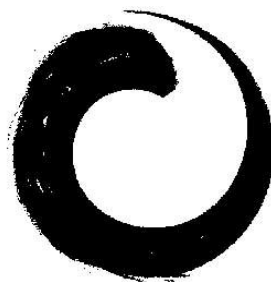

WESTWIND

GUEST HANDBOOK



YOUR GUIDE TO A SAFE AND ENJOYABLE
EXPERIENCE AT WESTWIND



WESTWIND
STEWARDSHIP
GROUP

P.O. Box 408 • Otis, OR 97368

Westwind Stewardship Group

Guest Handbook

Dear Group Leader,

As you know, Westwind is a special place. Situated within the larger Cascade Head Biosphere Reserve, Westwind's 529 acres contain each iconic landscape of the Oregon Coast: headland meadows, dense Sitka Spruce and Hemlock rainforest, a dynamic estuary, and the unparalleled beach and rock coastline of the Pacific Ocean.

The Westwind Stewardship Group (WSG) is charged with protecting Westwind's ecosystems and facilitating educational and inspirational experiences for children, families and private groups. Overnights at WSG's Camp Westwind allow up to 145 people to experience isolation and a deep connection with nature. As your hosts and guides, WSG will work with you to insure your experience is comfortable and sustainable.

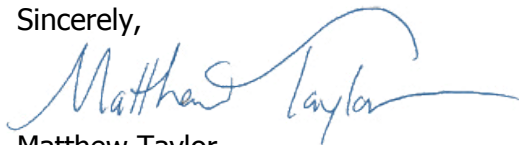
All the things that make Westwind special can also challenge a leader when planning and organizing. Westwind's isolation and WSG's emphasis on sustainable living require each group leader – and by proxy all guests – a basic awareness of how to stay at Westwind. The Westwind Guest Handbook gives important information, including:

- Westwind Site and Facilities Descriptions
- Use Guidelines
- Recreational Opportunities
- Recommendations for Your Stay
- Checklist for Group Leader.

It is critical that you convey the information contained within to every member of your group.

Stroll more than a mile of unspoiled ocean beach. Observe the abundant wildlife of the Salmon River estuary. Play in the sand. Explore deep rain forests. Meander through upland meadows. Study marine life in coastal tide pools. Discover hidden lakes and babbling streams. This and more await you during a stay at Westwind.

Sincerely,



Matthew Taylor
Executive Director, Westwind Stewardship Group



THE WESTWIND SITE

The widely cherished 529-acre Westwind site is one of the last largely undeveloped tracts on the spectacular Oregon Coast. Westwind has functioned for centuries with only minor human impact. For over seven decades the rustic summer camp has introduced thousands of children to the natural world and given them a solid sense of place.

Westwind is located on the mouth of the Salmon River, between Neskowin and Lincoln City, and lies within the Cascade Head Scenic Research Area (CHSRA) and the United Nations designated "Cascade Head Biosphere Reserve". Its rare combination of marine, estuarine and upland forest habitats are accessible only by vessel across the Salmon River Estuary.

Westwind is protected both by the constraints of the US Forest Service administered CHSRA (to operate at roughly the same scale and intensity as its use in 1974) and a conservation easement granted to the State of Oregon in 2006 as part of the acquisition of the property by WSG.

THE WESTWIND STEWARDSHIP GROUP AND ITS OPERATIONS

The nonprofit Westwind Stewardship Group (WSG) was created in 2004, and in 2006 acquired the Westwind site in order to provide long-term stewardship to this sensitive ecosystem. WSG's mission is to serve the people of Oregon and the Northwest by **conserving** the 529 acre Westwind ecosystem, providing place-based **educational** experiences, inspiring more balanced and **sustainable** living, and nurturing solitude and individual **connection** to the natural world.

WSG's mission was developed around one overriding idea: that the greatest teaching tools and the most life-changing experiences come from the Westwind site itself. These experiences can be augmented by formal instruction. With that in mind, WSG seeks to protect the essential character of the site, to allow visitors to experience its solitude and diversity, and to offer visitors ways to answer questions the site and our operations generate. WSG aspires to geographic, socio-economic, educational, racial, employment, interest, and age diversity in our guest groups. However, the strongest focus is on giving new generations of children a connection to nature that is now recognized as essential to their future.

