



# Irvine Ranch Outdoor Education Center

## Guest Orientation

1. **Site Check-in:** Your accommodations will be clean with fully stocked restrooms (when applicable), and ready for your arrival, to the best of our ability. If not so, please call a Guest Services and inform them of your needs.
2. **Alcohol, Tobacco, Vaping, and Drugs:**
  - **Alcohol and illicit drugs, including marijuana,** are strictly prohibited as is arriving on site under the influence. Any violator will be escorted off property. If any alcohol beverage container(s) or other paraphernalia is discovered after check-in, a \$500 policy violation fee will be charged.
  - **Smoking and vaping** are not allowed on IROEC property. The entire IROEC facility is “Smoke Free”.
3. **What not to bring:** **Pets; weapons** of any kind; **personal sports equipment** (unless permission is granted in advance); **sandals** (except on the pool deck). Closed-toe shoes are always required while on the property.
4. **Camp-wide Emergencies:** A single, long blast of an airhorn will be used to gather the attention of all guests and staff on property. If the sound is heard, immediately stop and await further instructions from staff. If you are not near staff, report to the First American Field immediately.
5. **Evacuation:** For any immediate disaster, call 911 and Guest Services. Have another member of the group gather all members on the First American Field. Create a list of all who are gathered as well as a list of those missing. Inform emergency personnel and IROEC staff of the name, age, and identifying characteristics of the missing person(s). Wait on the field for further instructions. **Do not attempt to leave on your own!**
6. **Medical Situations:** In the event of a medical emergency, **CALL 911** and then call Guest Services. IROEC staff will open gates in advance and communicate with emergency medical staff. Each group to be responsible for their own minor first aid, non-life-threatening emergency transportation, and having a group member certified in First Aid and CPR. First aid kits as well as an AED are in the First Aid office and the aquatic office. All major illnesses and injuries **MUST** be reported to staff.
7. **Fires: Wood, charcoal, and candle burning is strictly prohibited. Gas pits are not to be used to burn items such as paper, food scraps, wood, etc.** Our location is a hazardous fire area. A “Fuel Modification Zone” is maintained around the developed area of the IROEC and all buildings have fire sprinklers. Outdoor fires are restricted to the gas fire pits provided at the campsites and the amphitheater. Propane cooking stoves are permissible in campsites. If you become aware of a fire – if you see/smell a fire or hear an activated fire alarm – call 911 immediately. Orange County Fire Authority and Orange City Fire Department will respond. Direct your group away from the fire and to the American Field. Call Guest Services.
8. **Vehicles:** You may drive and park in designated areas only. Off-road vehicles are prohibited. No driving is allowed in camp, unless permitted in advance by IROEC staff.
9. **Gates:** Irvine Regional Park’s main gate is closed from 9pm to 6am during Day Light Saving, and 6pm to 6am Pacific Standard Time. Any attempt to enter the park after hours will require a member of your group to activate the gate sensor from inside the park. IROEC staff will not allow group members to enter after hours.
10. **Buddy System and Supervision:** All IROEC visitors must maintain groups of three (3) or more while on site, regardless of age. Minors must always be supervised. Please have a plan in place for disciplining those who cannot abide by the Buddy System.
11. **Boundaries and Limitations:** Guests should not be on or near any program area without staff supervision. Koll Mountain, Oak Woodland, and Tower hikes require staff guides. Guests should not pass the campsites on Adventure Hill. Hiking is permitted in Irvine Regional Park according to park rules.

Irvine Ranch Outdoor Education Center ◦ 2 Irvine Park Road, Orange, CA 92869 ◦ P (714) 923-3191  
For immediate assistance, please call the Duty Phone: (714) 478-9682

Updated: 4/28/20



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12. **Keeping on Schedule:** It is imperative that your group arrives early to all program areas. Missed or late arrivals to program sites cannot be made up due to safety concerns and scheduling conflicts.
13. **Meals:** Meals are served promptly at **8am, 12pm, and 5:30pm**, unless an exception has been made by IROEC management during the reservation process. IROEC does not offer “rolling mealtimes”. Adhering to scheduled mealtimes is the responsibility of the group leader. There is no reimbursement for missed meals or head-count discrepancies. Groups will be charged if there are additional guests during mealtime.
14. **Trash:** Keep trash in trash cans with lids on them to prevent animal and insect access. If more trash is generated than can be held in trash cans, call Guest Services for assistance.
15. **Quiet Time:** Sunday through Thursday – 9pm; Friday through Saturday – 10pm. Keep noise to a minimum out of respect to our neighbors and fellow guests. Remember: Local wildlife may be visible if noise is limited.
16. **Light Pollution:** It can spoil everyone’s experience, frighten away wildlife, and disturb our neighbors. Keep the use of flashlights and lanterns to a minimum. Your eyes will adjust to the dark allowing you to see more than with a flashlight.
17. **Orchards & Garden:** Do not pick the fruit in the orchard unless supervised by an IROEC staff member. Do not enter the garden, as it is being very carefully cultivated and can easily be damaged.
18. **Wildlife:** (Notify Guest Services of any encounters)
  - **Rattlesnakes** – If you encounter one coiled to strike, stand very still until it uncoils and moves away – then move in the opposite direction. Keep as much distance between yourself and any snake as possible. Use caution when moving planks, rocks, or logs by hand. Don’t reach into holes in the ground, rocks, or trees.
  - **Mountain lions** generally only move through this area between August and October when water is scarce. If you see one moving close to your group, flail your arms and legs, appear as large as possible, and make loud noises. If the lion continues to approach, throw rocks and other objects and make loud noises.
  - **Bobcats** will avoid you. Any loud noises will scare it away.
  - **Coyotes** live in packs and are nearby. If you maintain the Buddy System (group of 3 or more) you will have no problem with coyotes.
19. **Keys:** All keys need to be returned at time of check-out before leaving the property. There will be a \$50 charge for each bunkhouse or bungalow key not returned. A \$25 charge for fire keys not returned. This fee will be added to your invoice and payment must be made at check-out time.
20. **Responsibility:** IROEC will not be held responsible for any lost or stolen items brought on property by guests. If an item is lost, check with Guest Services to see if it has been found and placed in lost and found. All items found will be held by IROEC for seven (7) days after which time they will be donated to charity.
21. **Furniture:** We ask that no guest move any indoor or outdoor furniture. This includes bunkbeds, couches, cushions, and/or picnic tables. If there is a need to move anything, please contact Guest Services.
22. **Site Check-out:** Guest Service will check your group out of the facility at departure time. The group leader and staff will inspect the facilities used by the group for damage and/or trashing. If found, guest will be responsible for paying the cost of repairs/clean-up. The amount established will be at the IROEC’s discretion.

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I have read and reviewed the Irvine Ranch Outdoor Education Center Guest Orientation Guide. I agree to abide by the policies and procedures of the IROEC. For additional questions and concerns, I will contact the IROEC Guest Services team.

Group Name: \_\_\_\_\_

Group Leader Signature: \_\_\_\_\_

Group Leader Name (print): \_\_\_\_\_

Date(s): \_\_\_\_\_

Orientation Commissioner (print): \_\_\_\_\_