

ADVENTURE OUTDOOR EDUCATION CENTER

Your Adventure Starts Here...

What's Ahead...

[Map of the OEC](#)

[OEC Pack List](#)

[Road Map & Directions](#)

[A Note on Weather](#)

[OEC Policies & Procedures](#)

[Participant Information Forms](#)

CONTACT INFORMATION

Adventure WV
2001 Rec Center Drive
Morgantown, WV 26506

Phone: 304-293-5221
Fax: 304-293-5044

WVUChallengeCourse@mail.wvu.edu

OEC LOCATION

WVU Outdoor Education Center
1397 Chestnut Ridge Road
Bruceton Mills, WV 26525

304-680-9477

KEY PERSONNEL

Coy Belknap: Associate Director, Adventure WV - OEC
Chad Baker: Program Coordinator, Adventure WV - OEC
Garrett Weigel: Program Manager, Adventure WV - OEC



Outdoor Education Center

Adventure WV

Road Map

Directions to the OEC

Turn By Turn:

1. Take I-68 east toward Cumberland, MD
2. Take exit 15 - Cooper's Rock Road
3. Take left at stop sign
4. Veer Right at next stop sign (WV County Route 73)
5. After three way stop - take next left (Chestnut Ridge Road)
6. Travel 1.5 miles (3 minutes) on Chestnut Ridge Road
7. Look for a covered bridge and signs for WVU Research Forest
8. Turn left under covered bridge and into first large parking lot
9. Park in large circular parking lot

Physical Address:

1397 Chestnut Ridge Road, Bruceton Mills, WV 26525

Contact Numbers:

Adventure WV Office: 304-293-5221

- Available Monday - Friday, 8:30am-5:00pm

WVU Outdoor Education Center: 304-680-9477

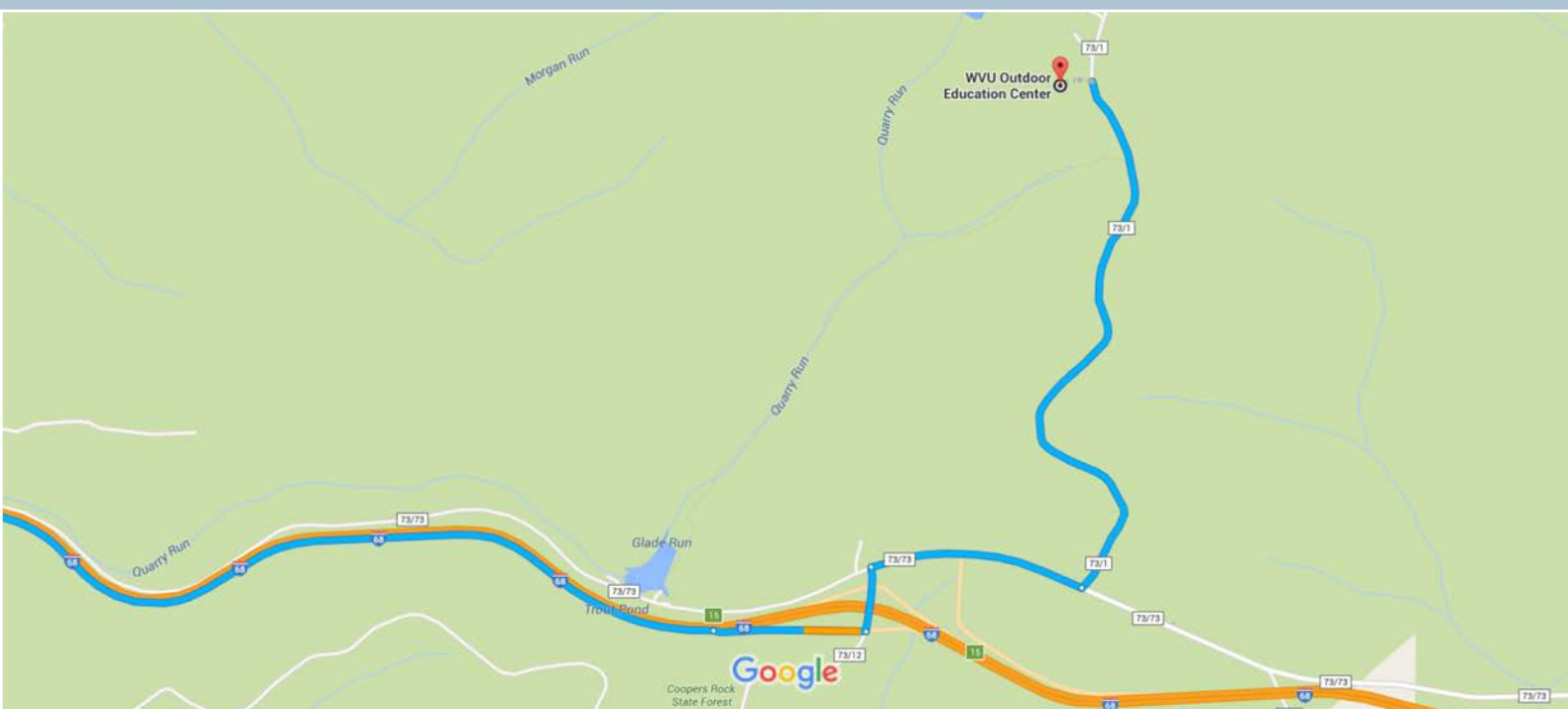
- Available on the day of your event, one hour before event time
- Challenge Course programs may also refer to their designated lead facilitator's contact number.

