

CAMP WESTWIND

2019 GUEST HANDBOOK

**Your Guide to a Safe and Enjoyable
Experience at Westwind**



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 is charged with protecting Westwind's ecosystems and facilitating educational and inspirational experiences for children, families and private groups. Overnights at Westwind allow up to 145 people to experience isolation and a deep connection with nature. As your hosts and guides, Westwind 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 our 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:

- 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.

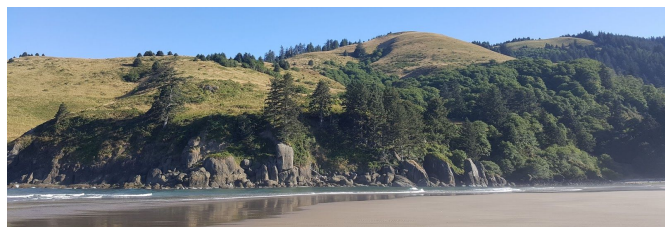
Stroll more than a mile of unspoiled ocean beach. Observe the abundant wildlife of the Salmon River estuary. Play in the sand. Explore deep rain forests. Meander through upland meadows. Study marine life in coastal tide pools. Discover hidden lakes and babbling streams. This and more await you during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

Sincerely,

Matthew Taylor
Executive Director, Westwind Stewardship Group



ABOUT WESTWIND



Westwind is a 529-acre camp, farm and wilderness area set in the middle of the Cascade Head UN Biosphere Reserve in Oregon. Owned and operated by the Westwind Stewardship Group, Westwind is home to Camp Westwind, the Northwest Outdoor Science School, workshops, events and volunteer programs.

Our vision

All children have access to wild and undeveloped landscapes and are allowed to discover the interconnection, complexity and splendor of living in balance with natural systems.

Our mission

Conserve the Westwind site in perpetuity; foster life-changing outdoor experiences for all children, families and groups; and promote environmental stewardship as a basis for sustainable living.

What we do

Westwind offers the following programs:

- **Camp Westwind sessions** (youth, teen, family) during the summer and in the fall.
- **Stewardship** programs include stewardship weekends, and other volunteer/service learning projects.
- **Workshops & Events** connect participants to practical knowledge about sustainability, stewardship and living lightly on the land.
- **Rental** program allows individuals, families and non-profit organizations to stay at Westwind in various accommodations for two or more nights.

Camp Westwind: Facilities

Wilson Lodge – Historic lodge includes dining hall, two meeting rooms and commercial kitchen. Accessible restroom located within building.

McIver Lodge & Dormitory – This accessible facility includes 4 rooms with 2 bunks each, shared

bathrooms/accessible showers, 2 meeting rooms, rock wall fireplaces and home-style kitchen. Sleeps maximum 16 people.

Sleeping Cabins – 12 rustic, electric heated cabins with lights and outlets that sleep up to 9 each (except for Vi's Place, a large rustic cabin that sleeps up to 16 with wood stove, lights and outlets).

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

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

Group & Cabin Rental Packages

Camp Westwind Package Includes: Use of Wilson Lodge & restrooms, sleeping cabins, McIver Lodge & Dormitory, Wyeast and Cascade Head. *Base Rate: \$3900/night, 2-night minimum, sleeps maximum of 145.*

Wilson Lodge Package Includes: Use of Wilson Lodge, sleeping cabins and Cascade Head. *Base Rate: \$2800/night, 2-night minimum, sleeps maximum of 120.*

McIver Lodge Package Includes: Lodge/dining area and Dormitory. *Base Rate: \$950/night, 2-night minimum, sleeps maximum of 16.*

Wyeast Cabin: Available as a standalone rental on a space available basis. *Base Rate: \$215/night, 2-night minimum, sleeps maximum of 5.*

Wedding Package Includes: Use of Wilson Lodge & restrooms, sleeping cabins, McIver Lodge & Dormitory, Wyeast and Cascade Head. *Base Rate: \$4250/night, 2-night minimum.*

Add-on Amenities

- Extra Barge Crossing: \$160
- Extra Cabin: \$55 (\$75 Vi's)
- Add Wilson Lodge Restrooms: \$55
- Add Cascade Head: \$55
- Add Kitchen use when not using Westwind Catering Services: \$500
- Linens: \$10/set (includes sheets, blanket, pillow, bath towel)
- Single Kayak/SUP Board: \$20/day
- Double Kayak/Canoe: \$25/day (all include PFDs and paddles)

WESTWIND BASICS

Guidelines for Staying at 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.

Guidelines for Staying at Westwind

Stewardship at Westwind means conserving the landscape and living lightly. It means sweeping cabins and cleaning the common spaces. It means chipping in with dishwashing, wiping down tables and leading a beach clean-up. It means a lot of volunteer work around the site, during programs and throughout the year. It means Westwind's many supporters donating time, money and wisdom to the forever-project of keeping Westwind strong, healthy and wild. Stewardship also compels us to be mindful of a few overriding basics with regards to staying at Westwind:

- Follow all Westwind guidelines and rules regarding site & facility use.
- Never hesitate to ask Westwind staff or designated site hosts for help with Westwind buildings and systems.
- Local, state and federal laws must be obeyed.
- Legal consumption of alcoholic beverages allowed, but only in moderation.
- No weapons or fireworks allowed on site.
- Pets are not allowed.
- Smoking is prohibited in all buildings and throughout the property 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 campfire areas.

