

Facility Guide

Howland Hill Outdoor School

1/1/2020



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Introduction

Howland Hill Outdoor School (HHOS) is an outdoor education facility within the boundaries of Redwood National and State Parks. It is a place where students can leave their traditional classrooms and safely learn in the natural environment. This guide will sow the seeds for a successful trip to the outdoor school. Trust and cooperation blossom at the outdoor school and then grow further in the classroom, providing productive and satisfying experiences for all involved. It is the parks' education goal to provide approved curriculum standard educational opportunities for students and teachers in northern California and southern Oregon; to develop intellectual and emotional connections to the natural and cultural resources within the redwood region; and to promote an understanding of park stewardship values, resource management practices, and land management issues.

Redwood National and State Parks are proud to offer this educational experience to you and your students. The parks' overall mission is to preserve, protect, and make available to all people, for their inspiration, enjoyment, and education, the ancient forests, scenic coastlines, prairies and streams, and their associated natural and cultural values, which define this World Heritage Site; and to help people forge emotional, intellectual, and recreational ties to these parks. Redwood National and State Parks sincerely thanks you for providing HHOS staff with the opportunities to introduce and share this common heritage.

Feel free to make this guide a genuine workbook: fill the margins and empty spaces with notes. Also, please let the HHOS staff know how this guide worked for you, and how it could be improved.



Fondly remembered by decades of teachers, parents, and students, the old lodge gave way in March 2012 to a state-of-the-art, solar-and-propane powered classroom building.

How the Outdoor School Came To Be

Eli and Mary Howland were in route to Oregon from Ohio in September of 1866 when they stopped in Crescent City to await the birth of their sixth child. By the time Robert Howland came into the world, the family had decided to settle in northern California instead, and bought a ranch in Elk Valley, not far from Crescent City. Today Howland Hill Outdoor School is located on the prominent hill that still bears the pioneer's name.

In 1978, all that existed on the future HHOS site was a run-down cabin and fencing from an abandoned early-1900s sheep ranch, in open grassland surrounded by third growth redwood forest. Redwood National Park's existing "Environmental Living Program" needed a site in which to grow and the hilltop was perfect. Preparation of the site began in February 1979, funded by the National Park Service. California Employment and Training Act (CETA) employees, the California Conservation Corps (CCC), the Youth Conservation Corps (YCC), and volunteers began construction of five temporary A-frame sleeping shelters. Old farmstead debris was cleared out, the first water system and an outdoor cooking area built, the single run-down cabin converted into a larger building to serve as a central classroom Lodge, and composting toilets installed. Today the facility continues to improve: the A-frames replaced with spacious cabins, the kitchen enclosed and upgraded to commercial-grade status, the water system upgraded and flushing toilets installed. The long-awaited replacement of the original Lodge became a reality in Spring 2012, with a new propane- and solar- powered structure designed for environmental learning.

Future developments at HHOS depend on the cooperative effort of teachers, parents, alumni, students, park staff, and other partners working together. As HHOS evolves, its humble beginnings and the cooperation of the educational community that turned a dream into reality will be remembered by generations.

The parks' environmental education curriculum has changed throughout the years as well. The first program focused on the concept of "living history," which portrayed "mountain men" explorers, at the Nickel Creek campground south of Crescent City. The move to Howland Hill provided a more secluded site and more in-depth programs. Education curriculum in the parks has always been based on National Education Standards, providing teachers and leaders with opportunities for field programs that extend from their in-class studies. Most HHOS participants come from Del Norte County, though several hundred students from other areas also use the site each year. New programs will continue to sprout at the site, and be constantly reviewed and revised. However, **the basic core of the curriculum for any group using Howland Hill Outdoor School will be stewardship of Redwood National and State Parks**, its unique ecosystems, and the natural and cultural values associated with its forest, stream, meadow, and seashore habitats.

Park Interpretive Themes

Our common mission is to preserve and make available to all people, for their inspiration, enjoyment, and education: the ancient forests, scenic coastlines, prairies, streams, and their associated natural and cultural values which define this World Heritage Site; and to help people forge emotional, intellectual, and recreational ties to these parks.

Curriculum developed for education programs within Redwood National and State Parks must reflect the parks' primary interpretive themes, listed below. At the same time, programs must meet individual groups' goals, as well as national and state curriculum standards as appropriate.

Imagination and creative planning accomplish these goals.