Please note that it takes about 30 minutes to drive to the course from downtown Morgantown. When you arrive, one of our staff members meet you in the parking lot and escort you to our facility. Remember to arrive at the OEC at least 15 minutes early before your scheduled event. This will help ensure all your necessary paperwork is completed. If you get lost, are running late, or have any other needs on the day of your event please call our OEC phone at 304-680-9477.

A Note About Weather

We run our programs and tours rain or shine - so please be prepared and consider bringing our recommended items listed in your pack list (i.e. layers, rain gear, etc.). Additionally, the weather at the OEC is typically around 10 degrees cooler than in town, so be sure to remind your participants to dress appropriately. Weather information specific to our site can be found at Weather Underground by searching for location MCRFW2, Lake Lynn.

www.wunderground.com



OEC Policies & Procedures

General Facilities Policies

The OEC and associated facilities (Westvaco Center, etc.) are a West Virginia University facility. Alcoholic beverages and smoking are strictly prohibited. The OEC is open to education, outdoor recreation, and research-based functions only. Social events, such as weddings and receptions, are not permitted. The OEC may be opened as early as 7:30am. Technology capabilities are limited to guest wi-fi use and are otherwise not provided.

Program Contact, Group, and Participant Responsibilities

Included in the following pages of this program packet you will find a copy of the Acknowledgement of Risk, Emergency Information, and Participant Guidelines (Canopy Tour Only) forms. It is your responsibility to have these forms completed for each participant upon arriving at the OEC. All participants under 18 years of age must have their form signed by a legal guardian. Anyone without the above completed forms will not be able to participate in the activities and will be asked to leave due to liability.

Patrons are responsible for being adequately prepared for their experience at the OEC, while Group or program contacts are responsible for informing fellow participants to come adequately prepared for your experience at the OEC. Adequate preparation includes: wearing closed toe shoes while on site, having proper clothing for a variety of weather, making sure that participants bring their own water bottle and snacks, if appropriate. The weather on Chestnut Ridge tends to be different from surrounding areas and is often unexpected and temperatures tend to be several degrees cooler than lower lying areas such as Morgantown.

