

# In brief: Ny-Ålesund Research Station - Sverdrup

## 1. Facts about Ny-Ålesund - the world's northernmost community!

- Located at 78° 55' N and 11° 55' E, 1 231 km from the North Pole.
- Approximately 60 buildings in town and 9.8 km of roads.
- Population: 35 in winter and 140-150 during summer, often five to 20 nationalities present.
  
- **Radio silent village**
  - Turn off ALL mobile communications; cell phone Bluetooth, Wi-Fi - includes also wireless keyboard, mouse, camera, etc. **Fligh Mode is OK.**
  - If you have equipment emitting frequencies, inform leader at NPI/Sverdrup!
  - Application to Norwegian Telecommunications Authority (NKOM) necessary:
    - ✓ for frequencies in the range 2-32 GHz
    - ✓ for frequencies outside 2-32 GHz range AND NOT defined in regulation No. 628
    - ✓ passive receiving of signals is not defined as use of frequencies and can occur without any permission.
    - ✓ for further details see <http://nysmac.npolar.no/practical>
  
- **Service building:**
  - Kings Bay reception
    - ✓ Bank, Post office, Public phone and small assortment of medication
    - ✓ Opening hours Monday – Friday 08:00 – 12:00 and 13:00 – 16:30
  - Information boards; General information, Institute information, news screen, Heads-up & polar bear info
  - Dining hall
  - Washing machines and dryers (also available at Evenstad)
  - Bed linen and towels
  - Garbage and recycling centre
  - **Check out when departing Ny-Ålesund**
    - ✓ From your room before 12:00
    - ✓ Check out at Reception at least one hour from your aircraft depart Longyearbyen
  
- **Dining hall and meal times**
  - One seating in winter/two seatings in summer (visitors/scientists in parenthesis)
  - Meal times
 

	<u>Weekdays</u>		<u>Weekends</u>
- Breakfast	07:30 - 08:30	- Brunch	10:00 - 13:00
- Lunch	12:00 - 13:00 ( <u>12:20 - 13:00</u> )	- Coffee	15:00 - 16:00
- Dinner	16:30 - 17:30 ( <u>16:50 - 17:30</u> )	- Dinner	18:30 - 19:30 ( <u>18:50 - 19:30</u> )
  - You also find the meal times in your room - Please respect the meal times
  - Evening meal after 19:30 (help yourself from the fridge)
  - Late dinner (order same day - latest during dinner time; form available in canteen)
  - Please notify the kitchen staff if you are a vegetarian.
  - Packed lunch (Do it yourself during breakfast)
  - Saturday dinner: nicer clothes; you can bring beer/wine
  - Please respect privacy and take no pictures in the mess hall during meal times
  - Do not remove cups, plates or cutlery from mess hall.

- **Shop “Kongsfjordbutikken”**
  - Opening hours - Monday & Thursday 17:00 - 18:00
  - Additional openings depending on tourist boats/visiting groups
  - Bring your flight ticket for beer and liqueur
- **Welfare**
  - Movies, Library, Gym/Sauna, Cabins, Boats, kayaks, skis for rent. Sunday evening cinema
  - Ny-Ålesund Museum is a must to visit, together with Telegrafan and the old post office
  - Pub nights; Mellageret (during summer) or at Zeppelin Lounge (during winter)
    - ✓ Saturday 20:00 – 01:30 arranger by The Welfare; you may be asked to man the bar.
    - ✓ Thursdays 20:00 - 23:30 Pølsepils arranged by Kings Bay. (Only during summer)
    - ✓ Bring cash and please respect privacy and take no pictures in the pub!