1. The ancient redwood forest evokes a near-universal experience that provokes the human spirit, but challenges human description.
2. As icons of and inspiration for the modern conservation movement, the coastal redwood forest represents a living example of our changing and sometimes competing cultural and social values over time.
3. These rare forests, watersheds, and marine environments are home to an interrelated biotic community of plants and animals and provide increasingly important refuges for a number of rare and endangered species. The restoration of these ecosystems offers hope for the future of these irreplaceable species and the human capacity for inspiration, stewardship, and sustainability.
4. The Journeys of Tolowa, Yurok, Chilula and Hupa peoples, who continue to inhabit these rich and diverse lands, reveal cultural clashes of horrific proportion and stories of human resilience that provide enduring lessons about human rights, resourcefulness, interdependence, and respect for life.
5. One of the most geologically active areas in the world, the dynamic landscapes of Redwood National and State Parks are shaped by powerful earth movements, dramatic water events, and a changing climate. These same forces continue to shape the entire Earth, and instill in us an awareness of the interconnectedness, overwhelming power, and resilience of nature.
6. Seeking a better life, non-Native settlers arriving on the wave of the largest mass migration in U.S. history—the Gold Rush—carved a home in these rugged but resource-rich lands through both convergence and conquest, bringing titanic change to the land and its peoples, and fueling unprecedented growth but leaving future generations longing for that which is irreplaceable.

Outdoor Teaching/Learning in the Parks

Outside of the controlled environment of the classroom, always be ready to “plan on the unplanned.” Out on the trail, a sudden hummingbird display or startled garter snake can steal the spotlight from any set lesson plan. Rather than an unwelcome disruption, the surprise occurrence becomes the day's most wonderful resource, priming students' curiosity and excitement. We always try to make the most of it by relating it to other observations or to a broader concept.

First and foremost: Safety

Safety is essential to the continuation of HHOS programs. Teachers should be familiar with their school/district's safety policies for field trips. HHOS requires a minimum of one adult counselor/chaperone (other than the teacher) for every 10 students. Overnight school groups will need two adults for each cabin. All rangers are trained in First Aid and CPR techniques, and activities are readily adjusted to meet safety concerns.

First and second-most: Protect the habitat

Outdoor education, like any other human activity, has an impact on the environment. In addition to curriculum-based lessons, we teach students outdoor manners, trail courtesy, and how to live lightly on the earth. Whenever possible, we teach smaller groups at study sites instead of entire classes at one time, and always encourage awareness to the sensitivity of the natural world.



Bird on the brink, you are the link!

How Do I Plan This?

Reservations

The HHOS reservation year is divided into Fall and Spring semesters. "Fall" is mid-September to the end of October. "Spring" is mid-April through the end of May. Reservations for an upcoming school year (September-May) begin May 1st on a first-come/first-serve basis. Reservation requests are only accepted via email using the forms available on the website. A minimum lead-time of one month is needed for reservations. Site tours for orientation and planning purposes are available for new users; call or email to schedule a date.

National and state education curriculum standards-based environmental education at HHOS is a cooperative effort between the classroom teacher/leader, and trained national and state park rangers. All work together throughout the planning phase and during instruction. After registration is confirmed, an appropriate grade-level, standards-based program outline is presented to the teachers/leaders. With the assistance of the Lead Ranger, teachers/leaders fine-tune program activities so they align with their classroom curriculum. HHOS programs should not be "stand-alone." Rather, teachers are expected to prepare their students in the classroom prior to the visit, and then follow up with activities related to their experiences to make the HHOS visit more meaningful to students. Because of this important educational requirement, HHOS is not available to all groups. Facility use by groups who prefer to do their own stand-alone education programs (Scout groups, for example) is considered a facility rental. Groups desiring facilities for personal events such as weddings, reunions, birthdays, and/or other personal or recreation-based activities need to seek an alternate facility. National Park Service outdoor schools are reserved for use by education-based groups.

Teacher/Leader Responsibilities

It is the responsibility of the teacher/leader to oversee all phases of the visit. Responsibilities include arranging reservations and visiting the site prior to the scheduled use, and doing preliminary and follow-up work in the classroom.

For overnight visits, duties additional include supervising the parents/counselors, coordinating kitchen activities, providing for the safety and discipline of students, planning for and implementing meals and evening activities, overseeing facility clean-up before leaving, and notifying park rangers of any problems, hazards, or questions that may arise during their stay.

