmental Education Centre

All users are required to abide by the following rules set out for the Elbow Lake Environmental Education Centre:

- Use only the Pavilion (main lodge/dining area), Nature Centre, your designated cabin(s), beach and designated hiking trails. All other buildings (unless rented), trails and campsites are off-limits.
- Cabins are clean upon arrival, and users are expected to leave cabins at least as clean as they found them. Users must wipe down surfaces and vacuum the floors before departure. There are checking in and checking out requirements for users posted inside the door of each cabin – please follow this!
- Users must take all garbage away. Recyclables should be separated from waste, cleaned and sorted to the appropriate bin(s). Compostable materials should also be separated from garbage and placed in the appropriate outdoor container.
- No barbeques or fires at the cabins. Campfires are only permitted within the central fire pit between Day Lodge and the Nature Centre when weather conditions permit. Outdoor fires not permitted under windy or dry conditions or when a burning ban is in place.
- To protect against invasive species, outside firewood cannot be brought onto the property. Small deadfall (fallen twigs, branches) near the designated fire area may be collected for kindling, but larger deadfall is not to be taken.
- No glass is allowed on the beach.
- Dogs are permitted but must be leashed at all times while anywhere on the property. Owners must pick up all excrement even if off-path. Only cabins #5 and #6 are designed for dogs for overnight users. Please do not take dogs into the Pavilion, Day Lodge, Rec Hall, Nature Centre, or swimming area.
- Users swim in Elbow Lake or Spectacle Lake at their own risk as these waterbodies are unsupervised. Use of the designated hiking trails is also at the users' own risk – refer to the ELEEC website for current trail guides and download the free Elbow Lake Trail Guide App.
- To protect against invasive aquatic species, no canoes or other watercraft may be brought in from outside. Please ensure that all personal PFDs and other water equipment (e.g., flutter boards, pool noodles) are sanitized before bringing them into Elbow or Spectacle lakes.
- Fishing in Elbow Lake is only allowed as part of sanctioned events. Only catch and release fishing is permitted, within season. Barbless hooks must be used, and live bait is not permitted.
- The main phone in the Pavilion is for emergency use only; please leave the line free for this purpose. Do not make long-distance calls.
- Vehicles must not block any roads, access points or fire routes.
- Do not undertake any activity that will cause damage to habitat (including topographic features) or harassment / injury to any living organism.

Note that you may not be the only residents at the facility and thus we request that you keep noise to a minimum and keep common areas clean and uncluttered.

- Kitchen and washroom facilities are shared and must be left clean.
- All children under 16 years of age must be accompanied by an adult.
- All patrons are expected to behave in a sensible and decorous manner at all times.

Queen's University is a smoke-free environment and alcohol is not permitted in common buildings during public events and shared use rentals. At ELEEC, cabins are deemed private places under the Liquor License Act, and alcohol is permitted. Private facility bookings are permitted to consume alcohol responsibly only in buildings they have exclusive access to.

For grounds maintenance purposes, utility vehicles and tractors may be in use at Elbow Lake during normal daytime hours. Be mindful to stay clear of such equipment, and caution children to not play on or near any vehicle regardless of whether it is in operation. Please respect the residence and service buildings at 1300 Hewlett-Packard Lane.

3.2 What to Pack for Your Elbow Lake Visit

The Pavilion can comfortably host groups of 30-40 people. The kitchen is self-use – please arrange with management if catering services are required. There is a modest supply of plates, bowls, mugs/cups and cutlery to accommodate these numbers, as well as cooking utensils, cutting boards, pots and pans. Appliances include three stove cooktops, one built-in oven, one microwave, one toaster oven, coffee makers and tea kettles. During low use periods, users are encouraged to share the Pavilion fridge for storing personal food items. Toilets and showers are located at the Pavilion.

A propane BBQ is located outside the Pavilion but is not to be operated within 3 m of the building, for fire safety reasons. A lighter may be found inside with the utensils in the kitchen area. If you empty a propane tank please notify management so that it can be replaced in a timely manner. Compost bins for vegetable matter only are located adjacent to the Pavilion patio.

All cabins are serviced with electricity for light and baseboard heat (off-season use only). Each cabin has a double bed in one bedroom and a bunk bed in the second bedroom with a single bed bunked over a double bed. A pull-out single cot can be found in the closet. There is a fridge in each cabin, in which users are asked to store personal food items during periods of peak use.