Since taking ownership of the site WSG has managed use by guest groups, brought annual budgets into the black, and made great restorative improvements in the condition of the site and facilities. These and future efforts are guided by a commitment to sustainable practices, the protective management prescriptions of the CHSRA, conservation easement, and the advice of numerous outside experts and Westwind visitors. WSG's work is funded by earned income, individual donors, foundation support and soon program revenue.



WESTWIND FACILITY DESCRIPTION

Wilson Lodge – Historic lodge includes dining hall, two meeting rooms, commercial kitchen and restrooms. Handicap accessible restroom located within building. Capacity 145 people.

McIver Learning Center – This modern facility includes 4 rooms with 2 bunks each, shared bathrooms/ showers, 2 meeting rooms, rock wall fireplaces and home-style kitchen. Handicap accessible. Sleeps maximum 16 people.

Sleeping Cabins – 12 rustic, heated, uninsulated cabins with lights sleep up to 9.

Vi's Place Cabin – Sleeps up to 14 with wood stove and electricity.

Friar Tuck Cabin – 3-bedroom cabin with bathroom, electricity, dorm refrigerator and baseboard heat. Used by larger groups as health care center. Sleeps 4.

Neskowin Cabin – Small cabin located next to lodge, with electricity. Sleeps 2.

Trillium Cabin – Small cabin located next to lodge, with queen bed, bathroom, electricity and kitchenette. Sleeps 2.

Cascade Head – Main shower and bath facilities located next to lodge. Flush toilets, showers and sinks. Handicap accessible.

Wyeast Cabin – Small heated 1-bedroom cabin including queen bed, kitchen, bathroom, living room with fireplace and bay window overlooking the Pacific Ocean. Sleeps maximum 5.

OVERNIGHT PACKAGES

Exclusive Use: all of Westwind's facilities. Maximum 145 people.

Wilson Lodge Package: use of Wilson Lodge, sleeping cabins, Vi's, Friar Tuck, Neskowin, Trillium and Cascade Head. Maximum 120 people.

McIver Learning Center: maximum 16 people or add sleeping cabins (subject to availability) for a maximum of 25 people.

Wyeast Cabin: available as a standalone cabin November – February or on a space-available basis March – October.

FEES INCLUDE:

- Use of site and facilities per overnight option
- River crossings (based on tide, weather and availability); all other access to camp by foot, bike or limited vehicle traffic
- Cleaning products, paper towels, toilet paper, firewood
- Use of kitchen equipment (per overnight option)
- Limited shuttling of luggage, food and gear from river, entrance and maintenance parking area

OVERNIGHT GUESTS MUST PROVIDE:

- Labor for moving luggage, food and gear
- Personal bedding, linens and towels
- Designated person with current First Aid and CPR certification
- Emergency vehicle to be parked by the maintenance shop (limited to one vehicle only)
- Labor for sweeping, mopping, cleaning for checkout
- Designated person with Oregon Food Handler Certificate (if using either McIver or Wilson kitchens)
- Child supervision of at least one adult for every 10 children in residence



USE OF WESTWIND

Westwind is committed to providing a safe and enjoyable stay for all our guests. This commitment, combined with our mission and values, our isolated and remote setting, and a conservation easement on the property, lead to the development of the following set of policies and procedures for use and enjoyment of Westwind.

THE BASICS

- Local, state and federal laws must be obeyed.
- Consumption of alcoholic beverages only in moderation and only if persons are of legal age.
- No weapons or fireworks allowed on site.
- Absolutely no pets (except service animals)
- Smoking is prohibited in all buildings, and in the main camp area except designated areas.
- Furniture must not be moved out of buildings without permission from site staff.
- No candles or open flame except in fireplaces and designated camp fire areas.

RIVER CROSSINGS AND SITE ACCESS:

Access is by boat only and is arranged for each group individually. Crossing times are based on the tide and will be set at time of booking. WSG does not guarantee and often cannot provide access to the site outside these crossing times for setup, cleanup, deliveries etc. As a general rule, until your crossing times are set or for groups hiking in, plan on a check-in time of 2:00 pm and check-out time of 12:00 pm. Call the WSG site staff to schedule river-crossing times before establishing times for arrival or departure with group.

