

Eastern Kentucky University's



Environmental and Educational Laboratory

LEADER'S GUIDE



Updated 12/2013



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Graduate Education and Research
Division of Natural Areas
www.naturalareas.eku.edu

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Dear Group Leader:

Welcome to Maywoods! This manual has been designed to help you have a successful and enjoyable outdoor and environmental education experience at Maywoods. Please read these materials thoroughly as your first step in the planning process. Feel free to duplicate any of the information in this manual that would be helpful in keeping your group members well informed. Communication with the Eastern Kentucky University Division of Natural Areas staff and planning ahead are both keys to a successful visit. With that in mind, begin your planning at least two months ahead of time.

We are looking forward to working with you to create a valuable outdoor experience for you and your group.

Sincerely,

Melinda Wilder

Dr. Melinda Wilder
Director, EKU Division of Natural Area

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"Keep a green tree in your heart and perhaps a songbird will come."

— Chinese proverb

Background

Maywoods Environmental and Educational Laboratory is a 1,700 acre natural area managed by Eastern Kentucky University. It is located in Garrard and Rockcastle Counties approximately 22 miles southwest of Richmond and the University campus. This part of Kentucky is known as the Knobs region. The setting is a hilly landscape covered by second growth oak and pine forests. As a Kentucky Wildlife Refuge, all native wildlife and their habitats are protected. Development and human activities are confined to specified areas.



Maywoods is an excellent outdoor laboratory for all educational levels from elementary grades through college level. It is an ideal facility for all types of environmental education, including classes in the natural, social and environmental sciences as well as instruction in outdoor recreation and resource management. As a protected natural area, Maywoods is also a valuable place to conduct research in ecology and natural resource management.

“Nature is man’s teacher. She unfolds her treasures to his search, unseals his eye, illumines his mind, and purifies his heart; an influence breathes from all the sight and sounds of her existence.” Street

Remember to take home pleasant memories and most importantly, use your sense of wonder while discovering our natural world.

Facilities

Most activities are centered round Maywoods Lodge at the edge of Edmiston Lake. The lodge has a large, central meeting and dining room with wi-fi access. Complete cooking facilities are available and lodging in the two dorm spaces can accommodate up to 40 people.

Some audio-visual equipment for presentations and instruction is available at the lodge. In addition there is some educational and recreational equipment available for loan.

Five interpretive nature trails have been constructed by the lake and in the forest for hiking and instruction. Trail maps are available at the Lodge. There is also a fire circle, fireplace on the lodge deck, an outdoor amphitheater for evening programs and recreation and an outdoor classroom shelter

Edmiston Lake and hiking trails are available to the public for day use. Fishing is permitted from April 1 through October 31 during daylight hours. Persons fishing must obtain a creel card, have a valid fishing license, and follow posted rules. Swimming and pleasure boating are prohibited.

Reservations and Usage

Each group that visits Maywoods has its own unique goals and objectives. All indoor and outdoor activities must be reserved through the Division of Natural Areas at Eastern Kentucky University. Reservations are approved on a first-come-first-served basis. Overnight use of Maywoods Lodge is limited to 40 people. To qualify for facility use, all groups must be education or natural resource oriented. Social meetings do not qualify. Non-university groups are charged a nominal fee for usage. All groups will be responsible for a \$40 refundable security deposit.

Reservations can be made by contacting Eastern Kentucky University Division of Natural Areas at **859-622-1476** or **www.naturalareas.eku.edu**. You will receive a reservation form via e-mail or U.S. mail. Simply mail or fax the completed signed form plus the security deposit to the Division of Natural Areas two weeks prior to your group's arrival.

Division of Natural Areas
3106 NSB
Eastern Kentucky University
521 Lancaster Avenue,
Richmond, KY 40473
Fax 859-622-8068

Fees as of January 2013

<u>Group size</u>	<u>Cost</u>
• 40 or less	\$40 per day
• Overnight	\$8 per night per person
• EKV Groups	Fee Waived

Health, Safety and Supervision for Groups

Maywoods does not supply emergency medical care for groups. You are responsible for and should be prepared to provide your own emergency care and first aid — including equipment, supplies and emergency transportation. We encourage you to have a completed medical form for each member of your group. If your organization does not have a standard form, many examples can be found online. Appendix D is also an example of a standard medical form.