In order to allow the maximum number of students an opportunity to experience HHOS in any given school year, groups/classes are limited to one visit (1-3 days) per school year.

Evaluations

Following each visit, teachers will complete a Program/Facility evaluation form. This input is invaluable to the continued growth and improvement of Howland Hill Outdoor School. The rangers take these evaluations very seriously, and have implemented many changes that teachers have

suggested on past evaluations. For example, HHOS would not have such a nice kitchen and restrooms if not for past input.

Need Preparation Help?

On the next page is a teacher's check list. The list might seem long but it's not complicated. To make it easier and more fun, we recommend integrating it into the classroom curriculum as a preliminary program. Introduce the themes or topics of what will be explored during the visit, and involve the students in the planning process wherever possible. The better the plan, the more all will learn and benefit from your visit to Redwood National and State Parks' Howland Hill Outdoor School.

Remember there are people always available to help you!

For all reservations and program-related questions call (707) 465-7396 or send an email to redw_howland_hill_reservations@nps.gov.

Web resources

Redwood National and State Parks: www.nps.gov/redw

Howland Hill Outdoor School: www.nps.gov/redw/learn/education/howland-hill-outdoor-school

Teacher's Check List

- ☐ Make reservations starting May 1st for the upcoming school year, using the “email us” link on our website at: <https://www.nps.gov/redw/learn/education/howland-hill-outdoor-school.htm>.
- ☐ A Use Agreement detailing how your group will be expected to remain in compliance with all National Park Service rules and regulations will be emailed to you as part
- ☐ Begin financial and meal planning.
- ☐ If a first-time user of HHOS, make arrangements for an on-site orientation visit, particularly if overnighting. Include parents/counselors in the orientation as well.
- ☐ At least two weeks prior to the visit, call or meet with the HHOS Lead Ranger (if they haven't called first!). Review the proposed daily schedule/lesson plan and both the ranger-led and planned independent activities (campfires, chores, free time, meal prep, etc.) if overnighting.
- ☐ Make transportation arrangements. This includes the bus, separate vehicles for gear, etc. **To bring a large bus past the parking lot requires prior arrangements through the Education Specialist.** Overnighting? Plan on transporting gear in a single vehicle or trailer. Please keep private vehicles to a minimum, on-site parking space is very limited.
- ☐ **Check with any school personnel who need to know!** (For example: your Administrator, Principal, etc.)
- ☐ Return completed **Use Agreement**.
- ☐ Arrange for qualified supervision: **one responsible adult for every ten students.** This number can include the teacher or main leader, but not park personnel. At least one adult must be with each study group at all times. For overnights: two adults are needed for each cabin, and one adult designated as Kitchen Coordinator.
- ☐ Make sure each student has a signed parental permission slip as required by your administrator.
- ☐ Make lists of group happenings: roll call (many groups assign each child a number), cabin assignments, study groups, and chores.
- ☐ Prepare in class: do preliminary activities, review rules and what to bring, make name tags, show pictures from previous trips, visit the parks' website, etc.
- ☐ Come up to the Hill and enjoy learning in your public lands!
- ☐ **Back at school:** Fill out the facility/program evaluation and mail it in.

Facilities Overview

We highly recommend a guided visit to HHOS prior to coming the first time with your students, to get oriented to the facility, and to answer questions you (or parents or students) might have.

Cooking and Eating

The HHOS kitchen is fully compliant with state and federal health and safety regulations, with stainless steel food prep areas, a 3-sink washing station, a small propane refrigerator, and 6-burner propane stove. There is no oven. An outdoor propane grill provides additional options. The covered outdoor dining area doubles as a classroom, and tends to become the school's "social center."

Sleeping

Four spacious sleeping cabins--Tan Oak, Alder, Redwood, and Hemlock--nestle in the deep-shaded forest on top of Howland Hill. Each shelter can accommodate 10-12 students and their gear. A fifth cabin, Spruce, is available as a wheelchair-accessible sleeping shelter. Cabin windows are unscreened and open directly to the forest, but are high enough off the ground to provide protection from animal intruders. Sleeping pads are provided. Cabins are not heated.



Cabin exterior



Cabin interior with raised sleeping platforms

Studying

Since HHOS is an outdoor school, all classes happen out-of-doors! However, inclement weather does force groups inside at times. The Lodge serves as the main classroom location.