The following is a simple checklist of items you should bring:

- ✓ Food* (keeping in mind that kitchen facilities are shared)
- ✓ Food storage supplies e.g., plastic containers/lids or zip bags
- ✓ Pillows, bedding (mattress cover, sheets, blankets/sleeping bag)
- ✓ Towels, facecloths, personal toiletry items
- ✓ Flashlight or headlamp with charged batteries
- ✓ First Aid supplies

* The ELEEC operates on a pack-in/pack-out garbage policy. This means that you are required to take home all of your garbage. By carefully planning your visit, you can reduce the amount of waste you produce: Choose recyclable containers, paper and plastics (, and re-useable containers where possible. While preparing meals at ELEEC, temporarily toss vegetable scraps into the countertop kitchen compost bin that can later be emptied in the outdoor compost bin.

4.0 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 rules safety guidelines outlined herein and do everything in their power to assist staff with health and safety matters. All field activities entail some risk; the QUBS website (<https://qubs.ca/booking/field-lab-safety>) summarizes the most relevant field safety hazards and best practices for mitigation. 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. Users of Elbow Lake Facilities (not affiliated with Queen's) must sign off on the user agreement and waiver upon arrival (See Appendix A).

For Queen's affiliated events hosted at Elbow Lake, the [Off-Campus Activity Safety Policy](#) (OCASP) applies:

- Queen's University staff and faculty must complete a safety record for any Low Risk Off-Campus Activities where they are the Activity Planner responsible for any undergraduate students (i.e., students in first-entry baccalaureate or professional (J.D., MD, B.Ed.) programs), graduate students or post-doctoral fellow(s) as Participants.
- Graduate Students and Post-Doctoral Fellows are **required** to complete safety records for any Off-Campus Activity they are planning/leading.

Monthly Health & Safety checks are made of all buildings and equipment to ensure safe use and operation.

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

The QUBS Safety Officer is the QUBS Senior Manager, Sonia Nobrega, who can be reached at the Opinicon Station at (613)359-5629.

4.1 Telephones and 9-1-1 Emergency System

There is a telephone in the Pavilion, which runs on a main line that also connects to phones in the Day Lodge, Staff Cabin and maintenance building. Emergency information and contact numbers are posted by each phone.

IN CASE OF EMERGENCY CALL 9-1-1!

Elbow Lake is serviced by the 911 emergency system. Dialling 9-1-1 from any phone gives access to fire, ambulance and police services, but note that cell phone service from your provider may not work on the property, particularly in more remote areas of the Frontenac Arch Natural Area.

A sample script for calling 9-1-1 is posted above all telephones. The municipal address for Elbow Lake Main Pavilion central location is **1500 Hewlett-Packard Lane**, Township of South Frontenac (Storrington Ward). The facility is located about 5.6 km east of Perth Road (County Road 10), just off of North Shore Road running north of Loughborough Lake. For a waterfront emergency, direct emergency services to 1400 Hewlett-Packard Lane.

The phone number for ELEEC is (613) 353-7968

Staff is not always available to personally receive incoming calls. An answering system is in place at ELEEC, and messages are checked regularly weekdays May to October, and half time in the winter months, November to April.

The phone number for the research campus of the Queen's University Biological Station (Opinicon Campus) is (613) 359-5629

4.2 Fire Safety and Emergency Fire Procedure

Smoke detectors and fire extinguishers are present in all buildings, and the Pavilion is also equipped with a carbon monoxide detector. All equipment is inspected monthly. Familiarize yourself with the warning devices, extinguishers and exits at the outset of your visit to Elbow Lake. Notify staff immediately if you notice defects or missing equipment.

It is not expected that users be firefighters. **ONLY 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 below. Property can be replaced, lives cannot – never take chances!

Upon detection of a fire, prime concern is for personal safety. Immediately evacuate the affected building and proceed to the nearest exit, shouting “FIRE, FIRE, FIRE”. Ring the steel alarm bell outside the Pavilion and continue ringing to alert all station users. Make sure everyone is out of the building and assemble at the Pavilion parking area for head count and further instructions. If the fire is in the Pavilion, we suggest you meet at the tennis courts, to give ample clearance from the building’s propane tanks. Notify management immediately and call the local Fire Department using **9-1-1** if requested to do so.