Emergency Procedures

In the event of Fire

1. Be sure everyone exits the building immediately
2. Do not attempt to fight the fire yourself
3. Immediately call 911 and report the fire to the Maywoods Manager
4. The group leaders should assemble everyone in the parking lot and account for all persons.
5. In the event of a forest fire, be sure everyone proceeds quickly to an open area, preferably near the lake, then call 911 and report to the Manager.

In the event of an Accident

1. Administer any appropriate first aid. Do not move the injured person if back or neck injury is suspected
2. If the injury is serious, call 911
3. Report the accident to the group leader and the Maywoods Manager
4. Complete the accident report form and turn into the Manager

Emergency Contact Numbers

Emergency Numbers and other needed contacts are posted by the phone in the Maywoods Lodge.

Fire/Emergency Medical Services	911
Maywoods Lodge	859-925-2274

Sheriff (Garrard County)	859-792-3591
Berea Hospital	859-986-3151
Division of Natural Areas Office	859-622-1476

"We forget that the water cycle and the life cycle are one."

— Jacques Cousteau

Leader Planning Guidelines

The following checklist provides suggested guidelines to help facilitate a hassle-free experience for your group.

Before Your Visit

- _____ Reserve dates by phone or email and send in your completed reservation form two weeks in advance (refer to p. 4).
- _____ Be sure all fee requirements are met before you arrive. These will be outlined on your reservation form. This may include collection of fees from participants. You will be billed at the end of your visit by the Maywoods Manager. Checks can be made to the Division of Natural Areas.
- _____ Discuss the purpose of the trip with your group.
- _____ Decide on appropriate activities and who is responsible for planning and leading them. Staff from the Division of Natural Areas including the Maywoods Manager are available on a limited basis to lead activities for groups. If you are interested in these types of activities, please contact the Division of Natural Areas. Limited recreational equipment is available for use by groups. Check with the Maywoods Manager about checking out this equipment.
- _____ If your group is composed of children, arrange for chaperones. One adult per 10 young people is suggested. Divide your participants into groups and assign adult leaders prior to departure.
- _____ Review *Maywoods Policies and Procedures* (p. 9) to all participants
- _____ Discuss appropriate clothes to be worn by the participants.
- _____ Distribute copies of the *What to Bring* checklist to all group members for overnight trips (Appendix C).
- _____ Make appropriate travel arrangements. If group members are responsible for transportation to Maywoods, distribute and clarify directions (Appendix A).
- _____ Clarify departure and arrival times as well as returning times
- _____ Collect any needed permission and medical forms. Designate one person in charge of these forms.
- _____ Designate a food committee to plan meals and purchase food (see Self-cook Guidelines, p.10).
- _____ Specify to group participants if any special equipment is needed and if you would prefer them to leave electronic devices at home.
- _____ Be sure someone is responsible for bringing a first aid kit
- _____ Check with the Division of Natural Areas before making any schedule changes.

While at Maywoods

- _____ Upon your arrival, you will be greeted by the Maywoods Manager. Be sure you understand Maywoods' policies and procedures and understand how to contact the Manager in case of emergency.

Ensure that participants are supervised at all times during your stay. This includes recreation time and after lights out in the evening.

Completing your Visit

_____ Use the Maywoods Lodge Checkout list (Appendix B) to complete the clean up duties.

The group leader should meet with the Manager prior to leaving

_____ Turn in completed Checkout list

_____ Finalize billing

_____ Complete and return the evaluation form

After Your Visit

_____ The group should evaluate the effectiveness of the trip.

_____ Contact the Division of Natural Areas with any suggestions or concerns for future trips.

"Considering the whole span of earthly time... Only within the moment of time represented by the present century has one species – man – acquired significant power to alter the nature of his world."

— Rachel Carson, author, *Silent Spring*

Maywoods Policies and Procedures

Maywoods is very proud to serve you. We are equally proud of our facilities and ask that you help maintain them by following these rules:

1. Respect the natural beauty of the property by using trash containers and recycling bins, by not disturbing plant or animal life, and by walking only on marked trails.