## 2. Safety in Ny-Ålesund and surrounding areas (field work)

- **Alarms prevention and alarm**
  - Fire:
    - ✓ Prevention is better than cure. Check electrical appliances frequently
    - ✓ Check the display of the fire alarm control system and take action if needed
    - ✓ Activate alarm – alert KB (72 00) – evacuate – extinguish – close windows/doors
  - Fire prevention and routine at NPI/Sverdrup
    - ✓ Fire doors should not be blocked or disengaged
    - ✓ No storage or boxes in front of fire doors or evacuation exits
    - ✓ Locate Fire alarm activator, fire extinguishers, evacuation exits – at all floors
  - Tyfon alarm: go (warmly dressed) to the reception, bring the car if you have one
- **Polar bears**
  - All buildings are open, except for Kongsfjordbutikken, Mellageret, Snekkasjen (craftsmen work area), auto repair garage and garage for heavy vehicles. Locked doors are marked “This door is locked at all times”
  - If you see a polar bear in town move slowly to a building and step inside
  - Immediately contact the King Bay Watchman (79 02) 72 38
    - ✓ NB; No phone in Old Post Office, Museum and Old Telegraph Building
  - Leave a note on the white board in the mess if you have sighted a bear in the area
- **Rifles**
  - Compulsory to have the NPI rifle course (for NP projects) or KB/NPI/UNIS course (for other projects)
    - ✓ Does every member of the field team have this training and certificate/licence?
  - Rifles are compulsory outside the village (WEST of dog yard and EAST of Yellow River)
  - Rifles in town have ALWAYS to be empty of rounds and the bolt must be open!
  - Never point a rifle towards person even if rifle is not loaded. Consider the direction when half-loading/unloading your rifle!
  - Never take a weapon inside the mess building

- Rifle must be stored in locked rifle cabinet. For groups without an office; separate bolt and rifle and lock your room.
- **In case of emergency**
  - Contact NPI/Sverdrup personnel and, if necessary, Kings Bay Watchman ASAP
    - ✓ **NPI/Sverdrup personnel: Radio channel 3**
    - ✓ **Kings Bay Watchman: (7902) 72 38**
    - ✓ **Radio channel Maritime 16** – if there is a serious problem and you can't reach the NPI/Sverdrup or Kings Bay Watchman
    - ✓ See also Emergency plan – Alerting diagram on page 10
  - During summer, there is a **nurse** here. Contact Kings Bay reception if you need assistance
- **Field activity**
  - Risk assessment must be approved by section leader and sent to NPI/Sverdrup prior to arriving.
    - ✓ Will be briefed/discussed with leader NPI/Sverdrup, Log manager and field crew.
    - ✓ NPI/Sverdrup will also provide “last minute” field safety updates
  - Recommended minimum content of your rucksack: spare clothing, emergency food, map, compass, first aid kit, knife, bivi bag and communication (VHF and Satellite phone)
  - In Kongsfjorden the magnetic variation is 1° W.
  - Be aware of common field dangers e.g. moving glaciers, avalanche, rock fall, ice foots
  - Report where and for how long you are going for field work @ **Field Activity Board**

### 3. Research in Ny-Ålesund

- **Ny-Ålesund Science Managers Committee (NySMAC)** enhances cooperation and coordination amongst research activities in Ny-Ålesund: <http://nysmac.npolar.no/>. The research is organized within four flagship programmes:
  - Atmospheric research in Ny-Ålesund – a flagship programme
  - Ny-Ålesund Glaciology Flagship Programme
  - The Kongsfjorden System – a flagship programme for Ny-Ålesund
  - Terrestrial Ecosystems – a flagship programme for Ny-Ålesund
- **Popular science talk**

We encourage researchers to take the opportunity to present you research by giving a “Popular Science Talk” during your stay in Ny-Ålesund. This is a short presentation (20-30 minutes plus q&a) of your research/monitoring activities to the community, and it is a great opportunity to share information and connect with other researchers.

  - Normally held on Tuesday at 17:30 at Zeppelin conference room
  - Details should be sorted out with leader NPI/Station.

## 4. Environmental considerations

- **Have you received all necessary permission for your project?**
  - Governor of Svalbard
  - Kings Bay
  - Norwegian Animal Research Authority, Civil Aviation Authority, etc.
  
- **Svalbard Environmental Act, main principles**

The act is a collection of updated environmental legislation for Svalbard. It deals with area protection, species management (flora and fauna), human artefacts, land use plans, pollution, waste disposal, traffic and cabins.
  