Outdoor fires **may** be permitted **IF** conditions are suitable **AND** only in the designated fire pit. Outdoor fires not permitted under windy or dry conditions or when a burning ban is in place.

4.3 First Aid

Users of Elbow Lake are strongly encouraged to supply their own First Aid supplies; bandages, antiseptic solution and tick-removal kits are available in the Pavilion kitchen. First Aid kits intended for ELEEC staff are located in most buildings and are checked monthly. However, if required items are used or missing, notify staff and/or the ELEEC Operations & Maintenance Coordinator immediately.

Eco-Adventure Camp staff is qualified in First Aid, CPR and Lifesaving, and carry First Aid kits at all times when out on the property.

4.4 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 **9-1-1**.

QUBS endeavours to provide a safe environment at all facilities, working to always ensure safe conditions. If users note deficiencies, hazards or unsafe conditions, report these immediately to staff and/or the ELEEC Operations & Maintenance Coordinator.

4.5 Day Camp Field Safety

Eco-Adventure Camp senior staff and QUBS management have undertaken risk-assessment of activities conducted at Elbow Lake. Risks are assessed, all persons affected are made aware of these risks and everything possible must be done to minimize any risks. Each week of day camp begins with an information session where campers are apprised of all rules, potential hazards and the geographical boundaries of regular camp activities. Detailed risk-specific procedures have been developed for staff, and are on file with the Camp Director.

Queen's University Biological Station



**ELBOW
LAKE**

E N V I R O N M E N T A L E D U C A T I O N C E N T R E

Multi-Cabin Group Users Agreement & Waiver Elbow Lake Environmental Education Centre

Welcome to the Elbow Lake Environmental Education Centre! **All users are required to abide by the rules set out for this facility.** Please carefully read the statements listed below:

- Use only the Pavilion, your designated cabin(s), the Nature Centre, beach and designated hiking trails. All other buildings (unless reserved), trails and campsites are off-limits.
- Users are expected to leave cabins at least as clean as they found them. Users must wipe down surfaces and vacuum the floors before departure. There are checking in and checking out requirements for users posted inside the door of each cabin – please follow this!
- Our garbage policy is “pack-in/pack-out”: you are required to take home all your garbage. Recyclables should be separated from waste, cleaned and sorted to the appropriate bin(s). Compostable materials should also be separated from garbage and placed in the appropriate container (vegetable matter only vs. meat and fish).
- No barbeques or fires at the cabins. Campfires are only permitted within the central fire pit between the Nature Centre and Day Lodge when weather conditions permit. Outdoor fires not permitted under windy or dry conditions or when a burning ban is in place.
- To protect against invasive species, outside firewood cannot be brought onto the property. While small deadfall (fallen twigs, branches) near the designated fire area may be collected for kindling, larger deadfall is not to be taken.
- No glass is allowed on the beach.
- Dogs must be leashed at all times while anywhere on the property and owners must clean up after them. Only cabins #5 and #6 are designed for dogs for overnight users. Please do not take dogs into the Pavilion, Day Lodge, Rec Hall, Nature Centre, or swimming area.
- Users swim in Elbow Lake or Spectacle Lake at their own risk. Use of the designated hiking trails is also at the users’ own risk – refer to the ELEEC website for current trail guides and download the free Elbow lake Trail Guide App.
- To protect against invasive aquatic species, no canoes or other watercraft may be brought in from outside. Please ensure that all personal PFDs and other water equipment are sanitized before bringing them into Elbow or Spectacle lakes.
- Only catch and release fishing is permitted, within season. Barbless hooks must be used, and live bait is not permitted.
- The main phone in the Pavilion is for emergency use only; please leave the line free for this purpose. Do not make long-distance calls.
- Vehicles must not block any roads, access points or fire routes.

- Do not undertake any activity that will cause damage to habitat (including topographic features) or harassment / injury to any living organism.

Note that you may not be the only residents at the facility and thus we request that you keep noise to a minimum and keep common areas clean and uncluttered.