2. The possession or consumption of alcoholic beverages and controlled substances/illegal drugs is prohibited on the property.
3. Firearms and other weapons are prohibited on Maywoods property.
4. No smoking is permitted in any of the buildings or the forest. Smoking is limited to Lodge deck and parking lot. Please do not smoke on the trails or wooded areas.
5. All vehicles should be parked in the gravel lot behind the Lodge.
6. Fires are permitted in designated fire pit and Lodge fireplaces only. Please make sure fires are extinguished and cold before leaving the area. Firewood is provided.
7. To enjoy a rodent-free stay, we ask that you prohibit food and drinks in the dorm space.
8. Quiet time begins at 12:00 a.m. Please respect others.
9. A basic first aid kit is available at the lodge. Please bring a portable first aid kit for use on the trails. Health and accident insurance is the contracting group's responsibility. Ticks and Poison Ivy are common at Maywoods, so please take appropriate precautions and add tweezers and hydrocortisone cream to your first aid kits.
10. Please help us conserve energy by turning off lights and heat, and closing doors when leaving buildings.
11. Misuse of facilities resulting in damage or loss to property will result in a non-refund of security deposit.
12. A phone is available in the lodge office for emergency use.

Self Cook Guidelines and Kitchen Use Policy

The kitchen is stocked with basic cooking equipment and utensils (see the list below) but it is not supplied with foodstuffs. Consequently, all groups need to bring any foods, drink and condiments that they plan to use during their stay. There are no vending machines on site.

Cooking Supplies Available for Group Use

Place settings for 40	Refrigerator	Colanders
Coffee Maker (several coffee pots)	Freezer	Ice machine
Coffee warmer hotplate	Pitchers	
Microwave	Measuring cups	
Toaster	Spatulas	
Stove	Tongs	
Oven	Mixing spoons	
Charcoal Grill	Pots and pans	
Dishwasher	Cookie sheets	

Suggested Group Provided Items

Napkins
 Paper towels
 Coffee/Tea
 Coffee Filters
 Sugar
 Creamer

Dish towels
Dish detergent
Salt and pepper
Aluminum foil
Plastic wrap
Charcoal (grill provided)
Paper plates if group size is over 40

Kitchen Use

All groups using the kitchen will observe the strictest rules of sanitation. The kitchen should be left in such a condition that the next group using the facility may do so without cleaning and rearranging. Please maintain the same high standards maintained by the health department with respect to commercial food establishments.

1. All pots, pans, dishes, glasses, utensils, etc., must be washed, dried and put away.
2. Garbage is to be placed in the kitchen trash can and, when filled, placed in the garbage building outside. The kitchen trash can is to be lined with a plastic liner at all times.
3. Due to the potential risk from high voltage and/or fires, the use of the grill should be attempted by experienced persons only. If the grill is used, be sure to activate the hood fan NO. 12 SWITCH in the circuit breaker box located in the store room near the dishwasher.
4. Cabinets, stove, grill and all surface areas should be wiped clean.
5. Sweep and mop the kitchen floor thoroughly.
6. Empty water bucket and hang brooms and mops on outside racks.
7. No prepared foods or opened food containers are to be left on the premises.
8. Any equipment that does not function properly should be reported to the manager.

“ Study nature, love nature, stay close to nature. It will never fail you.”

--Frank Lloyd Wright

Appendix A

DIRECTIONS TO MAYWOODS

From Richmond, KY:

- Travel South on Rte. 52 (Lancaster Road), through Paint Lick, KY,
- Turn Left onto Rte. 954, approximately 3.6 miles beyond Paint Lick, KY,
- Travel approximately 2.8 miles,
- Turn Right onto Rte. 3246 (Fall Lick Road - this is a curvy road!),
- Travel approximately 5.2 miles,
- Turn Left onto Maywoods Road,
- Pass through the gate and continue up the gravel drive to the lodge,
- Park in the lot in front of the lodge

From Berea, KY:

- Travel West on Rte. 21,
- Travel approximately 2.4 miles from the I-75 exit,
- Turn Left onto Rte.954 (Cartersville Road),
- Travel approximately 5.0 miles,
- Turn Left onto Rte. 3246 (Fall Lick Road - this is a curvy road!),
- Travel approximately 5.2 miles,
- Turn left onto Maywoods Road,
- Pass through the gate and continue up the gravel drive to the lodge,
- Park in the lot in front of the lodge.

