

User Guide (ver. 2018.9e)

Thank you for using the Research Center for Marine Biology (RCMB), Tohoku University. For your safe and comfortable use of the dormitory, please observe the following rules. Participants of marine biology courses will be warned by their instructor if they disturb other users (e.g. shout, sing loudly, & etc.) **If they continue to disturb other users, participants involved will be dismissed.**

1. Arrival and Departure

- a. After receiving your room key, please have an explanation of the dormitory's rules and precautions from your host staff. Please use **a quilt cover, a pillow cover, and a bed sheet** during your stay (provided in your room).
- b. The checkout time is 9:30 a.m. **In the morning of your departure date, please clean your room following the 'Instructions for room cleaning before departure'**. After cleaning, please leave your room with your luggage and leave the door open. Leaving your luggage will delay preparation to host the next user. Please return your room key to the office.

2. Payment

Please pay the exact amount for your stay (accommodation and meal expenses) at the office when you leave or when you are asked for.

3. Safety Measures

- a. Automatically lockable door of the main entrance: Enter the password and turn the knob **counterclockwise**. Do not forcibly turn, push, or pull the knob. Please slide open the door. If the auto-lock system does not work or forgot the password, try to contact someone inside to open the door.
- b. Please be responsible for your belongings during your stay. **RCMB takes no responsibility for theft or loss of items**. Please make sure to lock the door when you leave your room.

4. Cafeteria and Lounge

- a. Please eat and drink in the cafeteria (eating and drinking in your room is prohibited). **Do not let or force any underage person to drink alcoholic beverages.**
- b. If you ordered meals, they will be served at the cafeteria: Lunch, 12:00–13:00; dinner, 17:30–18:30 (breakfast is not served). After you finish your meal, please return your tableware (please do not bring it out of the cafeteria; if you break any please inform the janitor).
- c. For preparing and cleaning, the cafeteria will not be available one hour before and after lunch and dinner. Please inform the janitor if you cannot be on time for the meals (extension #30). **If there is no notice of delay the meals may be disposed**. The kitchen staff does not accept cooking of collected animals.
- d. If you want to cook, please feel free to use the rice cooker, microwave, refrigerator (white), toaster oven, induction cooker, and cookware. Please do not use the silver refrigerator, it is for kitchen use (for ordered meals). Please do not put any tableware in the refrigerator.
- e. Please trash cans and glass bottles in “Non-flammables”, trash PET bottles after rinsing in “PET bottles”, and trash other garbage in “Flammables”.
- f. The risk of food poisoning (*Vibrio parahaemolyticus*) increases as the water temperature rises. When you eat anything from the field, you need to be careful (e.g. wash with tap water).
- g. **Please do not make loud noises at night.**

5. Bathroom

- a. The bathroom room (with body soap, shampoo, and hair conditioner) is available at any time except 10–12 and 14–16 (cleaning times). Please confirm the available hours when you arrive.
- b. The hallway gets very slippery when wet so please dry yourself before walking the hallway. Please keep the fan on. Keep the bathroom door closed.
- c. Hair dryers are available at the sink. Please use it there and do not use it elsewhere.

6. Laundry

- a. Washing and drying machines are at the first floor on the other side of the restroom. Please feel free to use it. There is also a drying machine in the dressing room of the bathroom. Another one is located at the old dorm building (for further information check the map at the washing and drying machine at the first floor). Please remove your clothes immediately after the machine stops. Please request the janitor for laundry detergents.(9:30-16:15)
- b. Your bedding set can be changed at 410 yen. Please ask the dormitory staff and pay the charge at the office.

7. Wi-Fi Information

SSID : asamushi Key : asa64guest (WPA-PSK/AES) There may be a connection error for older operating systems.