Our ability to cross the Salmon River is limited by several factors, including tide, river and weather conditions. It is not possible to schedule a crossing to accommodate everyone's schedule, and circumstances may arise where WSG is unable to conduct any river crossings. Under such circumstance, the group will be required to hike into/out of Westwind using the emergency access road. WSG will work closely with groups to minimize the impact of such a situation and accommodate group needs. Able-bodied adults and children will be expected to walk in. This same policy applies to group members unable to make the scheduled crossing.

CLEANING

All groups are required to clean after their stay, and leave Westwind at least as clean as when you arrived. This includes but is not limited to cleaning all restroom and shower facilities, sweeping and mopping floors, cleaning kitchen facilities, and garbage and recycling. A complete list will be provided at orientation. A "walk through" inspection will be conducted with a member of the guest group and a member of the WSG site staff.



VEHICLES

Use of the Westwind access road is extremely limited. Guest Group is allowed a maximum of two cars in camp:

- One *Emergency Vehicle* for use relating to emergency circumstances within the group, and/or for transporting mobility-challenged guests into/out of camp.
- One *Service Vehicle* for transporting supplies that may include food and various event supplies.

Transportation of passengers in non-passenger vehicles is prohibited. Once in camp these vehicles must remain parked at the Shop until departure. **WSG does not allow in and out road use except for emergencies.**

SUPERVISION OF CHILDREN

If the group includes children under age 18 without a parent, we recommend the following ratios of adult leaders/supervisors (18 years of age or older) to children in residence:

Age of Children	Adult to child ratio
4-5 years	1:5
6-8 years	1:6
9-14 years	1:8
15-17 years	1:10

At a minimum, we *require* a 1:10 ratio for adults to children (under age 18). We strongly recommend that the sponsoring organization complete background checks on all adults or teens who supervise children. If the group is comprised of families, please stress to the parents the importance of supervising all children during the stay. There are many ways a child could be seriously hurt or lost if not supervised.



CAMPFIRES AND BONFIRES

Outdoor fires may be built in established fire circles only with the approval of WSG staff. At each outdoor fire a shovel and bucket of water must be readily available.

Oregon law allows for small recreational beach fires provided they are located in the open dry sands area, downwind of and below beachgrass and the driftwood line; no fires are allowed in dunes or beach log accumulations.



DECORATING

Staples, tacks, pins, or strong adhesive tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors. Blue painters' tape only may be used sparingly. We are not able to provide ladders, tools, extension cords etc. All decorations must be taken down and removed. Westwind strongly discourages the use of unsustainable disposable decorations.

USE OF THE WESTWIND KITCHEN

If the group will be preparing their own meals, at least one person with a valid Oregon Food Handler's Card must be present at all times the kitchen is in use. One person must be designated to insure that food preparation, serving and storage complies with the Oregon Health Division (OHD) Food Sanitation Rules. More detailed information on kitchen use will be provided upon arrival or request.

Advance arrangements must be made for arrival and departure of any outside caterers.

Our kitchen includes all the dinnerware needed to serve meals. Please do not bring disposable dinnerware such as paper plates and plastic silverware.

EMERGENCY PROCEDURES

Westwind staff will provide a mandatory safety orientation to your group immediately following your arrival. Westwind's remote and isolated location means we are our own first line of defense. The orientation includes site-specific information on tsunami, fire, earthquake and wildlife safety. Westwind has established an emergency cache of supplies to sustain a full camp in the wake of a major disaster. Please report all emergencies to the site staff immediately.

QUIET HOURS

10:00 pm – 8:00 am. Please be courteous and abide by these hours unless you have Exclusive Use. Westwind may have other guests. Please, out of respect for our neighbors and the public, no music or other noise that would carry out to the river.

SECURITY DEPOSIT

A Security Deposit is required for all reservations, and will be refunded within six weeks following your stay at Westwind. The Security Deposit (or a portion) will be retained if guests do not abide by Westwind policies and procedures in the WSG Guest Handbook. WSG may also seek additional funds for damages not covered by the deposit.