From Lancaster, KY:

- Travel North on Rte. 52, approximately 8.2 miles
- Turn Right onto Rte. 954,
- Travel approximately 2.8 miles,
- Turn Right onto Rte. 3246 (Fall Lick Road - this is a curvy road!),
- Travel approximately 5.2 miles,
- Turn Left onto Maywoods Road,
- Pass through the gate and continue up the gravel drive to the lodge
- Park in the lot in front of the lodge.

Appendix B

MAYWOODS LODGE CHECKOUT LIST

Group: _____ Person in Charge: _____

MEETING/DINING ROOM

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Floors Cleaned
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Furniture clean, in place
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Refrigerator emptied
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Condiment stand clean, in order
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Garbage bagged, put in garbage building
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Books, magazines, etc. in place
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Group and personal items removed

RESTROOMS

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Toilets cleaned, flushed
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Sinks, mirrors cleaned
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Floors cleaned
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Garbage bagged
<input type="checkbox"/> YES	<input type="checkbox"/> NO	All personal items removed

SLEEPING QUARTERS

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Drawers emptied
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Floors cleaned
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Lights out
<input type="checkbox"/> YES	<input type="checkbox"/> NO	All personal items removed

OTHER

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Educational materials checked in
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Recreational equipment checked in
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Miscellaneous materials and equipment checked in

DAMAGE REPORT:

Signature, Person in charge: _____ Date: _____

Appendix C

WHAT TO BRING FOR OVERNIGHT VISITS

Bedding

Sleeping bag or sheets and blanket
Pillow

Clothing

T- shirts
Long sleeved shirt
Warm jacket and sweater (fall through spring)
Long pants
Shorts (in warm weather)
Pajamas
Shoes—2 pairs
 Walking shoes
 Wet shoes—old tennis shoes that can get wet or water shoes
Daily change of socks and underwear
Hat and gloves (in cool weather)
Waterproof raincoat or poncho with hood
Waterproof boots

Other

Toiletries and personal care items including needed medication
 (Soap, toothpaste, etc. are not provided)
Towels and washcloth
Plastic bag for dirty clothes
Water bottle
Backpack/belt pack
Flashlight
Bug Repellent
Sunscreen
Bandana

Optional

Camera
Sunglasses
Binoculars
Guide books
Notebooks and colored pencils

Appendix D

EXAMPLE MEDICAL FORM

The following information was compiled from a sampling of other organizations' medical forms. A medical form can be very helpful in the event of serious injury/illness. If your organization does not have a standard medical form, please use this as an example of general information you may need to gather from your participants/students.

Participant information

School Name _____ Date of trip _____
Student name _____ Age _____ Male _____ Female _____
Social Security # _____ Birth date _____ Race _____ (for reporting purposes only)
Parent/Guardian _____
Home address _____ City _____ State _____ Zip code _____
Home phone () _____ Work phone () _____ Fax () _____
Beeper, cell phone, or other () _____ E-mail address _____

Medical information

If case of an emergency, please notify:

1st priority: Name _____ phone () _____ relationship to student: _____
Alternate: Name _____ phone () _____ relationship to student: _____

Health history (Check all that apply, giving approximate dates or details in blank space provided)

Allergies

_____ Frequent ear infections _____ Heart defect/heart disease _____ Hay fever _____ Penicillin
_____ Convulsions _____ Diabetes _____ Food _____ Insect stings _____ Other drugs
_____ Bleeding/clotting disorders _____ Recent injuries (please list) _____

Is the student taking any medications? Please list dosage, etc.: _____

Surgery or serious injuries (dates): _____

Chronic or recurring illness: _____

Other diseases or details of above: _____

Name of family physician _____ Name of dentist/orthodontist _____

Do you carry family/hospital insurance? _____ Yes _____ No

Policy name and group number: Carrier _____ Group or Policy number _____

Restricted activities _____

Important Please notify us if the student is exposed to any communicable disease during the three weeks prior to camp.

Suggestions from parents: _____

Do we have permission to administer: Acetaminophen? _____ Ibuprophen? _____ Benadryl? _____

List all medications brought on field trip _____