8. Emergency Countermeasures

- If there are any problems in the weekday daytime, please inform the janitor. If the janitor is absent, please call the office. *How to call the office with the dorm's telephone: Pick up the receiver. Confirm that "内線 (extension)" is blinking. Dial 10 or 11.*
- If an emergency occurs during the night, please call your host staff.
- Fig. 1 shows the way to the evacuation area when a fire occurs. When an earthquake occurs and if an evacuation order has been announced, please evacuate as above. Please confirm the detail of the countermeasures by reading the "**DISASTER COUNTERMEASURES**".

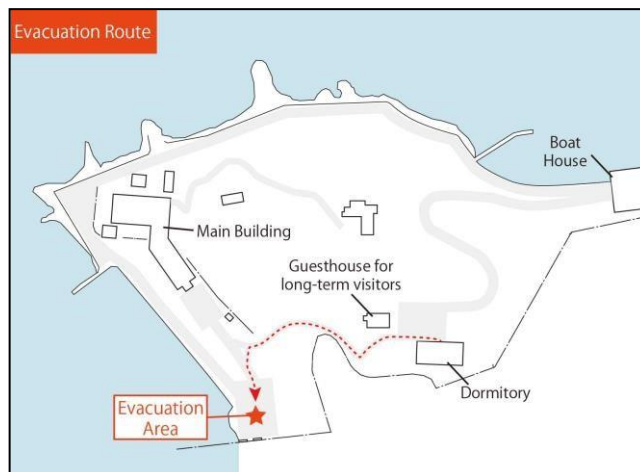


Fig 1. Evacuation route.

9. Others

- Smoking is prohibited in the center's property.**
- Please cooperate in saving electricity and water** (e.g. turn out the lights of rooms when nobody is using them, turn off the air conditioner when leaving the cafeteria, etc.).
- Keep the fan of the restroom on and close the doors and toilet lids. Please do not bring out the toilet paper.
- Please be careful not to get bitten by insects. Some people suffer strong pain and strong swelling when bitten by mosquitoes (*Aedes togoi*), black flies, and horse flies. Please try not to keep the entrance open for a long time and use the dormitory's electric mosquito repellers (please unplug the device when leaving your room). When working in the field, please keep in mind that a poisonous jellyfish, *Carybdea brevipedalia*, maybe present. Also, please protect your body from oyster shells.
- Cotton badages, adhesive bandages, and medicine are at the office.
- Floor plan (Fig. 2).

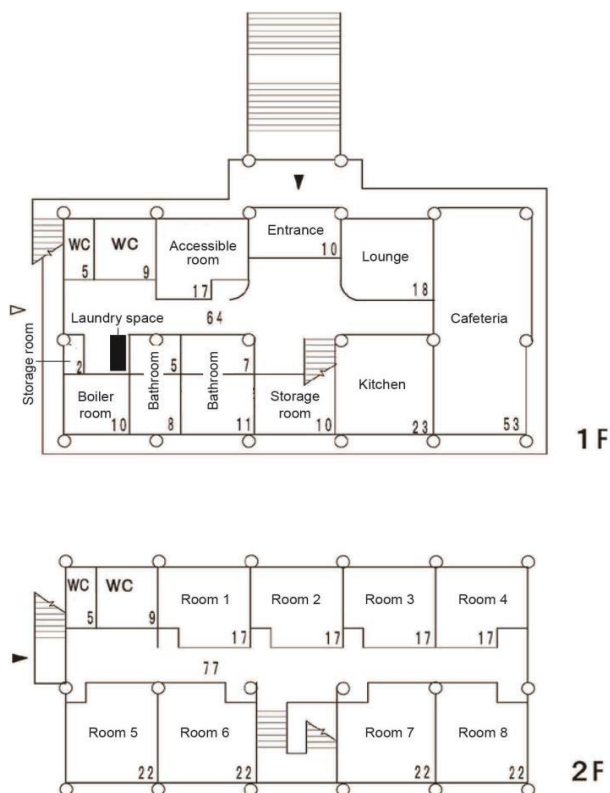


Fig 2. Floor plan.