- **Ny-Ålesund Mission Statement:**
  - Preserve the near pristine environment of the Brøgger Peninsula and the Kongsfjorden area, as well as cultural heritage of Ny-Ålesund
  - Keep local human environmental impact at the lowest possible level so as not to jeopardize scientific research and monitoring
  
- **Restricted areas (see maps in attachment)**
  - In Ny-Ålesund: stay on the road!
  - Scientist field and snow sampling areas; no access!
  - Bird sanctuary; no access during 15 May – 15 August!
  - Cultural heritage is protected, and items shall not be moved/destroyed
  - Scooter free areas = scientist area and snow sampling areas; no access by snow scooter
  - Travel restrictions; see information from the Governor of Svalbard and NySMAC Researchers Guide
  
- **Instrument setup**
  - Always inform your station before instrument setup in the station or in the field
  - Mark your equipment/instrument with; Institute, RiS ID, name, start and end date
  
- **Open fire incl. BBQ and bonfires on the beach is not allowed in the vicinity of Ny-Ålesund**
  - This is due to atmospheric gases and particles measured by NILU and SU in old Trafo
  
- **Don't feed any animals and do not go close to dog yard**
  
- **Avoid unnecessary use of car, scooter or boat**
  
- **Waste management**
  - 28 categories
  - Recycling stations in Servicebygget and limited at the station and accommodations
  - Please sort and dispose your own waste!
  - Disposal of needles and chemicals: Marine Lab

## 5. NPI/Sverdrup

- **NPI/Sverdrup staff**
  - **Leader:** contact person between scientists and Kings Bay (eg. bookings, need of assistance by carpenter, mechanic, electrician...) and NPI Tromsø
  - **Research coordinator:** general research related questions, incl. use of radio emitting devices, GIS system, flagship related questions, etc.
  - **Operational engineers:** responsible for routine measurements, troubleshooting and, if work load permits, repairs
  - **Logistics manager:** Booking of field equipment, field safety, logistics
  - **Logistics technician:** Repair of field equipment, access to storage and workshop
  
- **NPI/Sverdrup – services and information**
  - Owned and operated by the Norwegian Polar Institute.  
<http://www.npolar.no/sverdrup>
  - Facilities:
    - ✓ offices, workshops, lab, library with computers, Lavvo meeting room, kitchen
    - ✓ Internet (you can get a switch for more connections), phones (restrict your private use)
    - ✓ Printers (information in each office)
    - ✓ Office material. Ask the Sverdrup staff if you need supplies, do not take on your own!
  - Emergency exits, fire extinguishers (see map at entrance door)
  - Field trip information board located at the rear side entrance. **Important to update!**
    - ✓ Time of departure; estimated time of arrival
    - ✓ Route and field location
    - ✓ Radio/satellite phone/weapon details
    - ✓ **IMPORTANT to update the board when you are back from fieldwork!**
  - Area and Station Information
    - ✓ Whiteboard; general information, updates, copy of In Brief
    - ✓ Bookshelf; general information about NPI, Ny-Ålesund, Svalbard, regulations, etc.
  
- **Zeppelin Observatory:**
  - Information about research can be found at <http://www.npolar.no/zeppelin>
  - You have to follow the Zeppelin House rules (for those using Zeppelin)
  
- **Working hours and routines**
  - Normal working hours Monday – Friday 08:00 – 20:00 (19:00 during winter)
  - Logistics assistance will be provided Monday to Friday 08:00 – 19:00.
    - ✓ It is possible to ask for logistical support from 19:00 – 24:00 every day on NP channel 3, however this will be charged as overtime if logistic personnel has to do active work after 19:00 (Monday – Friday, or during the weekend)
  - Weather observations (6, 12, 18 UTC) – data are shown on “weather screen” in the corridor. Historical data can be downloaded from [www.eklima.no](http://www.eklima.no).
  - Zeppelin (every morning during weekdays at 08:30)
  - Ny-Ålesund Research Station – Weekly meeting (Wednesday, 08:15)
  - Sverdrup meeting (Wednesday, 13:00)
  - Evening and weekend duty (see list on whiteboard in corridor for personnel in charge)