Group or program contacts are responsible for communicating any special needs that may need accommodated to the OEC Management Team. The OEC and associated facilities do not provide meals as part of any event and groups are responsible for arranging all meals associated with their reservation. No food is to be left behind and should be thrown away upon the conclusion of the event. All visiting patrons are responsible for personal items and belongings while using the OEC and associated facilities. Adventure WV, the School of Forestry and Natural Resources and the OEC Management Team are not responsible for lost, stolen, or damaged property. Patrons are responsible for the general cleanliness of the facilities used, including but not limited to: trash put in proper receptacles, room arrangements in original form, personal gear removed from facilities once event is complete, water is off in bathroom and kitchen facilities. Patrons must report any maintenance issues immediately by contacting the OEC Management Team or designated reservation contact.

Program Agreement

Your program agreement, included in your reservation email, contains the logistical and financial agreement between your group and the OEC. Please review and ensure that all information included in the document (e.g. program contact, billing information, event details, etc.) is correct before signing and submitting. Completed program agreements must be returned to the OEC Management Team by the due date assigned and may be submitted by fax or email. If at any time changes are required to your program details, a new program agreement must be completed. If your program agreement is not signed two weeks before your event date, your event will be processed for cancellation.

Cancellation/Rescheduling Policies

If you need to make changes to your reservation, please contact the OEC office as soon as possible. Cancellations made less than 5 business days prior to the program date are subject to a cancellation fee. This fee will reflect up to 25% of the program agreement fee and is determined by the OEC Management Team. Normal business days are Monday-Friday, 8AM-5PM.

Outdoor Education Center

Adventure Rules

Adventure WV

Cancellations made by the Organization and/or the Program Contact within 48 hours of the established program date are subject to pay the entire portion of the program agreement. This fee is determined by the Program Manager.

Cancellations due to weather or other extenuating circumstances (as determined by the Management Team) may reschedule. Note: The OEC is an outdoor classroom which operates in a wide variety of safe weather. Dangerous weather during the scheduled program allows for rescheduling or cancelation without accruing a fee. Dangerous weather includes electrical storms, extreme temperatures, high winds, etc. This will be determined by the course manager on site.

All programmatic changes (i.e. element choice, program duration, participant numbers, etc.) must be made a full five days prior to the established program date and during normal business hours (Monday-Friday, 8AM-5PM). Failure to report any programmatic changes may result in a full charge of the program agreement fee. This fee is determined by the OEC Management Team.

Invoicing Procedures

You will receive an invoice from the WVU Student Affairs Business Office post-programming. This will reflect the total fee associated with your program including tax, if applicable. All invoices are sent upon the completion of each program. Please allow 4-6 weeks for invoice processing. If you have any questions concerning your invoice fee or do not receive an invoice, please contact our office during business hours.

If you require alternative payment or invoicing options, please consult with our OEC management staff upon receipt of your program agreement.

WV Policy 49 - Children on Campus

All WVU OEC staff are required to complete training and a background check in compliance with WVU Board of Governors Policy 49 - Children on Campus upon employment. The purpose of Policy 49 is to protect children on WVU's premises or involved in University sponsored programs at all geographic locations by providing guidance on reporting requirements for child abuse or neglect; providing guidelines for appropriate supervision of children; and ensuring that WVU and its divisional campuses comply with all federal and state laws and regulations regarding the employment of children. The OEC has set in place specific local operating procedures, including appropriate adult to child ratios, to ensure the safety of children at the OEC as it pertains to Policy 49. Specific to the WVU Canopy Tour, the OEC recognizes that a child may be left with an individual guide staff member while on platform. These circumstances are limited in time and frequency, while participants wait their turn to zip, and occur in clear sight of other platforms and ground view. Please refer to your guide or facilitator on the day of your event for OEC participant guidelines regarding Policy 49.

Acknowledgement of Receipt and Understanding of Policies and Information

By signing your program agreement, you agree to the policies and information listed above. You accept responsibility for your group and payment of your program fee. Please submit your program agreement signed via email or fax by the due date provided.

Please contact us with any questions or to learn more about our educational adventures. We look forward to having your group at the WVU Outdoor Education Center!