Restrooms

There are four unisex ADA-compliant toilet facilities. The building contains four individual restrooms with flush toilets and hand-washing sinks; one of these units also houses an emergency shower.

When on the school campus, all individuals are expected to use the designated facilities. When doing field studies, proper bathroom etiquette and locations will be identified by the rangers.

Living in “Off-the-Grid” Land

Howland Hill Outdoor School is proudly “off the grid.” The facility is not connected to public utilities, other than delivered propane. Keep this in mind when planning!

Water

All water is pumped directly out of the ground to the top of the hill, then gravity-fed to all faucets, toilets, and the kitchen hot water heater. The water is fully potable, and must be conscientiously conserved: kitchen sinks need to only be filled half-way, and faucets should not just run during food prep. Because of the low water pressure, it is also critical that toilets not be over-burdened with excessive paper.

Heat

All campfire wood is provided; there should be NO cutting or collecting of forest wood for fires or cooking sticks. An ax is available for splitting wood into smaller pieces. **Under no circumstances are students permitted to split wood.** Groups may want to bring their own kindling and paper for easier fire starting.

A propane space heater may be available for use in the dining area. For safe heater operation, all overnight group leaders will receive full instructions from the Lead Ranger before use. No students will be permitted to operate the heaters.

Gas

All kitchen lights, the refrigerator, the cook stove, and the water heater, as well as Fir Meeting Room heat stove and lights, and the Lodge heating stove are propane- powered. Overnight group leaders will receive instructions on their responsibilities for proper and safe operation of the stoves and lights as part of their orientation.

Wall Lights: Mantles are extremely fragile; the filaments should never be touched. The Lead Ranger will replace them if needed.

Cooking and Heating Propane Stoves: The Ranger will turn on the pilot lights for each group use, and turn them off after the group leaves; no one other than a ranger should adjust any main gas valves.

Water heater and refrigerator: These are pre-set and must not be adjusted.

Telephones

Cellphones have particular challenges in the forest, but they do work. HHOS’ best transmission/reception spots are the gravel area in front of the kitchen or the entrance road by the water tanks. Text messages sent to individuals rather than group messaging tends to be more successful.

Rules and Regulations

HHOS is primarily for curriculum-based, educational purposes. Other uses may be accommodated, depending on staff availability. The land and the buildings at the site are the property of the U.S. Government. For the safety and benefit of everyone as well as the environment, groups using HHOS must follow both National Park Service (NPS) and site regulations. Please review the information on this page and on the Use Agreement Form and share it with all leaders and students before arriving at HHOS.

- For student security, all adults accompanying registered groups will wear provided identification lanyards. Law enforcement personnel will be notified of any adult on-site not conforming to security measures.
- Only officially-trained assist animals are allowed on the site. Please notify the Education Specialist prior to your visit if this will be applicable to your group.
- Fires are permitted in designated areas only. No gathering of forest wood for fires or cooking sticks; campfire wood is provided. Only adults may use axes, splitting mauls, or matches, and not around students.
- Willful destruction or defacing of buildings or other park property is considered a criminal act and subject to prosecution.
- All plants, animals, geological, and archaeological objects found within the parks are under protection of the NPS and the California Department of Parks and Recreation.
- No firearms or other weapons are allowed on the school site.
- Every student must be with a partner and/or a qualified group leader at all times.
- Shoes must be worn at all times (cultural dance demonstrations excluded)
- Quiet hours will be maintained from 10:00 p.m. until 6:00 a.m.
- The gate on Howland Hill Road must remain closed at all times and locked at night.
- Smoking is NOT allowed anywhere on the HHOS campus.
- Provided toilet facilities must be used while on site. When the group is on field studies away from site, proper and safe field sanitation techniques will be taught and used. When this is necessary, each child will have a partner who will “stand guard” for wildlife (and other students)
- Overnight trailers and/or tents require prior permission from the Education Specialist.

Supervision and Discipline Policies

Good planning and discipline promote safety as well as an equal opportunity for all students to learn in a non-threatening outdoor environment. The classroom teacher has the primary responsibility for the discipline of their students. During field studies, the rangers share the responsibility with the teacher and adult chaperones.