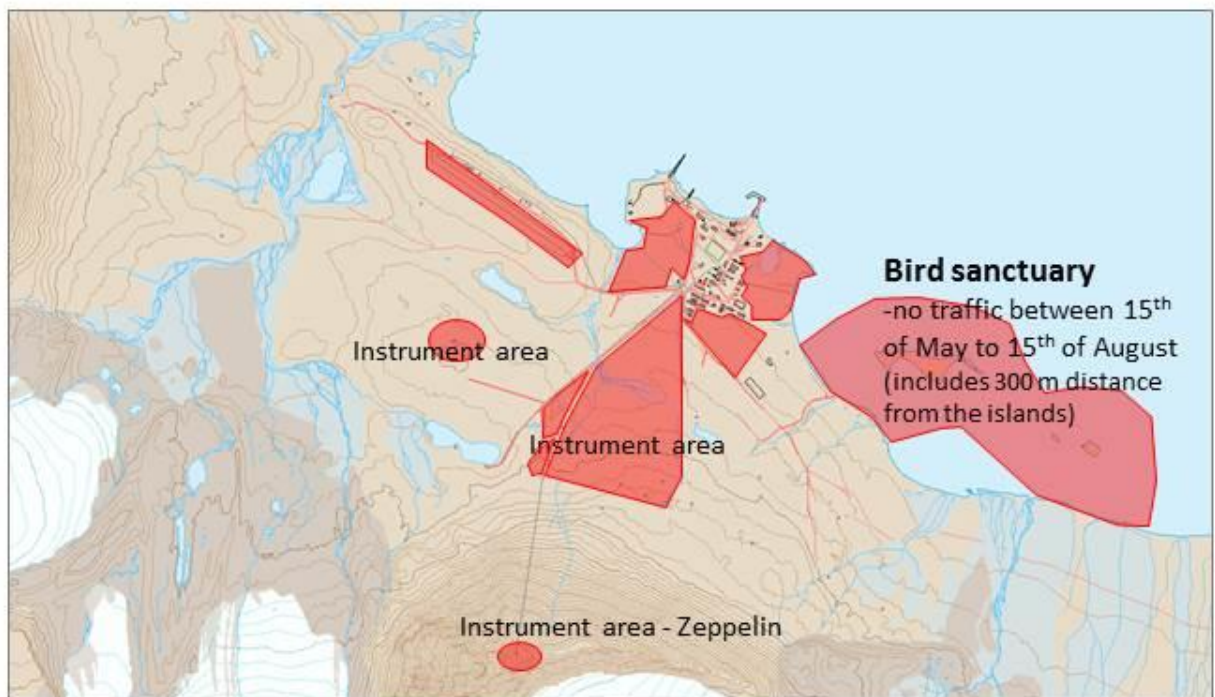
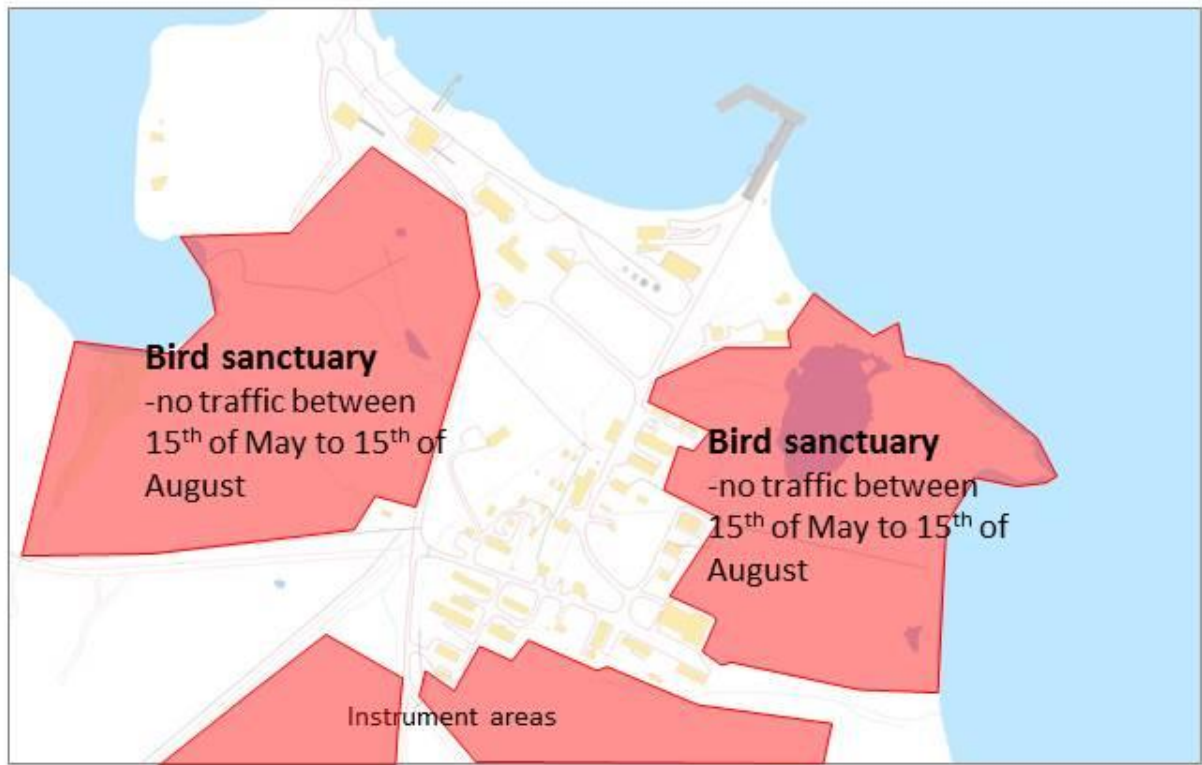
- **Radio use**
  - Sverdrup watch channel: Ch 3
  - Between researchers: channel 5 and 6; details during logistics briefing from log manager
  - Field radios should be turned on at full volume so we can call you. Please ensure you can hear the radio – no loud music or ear plugs.
  