River Crossings and Site Access

Access is typically by a Westwind operated ferry barge and is arranged for each group individually. Crossing times are based on the tide and will be set at time of booking. Westwind 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. Contact the Westwind office to schedule river-crossing times before establishing times for arrival or departure with your 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 Westwind 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. Westwind 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 taking out all garbage, compost & recycling. A complete list will be provided for your group. A "walk through" inspection will be conducted with a member of the guest group and a member of the Westwind site staff.

Campfires

Outdoor fires may be built in established fire circles only with the approval of Westwind 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 the beach grass and driftwood line; no fires are allowed in dunes or beach log accumulations.

WESTWIND BASICS

Vehicles

Use of the Westwind access road is extremely limited. **Guest groups are 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.

Per Westwind’s Emergency Evacuation Plan, every vehicle must be backed into the appropriate parking spot.

Transportation of passengers in non-passenger vehicles is prohibited. Once in camp these vehicles must remain parked in the designated parking area by the Shop until departure.

Westwind 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. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver is required.

Quiet Hours

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

Decorating

Staples, tacks, pins, or strong adhesive tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors. Masking 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.

Orientation and 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.

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 Westwind Guest Handbook. Westwind may also seek additional funds for damages not covered by the deposit.

RECREATIONAL

OPPORTUNITIES

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.
- Westwind strongly recommends a certified lifeguard on duty for aquatic activities.
- We encourage everyone to follow these safety guidelines but oceans and rivers in Oregon are public.

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 available for rent from Westwind. Groups also may bring their own boats and gear. Use of Westwind equipment or personal use of equipment while at Westwind is entirely at your own risk (and state laws must be followed with regards to small

craft safety and use of Personal Floatation Devices). Westwind strongly recommends a certified lifeguard on duty for aquatic activities and encourages everyone to follow these safety guidelines but oceans and rivers in Oregon are public. Westwind also strongly recommends a certified instructor for watercraft activities.

About crossing the Salmon River

The Salmon River crossing is a 4-minute ride and is a special part of your visit to Westwind. The Westwind site staff transport all luggage and supplies in our vehicle, with the help of your guest-volunteer crew of 5-8 people for loading and unloading luggage and supplies. The ferry will take up to 24 people at a time across the river. 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. Westwind site staff transport only, they do not lift or carry.
- Unload luggage and supplies by the bulletin board/info kiosk at Knight Park. 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.

GUEST PACKING LIST & TIPS

Personal Packing checklist

- ☐ Warm sleeping bag/Pillow*
- ☐ Bath towel*/Sunscreen/Insect Repellent
- ☐ Clothes appropriate for the length stay
- ☐ Toiletries
- ☐ Sturdy shoes or boots for hiking
- ☐ Sturdy shoes for sand & water activities
- ☐ Warm jacket
- ☐ Flashlight/Headlamp
- ☐ Water bottle
- ☐ Rain gear
- ☐ Playing cards/travel games
- ☐ Medications
- ☐ *Linen package available for rent includes sheets, blanket, pillow and bath towel (please arrange in advance for large quantities)

Packing Tips

Pack bags so they are easy to load 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.

Food for group should be brought in sturdy boxes (paper bags disintegrate) and stored in designated areas in kitchen areas of the lodges; do not take food or leave snacks in cabins.

Group Leader checklist

- ☐ Confirm number of attendees and send a guest manifest with emergency contact information to the Guest Coordinator
- ☐ Confirm arrival, departure, meals, spaces being used and any other needs one week before event with Westwind Staff
- ☐ Send name and copy of credentials of designated person with First Aid and CPR current certification to Guest Coordinator
- ☐ Confirm use of any special equipment needs (some may have a fee): projector, speakers, microphones, chalkboard, dry erase board, kayaks, canoe
- ☐ Recruit luggage crew to load and unload luggage
- ☐ Designated person with Oregon Food Handlers Certificate (if using either McIver or Wilson Kitchens and doing own food): post copy of certificate in kitchen
- ☐ Child supervision of at least one adult for every 10 children in residence

Confirm any program service requests:

- ☐ Guided hike (fee)
- ☐ Guided kayak/canoe trip (fee)
- ☐ Low ropes challenge course (fee)
- ☐ Lifeguard for waterfront activities (fee)
- ☐ Sand Bar full service coffee shop with barista (fee)
- ☐ Dishwasher crew (fee)
- ☐ Archery (fee)

OTHER INFO

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 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 can 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.

Completing your reservation

- ❑ Return contract and deposit to Westwind Office by date indicated.
- ❑ 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 Guest Coordinator for any third-party service providers (rental companies, musicians, florists, etc.).

Extra Crossings

Group arrival and departure crossings are included in user fees. If members of your group must arrive or depart at different times, Westwind 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

Water from all taps and faucets is potable (drawn from Westwind's well). Water quality is tested quarterly. Please do not bring bottled water, and instead bring your own reusable bottle.

Westwind Office #: 541-994-2383

Mailing Address:

Westwind Stewardship Group
PO Box 13070
Portland, OR 97213

Our staff:

Matt Taylor, Executive Director
Sarah Keplinger, Business Manager
Scotty Evens, Site Manager
Chris Brazelton, Executive Chef
Amy Carlow, Development Director
Taina Meadow, Guest Services Coordinator
Angelo Regalbuto, Assistant Site Manager