ADVENTURE OUTDOOR EDUCATION CENTER

Adventure WV OEC Overnight Packing List

Below is a list of items that we recommend for your trip to the Outdoor Education Center.

- Items listed in *blue italics* are highly recommended
- Items listed as plain text are optional

*The packing list below is for your OEC Overnight Experience only. Due to our outdoor setting, specific gear is required. All items must fit within a small duffle bag, backpack or suitcase. Be sure to consider the length of your stay when determining the quantity of the items listed below.

**** It will be cooler than you expect! The weather in the mountains is cool and unpredictable. You MUST bring the required items for your own safety and comfort!**

FEET

- ☐ *At least one pair running shoes, sneakers, boots or other closed-toed shoes suitable for outdoor activities*
- ☐ *A few pairs or cotton or other lightweight synthetic socks*
- ☐ Slippers for wearing inside the yurts

HEAD

- ☐ Warm Hat (fleece or wool)
- ☐ Brimmed hat for sun protection

UPPER BODY

- ☐ *An assortment of t-shirts. At least one or two should be synthetic.*
- ☐ *Long-sleeved shirts. Synthetic is encouraged!*
- ☐ *WARM fleece, wool, or synthetic jacket/sweater.*
- ☐ *Sports bras, as needed (synthetic is better than cotton)*

LOWER BODY

- ☐ *Underwear as needed*
- ☐ *Athletic shorts as needed*
- ☐ *Long pants as needed. Synthetic is encouraged*

SLEEPING GEAR

- ☐ *Sleeping bag/bedding*
- ☐ *Pillow*

RAIN GEAR

- ☐ *WATERPROOF rain jacket. See online for details. Do NOT use a windbreaker as a rain jacket!*
- ☐ Waterproof rain pants

HYGIENE *(Please NO AEROSOLS)*

- ☐ *Toothbrush & toothpaste*
- ☐ Lip Balm (preferably with SPF)
- ☐ Sunscreen & Bug Spray
- ☐ ***Medications: If you regularly take any medications, you MUST bring them!***
- ☐ (If applicable) Glasses, contacts, contact solution, contact case, travel mirror
- ☐ Hand sanitizer or biodegradable soap

EQUIPMENT

- ☐ *2 (1-quart) water bottles or canteens. Durable, Nalgene-style bottles are best.*
- ☐ *Headlamp*

ADVENTURE OUTDOOR EDUCATION CENTER

MISCELLANEOUS

- ☐ Watch with alarm
- ☐ Sunglasses
- ☐ 1-2 bandanas. Many uses!
- ☐ Camera
- ☐ Pillow & Extra Blanket
- ☐ Snacks
- ☐ Boards Games, cards, etc.

We will be supplying:

- Water
- Access to bathroom facilities

CELL PHONES & OTHER ELECTRONICS

- Cell phones or any other electronics (including iPod and MP3 players) can be brought, but we request that they be stored during all OEC programming events. We will have an emergency cell phone on site and hand radios for site-based communications. We encourage you to take advantage of this opportunity to be fully “present” and not distracted by phones and electronics. Most of our participants end up really appreciating the disconnect from technology while at our facility!

DO NOT BRING. REALLY. DON'T

- Drugs, alcohol, or tobacco. Bringing these items is grounds for dismissal from the program with no refund.



Program Check-In Procedures and Check-List

The following steps are to be taken whenever you arrive. Please complete this checklist to ensure all the essentials are covered.