- **Transportation**
  - Bikes and kick sledges: ask the logistic manager; you will get your personal bike/kick sledge (if available)
  - Cars: only to be used with agreement of NPI personnel!
  - Boats. Survival suit with hood on!
  - Scooters: Helmet compulsory
  - NP boats and scooters are not for private trips!
  
- **General**
  - Please mark chemicals and samples in freezer and fridge (Content, Name, Date)
  - Do not place equipment in corridors (escape routes)
  - Wash your coffee cups :o)
  
- **Lavvo**
  - Feel free to use it for meetings/relaxation
  - Switch off lights/beamer, lift the curtains, close windows and clean after yourself!
  - Everything that is left behind in the Lavvo is free for use for everyone!
  
- **Before leaving the Sverdrup building**
  - Clean your office, the workshops and lab
  - Do not leave equipment, samples or chemicals behind without agreement with NPI staff!
  - Plan in enough time for sending of equipment and delivering back equipment!
    - ✓ If you need to send dangerous goods: contact NPI staff well ahead of departure
  - Do not leave anything behind on staff desks (We do not accept excuses like “I ran out of time” or “I couldn’t find anyone...”; plan for enough time and make appointments with the staff)
  - Tell us the best stories of your stay and let us know about your research results. We also want feedback on issues or matters where we can improve our support to you!
  
- **After you return home**
  - Please update the RiS database with your publications and available datasets