Standards

Teachers should review expected behaviors (detailed in the signed Agreement) with their class before arrival. At HHOS, the staff follows the “Three Strikes” Rule:

1st incident = Student will be given a verbal warning

2nd incident = Student will be given second warning, and teacher notice

3rd incident = Student will be asked to leave the activity, serving a “Time Out” with the teacher. The student, teacher, and ranger if appropriate, will discuss the incident, and review the student’s choices and consequences. Ultimately, teachers will make arrangements for the student to be returned to school if necessary.

Demearing punishment, whether physical or verbal, is never appropriate.

Grievous or criminal behavior

Behavior that endangers the safety of others; involves the malicious destruction of wildlife, animal homes, park or fellow students’ property; or results in intentional bodily injury may result in the responsible student(s) immediately being sent home. Teachers will need alternate transportation plans should such situations arise.

Chaperones

Adult chaperones are an important part of HHOS programs. They are expected to participate in all activities with the students, refrain from pursuing personal agendas, and be good role models. Teachers will be provided information to distribute to adult chaperones, detailing expectations, responsibilities, facility information, and student behavior/safety concerns. This pamphlet is also available online at <http://www.nps.gov/redw/forteachers/howland-hill-outdoor-school>.

Money Matters

Money and meals both require good planning when considering your trip to HHOS. Planned wisely, expenses can be kept to a minimum. Our goal is for outdoor school to be accessible to all students, and we strive to keep costs for groups as low as possible. We are, however, limited in how we can help financially. Please let us know about your experience so we can help future groups as much as possible while remaining within the scope of our agency.

Group costs for typical groups normally consist of:

Transportation

These expenses will vary by group. Bus accommodations need to be made through your school district office. Some groups rely solely on personal vehicles for transportation. In this case, please carpool to keep the numbers of vehicles to a minimum. Make sure all drivers understand how to get to HHOS, how to shut the gate, and where to park. Check with your district office to see if there are additional legal restrictions when using personal vehicles. Three vehicles can be kept on site; all others must be parked in the lot ¼ mile from the site.

Food

You are responsible for providing all food consumed by your group. While there is a commercial kitchen, there are no services provided beyond equipment used for food preparation. Food costs average \$5-\$15 per person per day for overnight stays. Some groups have softened the cost by asking for money from parents to buy meal items, holding fundraisers, requesting school lunch support, seeking out and applying for grants, or even by asking grocery stores for donations.

Refer to the section below on meal planning for efficient ways to feed everyone while reducing the overall cost for your stay.

Please let us know if any of these costs are what prohibits your group from otherwise utilizing our facilities so that we may better serve future groups.

Meal Planning

Pre-cycle, reduce, re-use, and recycle!

The parks are great places to learn recycling by experience. HHOS provides washable dishes, cups, and utensils for your group to use and wash while on site. Please do not bring single-use paper plates, Styrofoam cups, plastic utensils etc. Also, please provide one name-labeled water bottle per student; they can refill it as needed.

Day-trippers

Because of time factors, lunches should be pre-made: prepared at home or by the school. If snacks are in the plan, the teacher should provide the same snack for all, preferably something non-crumbly (string cheese, soft granola bars, or fruit roll-ups for example) to help avoid attracting critters such as crows and jays.

Overnighters

HHOS follows the same food practices as public schools. **California health regulations do not allow food to be prepared at home and reheated.** Meals should be planned, prepared, and served buffet- or family-style. No “potluck” meals.

Meal suggestions

Breakfast: Cereal, hot or cold, is easiest; hot beverages (tea, cocoa); adventurous groups do scrambled eggs, build-your-own egg burritos, pancakes, etc.

Lunch Day 1: Most groups bring their own pre-packed lunches from home or school, well-labeled, and packed separately for easy distribution.

Lunch Day 2: are best made fresh at HHOS that morning, or ordered/picked up from a commercial kitchen.

Dinner: Limited only to the **oven-less** imagination and effort! Spaghetti is always popular, as are make-it-yourself burritos, tacos, etc. Be creative and healthy—well-fed students learn better!

Extras you might want to bring

We do our best to provide everything you will need for your stay. Below are a few extras that other groups have pointed out as being useful items to pack.

- Dry newspaper & kindling (for the campfire)
- Roasting sticks/forks for campfire marshmallows, to be taken home (Used ones cannot be kept, and you cannot cut your own)
- Any “specialty” cookware
- Good coffee (Some grownups REALLY need this in the morning)

How Do We Get There?

(N41°45.266' W124°07.780')

There is no entry on Google Maps for HHOS. We highly encourage you to follow our directions.

