



# Irvine Ranch Outdoor Education Center

## Guest Orientation

1. **Check-in:** A group's reservation contact must check-in at the administration building before continuing onto property. Guests must arrive within their scheduled arrival time. Adult supervision with the reservation must be present before any youth are able to unload. All guests on property for any length of time must complete an *Annual Health and Medical Record* and receive a wristband worn during the duration of the visit.
2. **Health and Safety:** To view the most recent COVID-19 update please visit: [COVID-19 \(ocbsa.org\)](https://www.ocbsa.org).
3. **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".
4. **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.
5. **Camp-wide Emergencies:** Three short blasts of a horn (repeated) 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.
6. **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!**
7. **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.
8. **Fires: Wood, charcoal, and candle burning is strictly prohibited. Gas pits are not to be used to burn items such as paper, food, 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 First American Field. Call Guest Services.
9. **Vehicles:** You may drive and park in designated areas only. Do not pass any gates. No driving is allowed in camp, unless permitted in advance by IROEC staff. Off-road vehicles are prohibited.
10. **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.
11. **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.

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: 6/29/21



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12. **Boundaries and Limitations:** Guests should not be on or near any program area without staff supervision. Koll Mountain, Oak Woodlands, and Tower hikes require staff guides. Guests should not pass the campsites on Adventure Hill or leave paved trail. Hiking is permitted in Irvine Regional Park according to park rules.
13. **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.
14. **Meals:** IROEC meals are available by request during the reservation process only.
15. **Trash:** Keep trash in 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. Drink cans and bottles should be separated for recycling. Help us use our bins and dumpsters appropriately by following the signs located on each.
16. **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.
17. **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 and allow your eyes will adjust to the dark.
18. **Orchards & Garden:** Do not pick the fruit or vegetables unless supervised by an IROEC ranch staff member.
19. **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.
20. **Keys:** All keys need to be returned at time of check-out before leaving the property. A \$25 charge for fire keys not returned. This fee will be added to your invoice and payment must be made at check-out.
21. **Lost & Found:** IROEC is not responsible for any lost or stolen items brought on property by guests. If an item is lost, contact Guest Services. All items found will be held by IROEC for seven (7) days.
22. **Furniture:** All furniture, including picnic tables, must not be moved by any guest or participant.
23. **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, guests 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): \_\_\_\_\_