Welcome to the Facility and Program Overview

- Meet your Course Manager and other support staff
- Receive keys to all your reserved facilities
- Review your itinerary of events and key personal
- Receive parking passes

Facility Tour and Orientation

- Become familiar with any classroom or overnight space and review relevant policy and procedure
- Become familiar with the OEC campus and boundaries.
 - See facility map for further details.
- Become familiar with storage space (food, personal items and other gear)
- If applicable – give facility orientation to group, reviewing policies, procedures and expectations.
- Review schedule as it applies to your event-including bathroom and shower availability.
- Review “lights out” and campus closure expectations

Fire Policy and Orientation

- Review the OEC fire policy procedures
- Become familiar with how to retrieve fire wood and the responsibilities with extinguishing fires

Emergency Action Plan and Information

- Receive and review the WVU OEC Emergency Response Map
- Become familiar with all evacuation policies and procedures
- Receive and review phone information sheet listing all pertinent numbers

Notes:

--



Program Check-Out Procedures and Check-List

Unless otherwise stated – Check out is at 11:00 a.m.

The following steps are to be taken upon checkout. Please review this form to ensure each of the following areas are checked before your departure.

Sleeping Yurts:

- All personal items have been removed from your assigned yurt
 - Please check under each bunk before departing
- Sleeping bags (if provided) are stuffed in stuff sacks and placed on each respective bed.
- Towels (if provided) are laid on top of sleeping bags.
- All trash and recycling has been thrown away in appropriate receptacles.
 - Full bags of trash and recycling are to be placed on the front porch of the bathroom facility.

Bathroom and Storage Facility

- All personal items have been removed from the bathroom, shower stalls and storage room.
- All food associated with the program has been discarded or taken home.
 - No food is to be left behind.
- All personal/program gear has been removed from its storage location and is no longer on site

General Outdoor Education Center Campus

- The main campus of the Outdoor Education Center has been walked through with trash thrown away and personal items retrieved.
- All keys to facilities have been returned to the present Course Manager (if applicable)
- All trash has been thrown away in appropriate receptacles.
- Full bags of trash and recycling are to be placed on the front porch of the bathroom facility.

Additional Tasks – these are not mandatory, but we would very much appreciate the help!

- All windows have been shut and are locked
- The thermostat has been placed in the “off” position
- The ceiling fan is off
- All floors and entryways have been thoroughly swept and are free from debris.
 - This includes areas behind bunk beds

If you have any questions, comments, concerns – or need to report an issue – please contact the on-duty Course Manager. You may also document concerns/issues on this form if needed.



General Overnight Policies and Procedures

The following policies and procedures provide guidelines for the general use and care of the Outdoor Education Center facilities.

1. General Policies:

- a. **The WVU Outdoor Education Center is a tobacco, alcohol and drug-free facility. Guests are not permitted use or use, have in their possession or consume any illicit substances while on site.**
- b. Program participants and individual guests are responsible for creating an environment that is compliant with OEC policies and procedures and supportive of group needs.
- c. Individuals or programs who are not part of an approved OEC program, and are otherwise not affiliated with Adventure WV or WVU, are not permitted to participate or stay in the WVU Adventure Basecamp Facility.
- d. Program participants and individual guests are to utilize WVU OEC facilities in the way they were intended. Guests are not allowed to deviate from stated policies and procedures unless prior permission has been provided.
- e. Individual guests are responsible for the general up-keep and cleanliness of all designated WVU OEC structures and facilities, including Basecamp sleeping and classroom yurts.
- f. Program participants and individual guests are to report maintenance/facility issues to designated Course Manager or On-Call Personnel as soon as possible

2. Facility Policies:

- a. 11:00 p.m. is "lights out". Quiet hours are between 11:00 p.m. and 7:00 a.m.
- b. All Structures: No smoking is permitted within any structure found on the WVU OEC campus
- c. Classroom Yurts: Multi-use building equipped with instructional material and seating.
 1. Food is permitted within these structures, as they can be used as a designated eating area
 2. Shoes are permitted within these structures
 3. Horseplay is not permitted inside any classroom yurt
 4. If part of an overnight program/conference event – instructional gear, programmatic items and other materials other than food can be stored inside any assigned classroom yurt.
 - a. The OEC assumes no responsibility for personal items or gear.