From the north: Travel south on Hwy 101 through Crescent City. The last stoplight before leaving town is Elk Valley Road. Turn left onto Elk Valley Road.

From the south: Travel north on Hwy 101 towards Crescent City. The first stoplight you come to is Elk Valley Road. Turn right onto Elk Valley Road.

From Elk Valley Road: Travel one mile, then turn right onto Howland Hill Road. The brown access gate to HHOS will be 2.5 miles from the Elk Valley Rd./Howland Hill Rd. intersection, about 0.25 mile beyond the paved section, on the right side.

The Gate

The gate will be closed but unlocked. For access, lift the pin through the gate tongue that is holding it closed, open the gate, drive through, and please have the driver of the last vehicle **close the gate and replace the pin**. For group safety, the gate must not be left open at any time, and must be closed and locked overnight.

Parking

A ranger will assist with parking and unloading on arrival. In order to keep the teaching environment as visually uncluttered and natural as possible, no more than three group vehicles may be parked directly onsite. Other vehicles may be driven in to unload, then returned to the parking lot. The ranger will ask that excess on-site vehicles be moved. Please make sure all drivers understand this. Dealing with parking issues greatly affects teaching time.

If arriving by bus, school groups must bring a separate private vehicle which will be on site for emergency transportation use. All students should travel with the group on the bus regardless of whether their adult is driving independently, to ensure they all receive the initial information from the greeting ranger.

Overnight groups' gear should be transported together in a separate vehicle(s), or in a towed trailer, rather than in individual cars.

What to Bring

For a Day Visit

_____ layered clothing; long pants, T-shirt,
jacket, socks, closed-toed, sturdy shoes
_____ rain gear, or a large plastic bag

_____ individual refillable water bottle
_____ snack, lunch (if requested by teacher)
_____ personal day pack

For an Overnight

Keep these things in mind when packing:

- There is no electricity
- Personal foods/snacks are not allowed in sleeping cabins (food attracts critters)
- All personal medicines should be given to the group leader
- Please leave student cellphones, personal electronic entertainment devices, toys, siblings, and any item(s) not regularly allowed in a school setting at home.
- Parents should notify teachers if they are going to visit during their child's time at HHOS
- Make sure students label everything with their name

Bedding (sleeping pad provided)

_____ sleeping bag, or very warm bedroll

_____ pillow

Luggage

_____ backpack, big plastic bag, or suitcase

_____ daypack with non-leak water bottle

Food

_____ personal lunch (if requested)

_____ non-crumbley snacks

Clothing: Layered clothing is best! (pack all in one large plastic bag or duffel)

_____ warm hat (to keep in body heat)

_____ 2 shirts

_____ sweater or sweat shirt

_____ 2 pairs of long pants

_____ warm outer jacket or coat

_____ rain gear (it can rain anytime)

_____ 2 sets of underclothes (wear one)

_____ closed-toe shoes

_____ 2 pairs of socks (or more)

_____ pajamas

Toiletry Items: in zip-lock bag or pouch

_____ comb or brush

_____ toothbrush/paste

_____ hand towel

Extras:

_____ flashlight (& extra batteries)

_____ bug spray

_____ camera

_____ sunscreen

_____ plastic bag for emergency raincoat

Overnighting Groups' Chores

When planning an overnight visit and dividing the group up for various activities, don't forget chores! Designating your chore groups in advance will ensure that the necessary tasks get carried out quickly and efficiently. Here are the general chore categories:

DAY 1

- | | |
|------------------------|--|
| Dinner Prep | Set tables, set up food and drink stations. No students allowed in the kitchen to prep, cook or serve! |
| Fire Crew | Gather firewood from woodshed, assist adult with setting up campfire, ensure fire is completely out after use. Students cannot use axes or matches/lighters. |
| Dinner Clean-up | Oversee after-meal recycling, scraping of dirty dishes, deliver dirty dishes to kitchen; wash, rinse, disinfect dishes according to directions; clean tables and ground around eating area; use designated tools sweep kitchen floor and porch (mop after last meal on Day2); take kitchen garbage to outside bear-proof garbage cans, filling them in numerical order; replace bags on indoor cans. |

