

# Eastern Kentucky University's



Environmental and Educational Laboratory

## LEADER'S GUIDE



September 2007



## **EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

Graduate Education and Research  
Division of Natural Areas  
[www.naturalareas.eku.edu](http://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. 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 a playing field.

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  
105 Case Annex  
Eastern Kentucky University  
521 Lancaster Avenue,  
Richmond, KY 40473  
Fax 859-622-8068

### **Fees as of October 2006**

- | <u>Group size</u>   | <u>Cost</u> |
|---|-------------|
| • 20 or fewer   | \$25.00     |
| • 21 or more  | \$35.00     |
| • Overnight fee is an additional \$5 per person (maximum 40 people) |             |

### **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 to

\_\_\_\_\_ 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.

*“ 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 \_\_\_\_\_