RECREATIONAL OPPORTUNITIES AT WESTWIND

BEACH COMBING & TIDE POOLING

The rocks at the south end of the ocean beach provide spectacular tide pooling opportunities during low tide. Consult tide chart for low tide times during visit. Please leave all living creatures in the tide pools for all to see. Tread lightly and avoid damaging barnacles and rock habitats. Do not enter caves, climb on rock cliffs or stand near unstable cliffs.

Beach Safety Guidelines:

- Never turn your back on the ocean.
- Watch out for sneaker waves.
- Stay alert for logs being washed in by large waves.
- Never climb on driftwood to avoid incoming tidal waters.
- Westwind **strongly recommends** no ocean or river swimming: the water is dangerously cold, subject to strong rip currents and can be very unpredictable.

HIKING

High Meadow Trail: A one-mile trail that originates at the top of the Highlands Unit leads along the cliffs to Lost Lake, High Meadow and Agate Cove. This trail provides spectacular views of the ocean, and High Meadow is particularly suited for whale and sunset watching. The trail is very steep in places and can be slick. Moderate difficulty.

Rainforest Trail: A two-mile trail (graveled emergency roadway) begins at the NE corner of the lodge, featuring spectacular views of the estuary and some of the biggest trees at Westwind. If you explore far enough, you reach a pasture and two houses (occupied by Site Managers). The trail is a beginner's trail - gradual slopes.

Wysong Corridor: This trail links the High Meadow and Rainforest trails and travels through a unique patch of Douglas Fir.

Estuary Trail: The estuary trail travels along the northern Westwind boundary parallel to the Salmon River. This trail is often muddy due to tides. It is not unusual to see bald eagles, blue herons, and killdeer. In the early morning or evening you may also spot raccoons or deer.



CANOES AND KAYAKS:

Boats are not available from the Westwind Stewardship Group. Groups opting to supply their own boats do so at their own risk.



RECOMMENDATIONS FOR YOUR STAY

WHAT TO BRING

- Flashlight
- Suitable camp clothing
- Two pairs of shoes suitable for sand and trails
- Toiletries & Towels
- Warm jacket/coat
- Warm sleeping bag/ bedding & pillow
- Rain gear
- Reusable water bottle

Note: there is no Wifi or internet available at Westwind, and limited cell phone connectivity.

PACKING TIPS:

- Pack bags so they are easy to load on the boat and carry up steep hills to cabin. Two smaller bags work better than one large heavy bag; wheels don't work on sand; duffel bags are better than suitcases.
- Take steps to protect bags from weather during loading/crossing/unloading.
- Food for group should be brought in sturdy boxes (paper bags disintegrate).

STEPS TO TAKE TO ENSURE A SMOOTH CROSSING:

The Salmon River crossing is a 4-minute ride and one of the special moments of your visit to Westwind. The crossings can be labor intensive and chaotic for a large group—plan on an hour for groups of 60 or more to cross the river, walk to the lodge and retrieve gear. The WSG site staff transport all luggage and supplies, with the help of your guest-volunteer crew of 6-10 people for loading and unloading luggage and supplies. Special arrangements can be made for people needing physical assistance.

- Inform group of crossing procedures and packing suggestions prior to arrival at Westwind.
- Inform group that they **must be at Knight Park at the departure time**. Crossing times are limited by tides, so it is imperative everyone arrive on time.
- Group leader should arrive before or at the same time as the participants to organize the group for the crossing.
- Assign a luggage/supply crew. WSG site staff transport only, they do not lift or carry.
- Unload luggage and supplies behind the curb next to the dock on the south side of boat landing. If supplies and luggage are arriving by bus, have the bus wait in a boat parking space until instructed.
- Keep the boat landing clear for public users -- the boat ramp is a county boat ramp and can be very congested at times.



PARKING:

Knight Park has well defined parking spots, however at times there are not enough of them. Please advise your group to take the following steps:

- Encourage group members to carpool or consider renting a bus.
- Unload gear at boat dock quickly and park vehicles to clear room for others.
- Park cars in the single car parking at the north end of the park. If all spots are full, cars must park on the shoulder of Three Rocks Road.
- Please do not park in the boat/trailer parking that is perpendicular to the river. Please do not park along the curb within the park. If you park illegally you can be towed.