DAY 2

- | | |
|---------------------------|---|
| Breakfast Prep | {See dinner prep above.} |
| Breakfast Clean-up | {See dinner clean-up above.} |
| Grounds | Pick up all litter and put into the bear proof garbage cans. Pay particular attention to meadow and fire pit areas. |
| Bathroom Clean-up | Take all trash bags to outside cans; replace bags; wipe sinks; brush out toilets; use designated tools to sweep and mop floors; sweep exterior cement pads; replenish toilet paper and paper towels if needed. |
| Cabin Clean-up | Pick up all litter in and outside cabins; return sleeping pads to kitchen area; sweep platforms, floor, and porch, put all sweepings in provided bags and take to the bear-proof trash cans; close doors and windows; report any damage and any lost/found items to a ranger. Help load all belongings into gear vehicle/trailer. |

Kitchen Standard Operating Procedures

It is the goal of this facility to provide you with the safest kitchen possible. The regulations below are based on both the National and California State Health Standards; all kitchen users **must** follow these procedures, or will be asked to leave.

- One person from each group must be assigned to lead the kitchen crews. Please let the ranger know what you are planning to cook for meals.
- No children are allowed in the kitchen for any reason.
- All who enter the kitchen must wash their hands first at the hand-washing sink. If you touch your face at any time (even if it is just to scratch), wash your hands again.
- Hair must be gathered back; wear an apron to keep you and the food clean.
- After each food is prepared, wash cutting blocks, tools, and counters with the provided bleach solution, and re-wash hands at the hand-washing sink. The food prep sink is only for food prep.
- If you are not sure the tool you want to use is clean, wash it before you use it.
- Use plastic food handling gloves to serve food, or thoroughly wash hands.
- If it boils over, clean it up! If any food touches the ground, throw it away!
- If any tool touches the ground, get a clean one and wash the old one.
- The roll-up windows must be open while the stove is in use.
- Keep paths clear at all times. Fold down empty boxes and take out of the kitchen to the recycle area.
- Coolers must be kept at 41°F (5°C) for cold food storage.
- If the food is hot keep it that way. Instant-read thermometers are provided. Hot food must reach an internal temperature of 135°F (57°C).
- No meals can be eaten in the kitchen. If you must sample something while cooking, use a clean spoon and put it into the dirty dish tray immediately after each taste.
- All meals must be planned for preparation on-site and served family- or buffet- style, except for special dietary situations. No pot-luck meals.
- No cooked leftovers can be re-served! Leftovers must be thrown away.
- Follow clean-up procedures (posted in kitchen) after every meal.



Commercial grade kitchen comes stocked with all basic food prep equipment necessary to prepare meals for an entire class.

Emergency Procedures for Howland Hill Outdoor School

For any life-threatening emergency, call 9-1-1 directly.

For a **Law Enforcement Ranger**, call **Northern Communications: 1-916-358-1300**. Request the dispatcher for Redwood National and State Parks, identify yourself, and request that a ranger be sent to HHOS. Follow the instructions of the dispatcher.

Notify the Education Specialist as soon as possible of **any** incident: **(707) 465-7396**.

All groups **MUST** provide one private vehicle on site for emergency transportation.

The gate on Howland Hill road is locked after dark. Any group member needing to get in or out must contact the group leader, who will have a gate key.

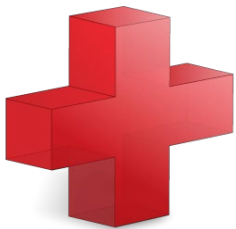
Note: Any vehicle blocking the entrance gate, or the road between the gate and the school site, may be towed away at the owner's expense.

EMERGENCY DIRECTIONS

Sutter Coast Hospital: approximately 5 miles (15 min.) from HHOS.

- From gate, turn left onto Howland Hill Road,
- At the store/stop sign, turn left onto Elk Valley Road,
- At the traffic signal, turn right onto Hwy 101 and proceed through town, through three lights
- Bear right onto Parkway Drive (follow the hospital signs),
- Past the Highway Patrol office, turn left onto Washington Boulevard.
- The hospital is ½ mile on the right, past Wal-Mart and Ace Hardware.

Pay phone: approximately one mile from the gate on Howland Hill Road. From gate, turn left onto Howland Hill Road. Proceed down the hill to the phone by the front door of the Elk Valley Casino.



In an emergency, all students and adults not directly involved with the incident will assemble in the kitchen area.

If the accident is in the kitchen, group assembly will be at the campfire circle.

All students should sit and wait quietly for further information and instructions from the teacher or ranger.