- Kitchen and washroom facilities are shared and must be left clean.
- All children under 16 years of age must be accompanied by an adult.
- All patrons are expected to behave in a sensible and decorous manner at all times.

Queen’s University is a smoke-free environment and alcohol is not permitted in common buildings during public events and shared use facility rentals. At ELEEC, cabins are deemed private places under the Liquor License Act, and alcohol is permitted. Private facility bookings are permitted to consume alcohol responsibly in buildings they have exclusive access to.

The group facility booking lead organizer is required to acknowledge and initial the statements below:

____ **I have read and understood the User’s Guide for Elbow Lake.**

____ **I will ensure that all members of my party understand and abide by the facility rules.**

You will be invoiced after your departure. Please pay the bill promptly.

ASSUMPTION OF RISKS WAIVER for stay at the Elbow Lake Environmental Education Centre

In consideration of being provided the opportunity to stay at, and use in the manner defined above, the facilities at the

Elbow Lake Environmental Education Centre (ELEEC), as leader of the _____,
I hereby agree as follows: (name of group)

I, _____, acknowledge that I have been advised by Queen’s University at Kingston, the Queen’s University Biological Station and the Elbow Lake Environmental Education Centre of the possible risks and hazards associated with using the property and the facilities, some of which may lead to possible injury or cause loss of life. I further understand that this tract of land is rugged, has deep lakes and contains wild animals, some of which may be considered dangerous in some circumstances. Despite the potential risks and hazards associated with my activities on the property, I wish to proceed, and freely accept and assume all risks and hazards that may arise from my activities on the property, WHETHER CAUSED BY MY NEGLIGENCE or otherwise. I acknowledge that my activities on the property are purely optional, as I requested this short-term license for use. **The HAZARDS, DANGERS, and RISK of INJURY of this EVENT can also include but are not limited to those items set out in APPENDIX A to this Form.**

DISCLAIMER: The Board of Trustees of Queen’s University, its officers, directors, agents, contractors, employees, volunteers, members and representatives, **which includes but is not limited to all those at QUBS** (all hereafter collectively referred to as “the **Releasees**”) are not responsible for any injury, death, loss or damage of any kind sustained by any person while using the property and facilities, including injury, loss or damage which might be caused by the Negligence of the Releasees.

I understand that it is my responsibility to ensure that all members of my group abide by all applicable Queen’s University at Kingston (hereafter the University), Queen’s University Biological Station (hereafter QUBS) and Elbow Lake Environmental Education Centre rules, and to ensure that I, and all members of my group, have adequate medical, personal health, dental and accident insurance coverage, as well as protection of our personal possessions. In particular, I understand that the University, QUBS and ELEEC do not carry accident or injury insurance for our benefit and also that there may be certain matters for which I, or members of my group, could be held at fault personally if our activities or conduct fall short of what would be considered a reasonable standard for an individual in our position. In all cases I agree to be accountable in all respects for my own actions, as well as for those of my group, and not to ask the University, QUBS, ELEEC or their employees or officers to accept the consequences thereof; further, I, and members of my group, agree to be responsible for any claims made against the University, QUBS or ELEEC in relation to such actions, and if damage is caused by our use of the facilities, we agree to cover all costs for repairs.

Our signatures below are given freely to indicate our understanding of the acceptance of these realities and in consideration for being permitted by the University and QUBS to use the facilities and land of the ELEEC. By signing this document, you will waive certain legal rights, including the right to sue. Please read carefully.

IF USER IS UNDER 18 YEARS OF AGE: The parent or legal guardian **have** read and understand the risks associated with using the facilities and property and **hereby consent to my child's voluntary assumption all risks, dangers and hazards resulting therefrom. I understand that I am solely responsible for health, medical, dental, and property insurance covering my child.**

LIABILITY WAIVER: We release and hold harmless the University and QUBS, its employees, students and agents from any and all liability for any loss, damage, injury or expense that we, our dependents, or our next of kin may suffer as a result of my use of the ELEEC, including, but not limited to, accidents, acts of God, sickness, transportation, scheduling and government restrictions or regulations. This waiver is effective for the period of time that we will be at Elbow Lake and including the time of transit to and from the facility. We understand that this agreement cannot be modified or interpreted except in writing by the University and QUBS, and that no oral modification or interpretation will be considered valid.