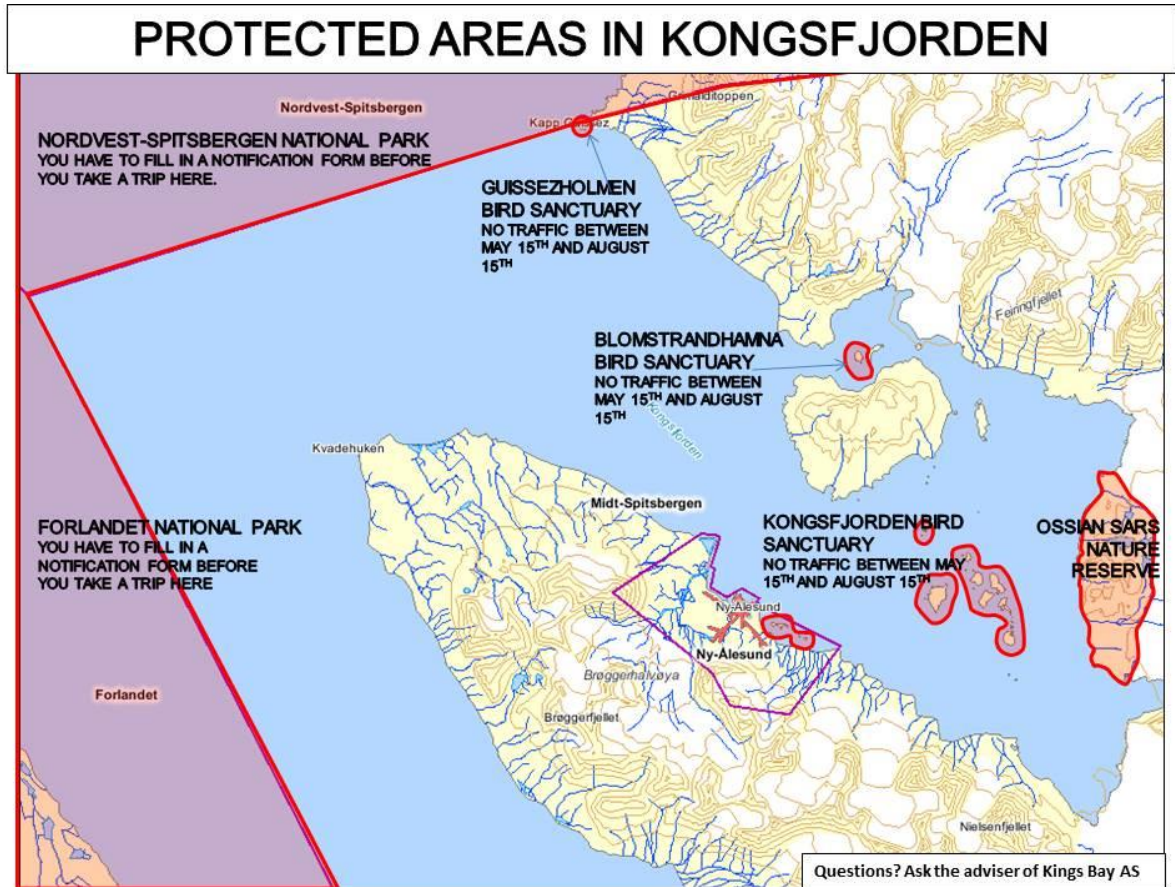
### **Enjoy your stay!**

*The Sverdrup Team*

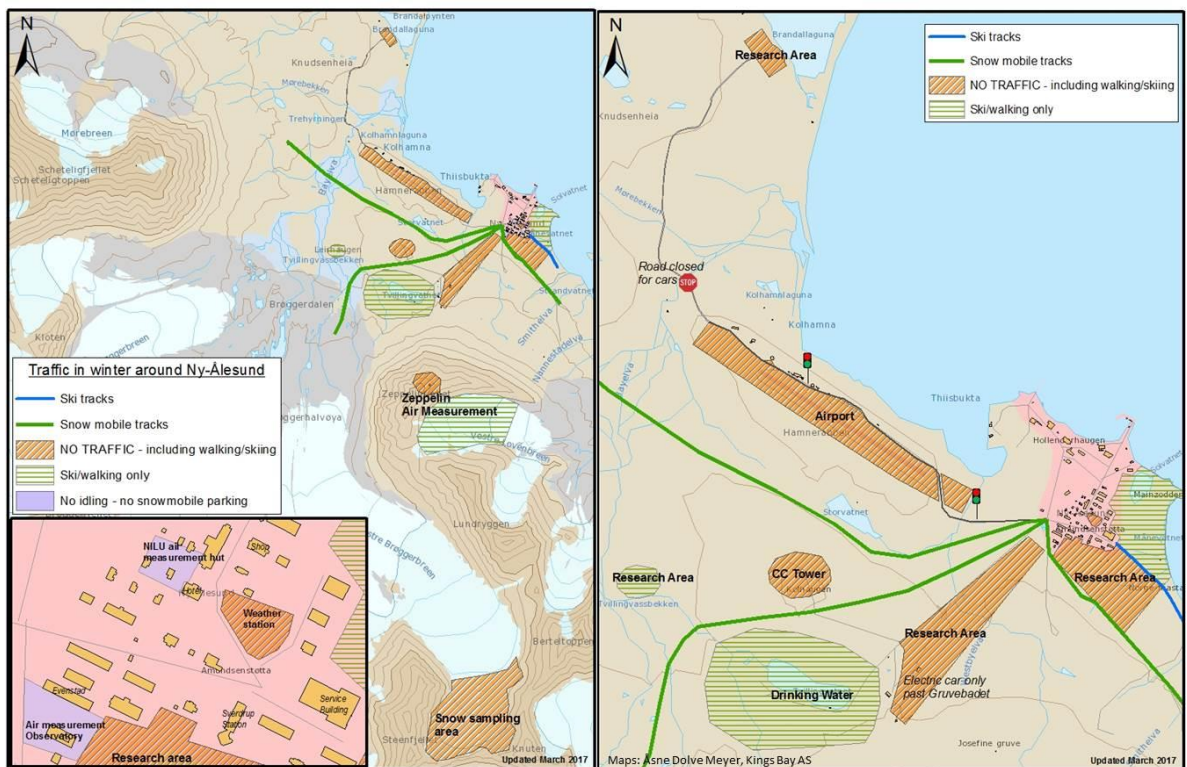
<b>Attachments:</b>	- Restricted areas in Ny-Ålesund during summer	page 7
	- Protected Areas in Kongsfjorden	page 8
	- Ny-Ålesund in the winter – Protected Areas	page 8
	- Now-mobile parking in Ny-Ålesund	page 9
	- Restrictions and off limits around Zeppelin Observatory	page 9
	- Gun handling and safety	page 10
	- Emergency plan - Alerting	page 10

