



Kioloa Coastal Campus Checklist

Essential information – to be given to all attendees

- * To meet KCC and ANU safety requirements, **you must read the ANU fieldwork safety guidelines before arrival** – see http://policies.anu.edu.au/procedures/fieldwork_health_and_safety/procedure
 - * **Community Kitchens (The Mess & Walkers)** – The K.A.B advise use of professional caterers or persons well experienced in the safe and proper handling of food
 - * **Fire extinguishers must not be touched** except in an emergency
 - * **Use of fire pits.** Check with the KCC Manager. Fires can be arranged for the designated fire-pits unless total fire bans may be in force, or weather conditions are unfavourable. **No fires are allowed on the beach under any circumstances.**
 - * **No pets are permitted** - see ANU http://policies.anu.edu.au/procedures/pets_in_the_university/procedure
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Arrival (check with your group leader or co-ordinator)

- The group leader or co-ordinator needs to **collect the keys for the whole group** from the KCC office, along with the **Fieldstation Manual**. The office is located off the front verandah of The Homestead (the Manager's residence) at the top of the KCC driveway, sign-posted 'Office'.
 - **Water/swimming safety** notices are displayed in the buildings and on the beaches and provided in the **Fieldstation Manual**. **You must read the water safety instructions before going swimming.**
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Staying

- **Note that bed linen is not routinely supplied.**
 - To meet OH&S requirements, **you must bring a bath towel, personal toiletries, bottom sheet, pillow case and sleeping bag - OR - top and bottom sheet, with blankets and/or doona.** If you arrive without some or any of these requirements, you will need to hire a **full linen pack*** for **\$22.00** (GST incl).
 - **Bring a beach towel**, limited number available for hire on request.
 - Bring your toiletries – Bawley Point Village Shops are 4 km away.
 - Bring mosquito and insect repellent. Repellent also helps against ticks, leeches, and bushflies.
 - Make sure you bring sensible clothing, and sensible footwear, for all types of weather. It can turn cold in summer too, and it is often windy and rainy here. You may even find that slippers are useful inside, as the floors can be cold in the winter months.
 - Bring sunscreen and a sunhat, and a raincoat.
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Wi Fi/Ethernet

- Available on request
 - Wireless/broadband internet access information is provided in the **Fieldstation Manual** given to the group leader on arrival
 - Video conferencing facility also available on request (set up is for P.C)
 - Bring your own computer equipment; that is, **laptops (notebooks, tablets)**, any **cables** you need eg. For MAC laptops to connect to other IT/AV equipment.
 - Other Universities – find out about your own institutions Eduroam set-up.
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Prior to Leaving

- Carry out **MANDATORY CLEANING**, as outlined in the **Fieldstation Manual**
 - Complete departure form
 - Check and amend rooming allocation if necessary
 - Return **Fieldstation Manual** and box of keys to Kioloa Homestead Office
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