WE HAVE READ AND UNDERSTOOD THIS DOCUMENT IN ITS ENTIRETY AND I AM AWARE THAT BY VOLUNTARILY SIGNING BELOW WE ARE WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HIERS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Group Leader Name (print): _____

Title of Event: _____

Permanent Address:

Phone number(s) where I may be reached: _____ (H) / _____ (W) /

_____ (C)

Institute Affiliation (if appropriate):

(Signature of Group Leader)

Date: _____

(Witness as to Signature of Group Leader)

Date: _____

Group members listed on following page.

Privacy: Personal information in connection with this form is collected under the authority of *The Queen's University Act, 1965* and will be used for the purpose of administering your use of the facilities and property. If you have any **questions about the collection, use and disclosure** of your personal information by Queen's University, please contact: **Queen's University, Records Management and Privacy Office, Suite F300 Mackintosh-Corry Hall, 68 University Avenue, Kingston, Ontario, K7L 3N6, 613-533-6095**

APPENDIX A

HAZARDS, DANGERS, and RISK of INJURY inherent in use of Facilities and Property

Hazard	Risk
Extreme heat	<ul style="list-style-type: none"> • In the summer months, consequences to visitors can include heat stroke, exhaustion, head-aches, sunburns; episodes of light headedness, fainting, chest discomfort, leg cramps, nausea and fatigue. Signs of excessive heat must be reported and never ignored. Every USER should bring sun protection such as sunscreen, a hat, etc.
Dehydration	<ul style="list-style-type: none"> • Visitors will be outside and active much of the day. There is a risk of dehydration, resulting in headaches, episodes of light headedness, fainting, chest discomfort, leg cramps, nausea and fatigue if inadequate amounts of water are consumed. Every USER should bring adequate water
Hypothermia	<ul style="list-style-type: none"> • Visitors may experience cool, wet days • Without proper clothing, there is a risk of hypothermia • A boat could be capsized and visitors or staff could spend some time in the water, resulting in cold wet clothes. Every USER should bring a dry changes of clothes
Extreme cold	<ul style="list-style-type: none"> • In the winter months, consequences to visitors can include frostnip, frostbite, and if symptoms are ignored, excessive loss of body heat can lead to hypothermia. Every USER should wear proper winter clothing
Rough & slippery terrain	<ul style="list-style-type: none"> • The terrain at Elbow Lake is rugged, often with loose debris or exposed wet rock. The terrain can be steep, uneven or slippery, with branches, rocks, or other obstacles present risks of slipping and falling that may result in bone and muscular skeletal injury, such as breaks, sprains and strains, or broken limbs, concussion or spinal cord injuries • This risk is increased in the winter months with the addition of snow and ice.
Insect bites & stings	<ul style="list-style-type: none"> • Visitors are at risk of being stung/bit by insects, including bees, mosquitoes, flies, and ticks. • While this is primarily just an inconvenience it could pose a serious problem for people with allergies, if the tick is infected with Lyme disease, or if the mosquito is a West Nile Virus carrier. Every USER must advise Facility Booking Lead of any allergies to insect bites and stings and carry, or provide staff with, their EpiPen • The threat of ticks can exist throughout the year in any season, not just summer.
Lightening and windstorms	<ul style="list-style-type: none"> • There is a risk of storms, including lightening and high winds. • There is a risk of being struck by lightning or being hit by falling tree branches or other debris.
Swimming accident	<ul style="list-style-type: none"> • There is a possibility that a visitor could be injured while swimming (e.g., cramps, cuts, etc.)
Watercraft accident	<ul style="list-style-type: none"> • There is a possibility of capsizing in canoes, kayaks, and row boats.
Wildlife	<ul style="list-style-type: none"> • Visitors may encounter wildlife, including raccoons, porcupines, squirrels, skunks, deer, bears, etc. • Under most circumstances, wildlife will stay away from visitors and won't present a risk • However, wildlife can be unpredictable and may respond aggressively to visitors (biting, charging, spraying). USERS are prohibited from attempting to engage or interact with any wildlife

Getting lost

- Visitors will explore areas (trails, wetlands, lakeshore) beyond the building envelope.
- There is the possibility of becoming lost or disoriented. **USERS** must stay with and follow the instructions of the **Facility Booking Lead**.