EXTRA CROSSINGS:

Group arrival and departure crossings are included in user fees. If members of your group must arrive or depart at different times, WSG may be able to schedule extra crossings for an additional fee. This often simplifies logistics and preserves the unique experience the crossing provides. Crossing times are determined by tide and river conditions, and it may not be possible to schedule a crossing to accommodate everyone's schedule. Additional crossings must be arranged at least 48 hours in advance.

DRINKING WATER

Our well provides wonderful drinking water straight from the tap. Water quality is tested quarterly. Please do not bring bottled water, and instead bring your own reusable bottle.



WESTWIND—CHECKLIST FOR GROUP LEADERS

Completing your reservation:

- ☐ Return contract and deposit to Westwind Office by date indicated.
- ☐ Confirm crossing times and arrange any extra crossings with Westwind Site Staff.
- ☐ Contact your insurance company and request a certificate of insurance listing Westwind Stewardship Group as additional insured. Send a copy with your final payment to the Westwind office.
- ☐ Make arrangements with Site Staff for any third-party service providers (catering etc.).

Prior to Arrival:

- ☐ Read all information provided.
- ☐ Inform group about all Westwind guidelines and information: crossing times, packing tips, parking, etc.
- ☐ For groups of 50 or more, Identify a group first aider and assemble your necessary first aid supplies.
- ☐ Organize a luggage/supply crew of 6-10 people (for large groups) to be responsible for loading and unloading all luggage and supplies.
- ☐ Ensure that at least one member of the group has an Oregon Food Handler's card. People must have their cards with them at Westwind.
- ☐ Identify cleaning crew leaders to be trained by Westwind staff. Organize cleaning crew.
- ☐ Make arrangements with Site Staff for any special-needs guests.

Westwind Office: 541-994-2383

Our staff:

Matt Taylor, Executive Director
Irene Miller, Site Manager
Scotty Evens, Site Manager
Anne Cooper, Office Manager



WESTWIND—CHECKLIST FOR CHECK OUT

Completing your reservation:

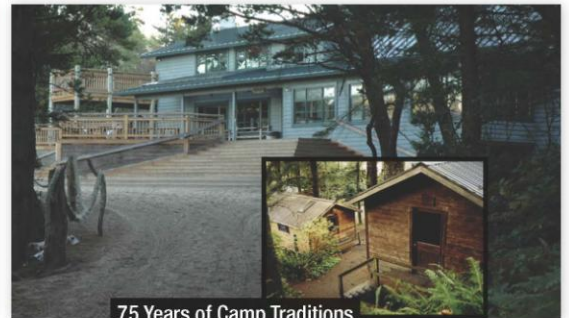
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- ___ Confirm crossing times and arrange any extra crossings with Westwind Site Staff.
- ___ Contact your insurance company and request a certificate of insurance listing Westwind Stewardship Group as additional insured. Send a copy with your final payment to the Westwind office.
- ___ Make arrangements with Site Staff for any third-party service providers (catering etc.).



WHAT IS WESTWIND?



A 529 Acre Site on the Wild Edge of a Continent



75 Years of Camp Traditions



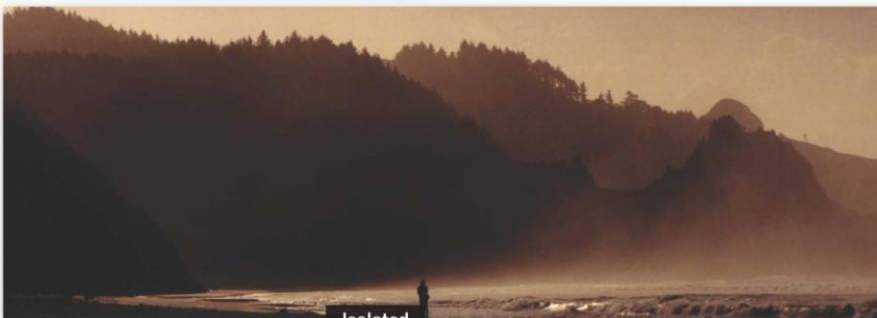
Protected by a Conservation Easement



1.8 miles of untouched oceanfront & three miles of estuarine shoreline



A Habitat for Wildlife



Isolated



Accessed by Boat