## Restricted areas in Ny-Ålesund during summer



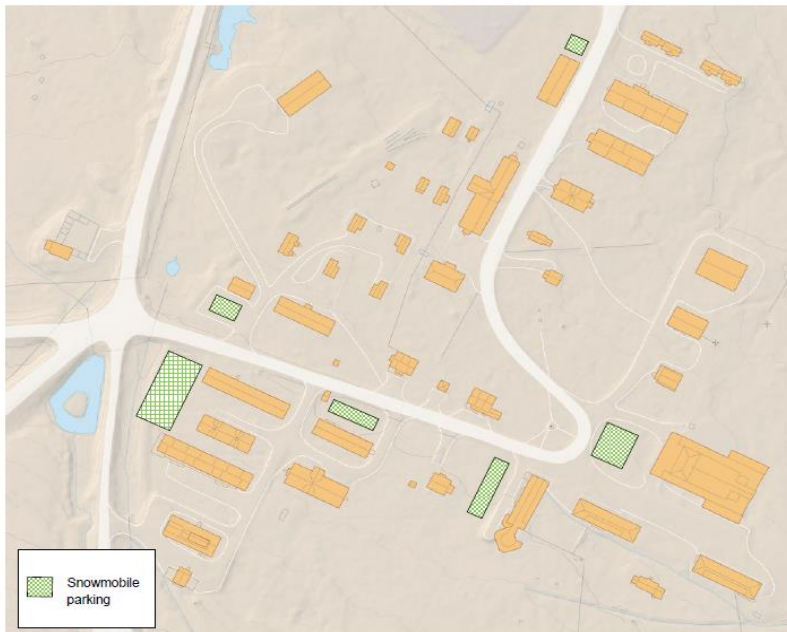


## Ny-Ålesund in the Winter – Protected Areas





# Snowmobile parking in Ny-Ålesund



Utilize the marked areas in green for snowmobile parking.

This is to make room for the snow thrower and snow disposal.

Please do not park closer to buildings than 3m due to fire hazards.

In addition, please consult the poster of where to drive and not drive with your snowmobile.

## Atmospheric gases and particles are measured at Zeppelin observatory

- No admittance closer than 200 m from the observatory
- No snow mobile driving on Vestre Lovénbreen
- Open fire including BBQ and fires on the beach, are not allowed in the vicinity of Ny-Ålesund
- Exceptions: fire excercises, heating of cabins





# Always carry an empty gun with an open bolt in town!



When in town, NEVER carry a gun with a closed bolt!



Where to load and unload:

- Intersection by the Dog yard
- East of the Chinese station

When you load and unload:

- ! Keep the barrel pointed to the ground.
- ! NEVER point the gun towards town or people or buildings!