- d. Sleeping Yurts: Designated sleeping quarters equipped with bunk beds and seating.
 - 1. No shoes are to be worn inside sleeping yurts
 - 2. Doors are to be shut at all times
 - 3. Participants are not permitted to sleep together. They must occupy their own mattress
 - 4. Participants are responsible for their own gear and organization. They must keep all personal items contained within their designated space.
 - 5. Participants are not permitted to adjust the thermostat above 65 degrees.
 - 6. Horseplay is not permitted inside the sleeping yurts.
 - 7. It is encouraged that participants utilize the buddy system while on the OEC premises. Select another participant to facilitate the “buddy system.”
 - a. This system is used to help track the whereabouts of participants during certain situations
 - b. As an example – a participant should find their “buddy” before they leave the group periodically.
- e. General OEC Campus:
 - 1. OEC visitors and participants should be aware of the boundaries of the WVU OEC campus and where they are permitted to go.
 - 2. Stay on established trails only, and not to stray off trail.
 - 3. Do not interfere with other scheduled OEC events
 - 4. Dispose of trash and/or recycling in the proper receptacles.
 - 5. The OEC facility and campus is closed to non-organized groups
 - 6. Groups are not permitted to venture outside the main WVU OEC campus without designated staff or approval from the WVU OEC Management Team. See map for more details.

3. Footwear Policies:

- a. All participants/guests are to wear appropriate footwear at all times.
 - 1. **Closed-toe shoes are required to be worn by all participants/guests in any event that includes the following:**
 - a. Walking/hiking around the facility or participating in any outside event
 - b. While cooking
 - 2. Securely strapped sandals are permitted to be worn inside all classroom/conference event areas.
 - 3. It is highly suggested all guests/participants wear securely strapped sandals while also showering.
 - 4. **Participants, unless otherwise noted, are not permitted to go barefoot**
 - a. Exceptions to this policy include while inside sleeping yurt quarters or other designated indoor locations.

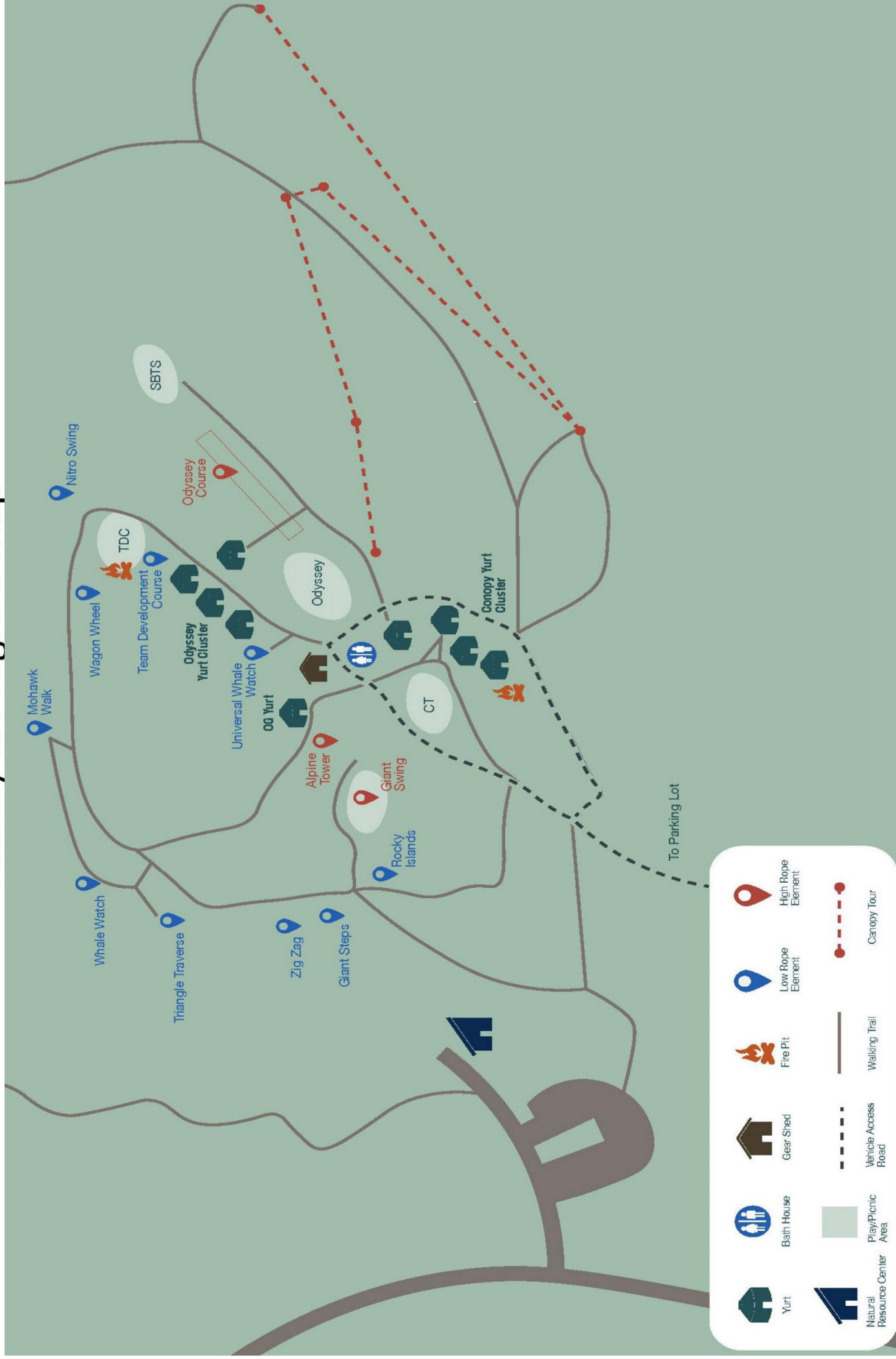
4. Facility designations, assignments and parking

- a. Parking:
 - 1. All parking for OEC Basecamp programs shall be located in the Westvaco parking lot
 - 2. Each vehicle associated with an overnight program/event is to be given a parking pass that is dated for arrival and departure.
 - 3. Vehicles that are not a part of a WVU OEC program are not permitted to park in the Westvaco lot.
- b. Yurt Designation/Assignments
 - 1. Yurt and sleeping assignments will be provided upon arrival.
 - 2. Yurt name and location will be communicated.
 - 3. Unless prior approval is provided, participants are not permitted to deviate from these assignments.
- c. Bathroom scheduling
 - 1. When multiple programs are located on site, the bathroom facility may be scheduled to coordinate use. This scheduling will determine who uses the facility and for how long to alleviate any potential conflict of use.
 - 2. Bathroom scheduling will be created by either the assigned program staff, designated Course Manager or the WVU OEC Management Team.
 - 3. If a schedule is warranted, timelines and assignments will be posted on the bathroom doors.

5. Security Plan

- a. **Course Manager After Hours/Emergency Cell Phone: 304.680.9477**
 - 1. **This is an emergency only line.**
 - 2. **Individuals/Guests may also defer to any assigned radio frequency if provided**
 - a. **This will be communicated/provided by your on-site Course Manager**
- b. During an emergency situation – program participants and individual guests are asked to assist all on-duty OEC staff members by following all stated policies and commands.
- c. The on-duty Course Manager or designated OEC staff member will enact the Emergency Action Plan if necessary.
 - 1. If an emergency does arise, individuals and guests are asked to contact on the on-duty Course Manager or designated OEC staff member to enact the Emergency Action Plan.
- d. During an evacuation, or other pertinent emergency scenario, program participants and individual guests should follow the instruction of OEC staff members in order to arrive at pre-established rendezvous points or approved sheltered areas.
 - 1. Program participants and individual guests can also reference the Emergency Response Map located inside each yurt for further details.

Facility & Program Map





Adventure Basecamp Parking Pass

From:

To:



Adventure Basecamp Parking Pass

From:

To:



Adventure Basecamp Parking Pass

From:

To: