

## JASPER RIDGE BIOLOGICAL PRESERVE - 'OOTCHAMIN 'OOYAKMA INSTRUCTIONS FOR DOCENTS ON TOURS

### NEED TO KNOW

- All visits must be submitted to staff and listed on our events calendar.
- All visitors to Jasper Ridge must be **at least 14 years old**. Visitors age 14 to 17 must be accompanied by a parent or guardian.
- **Plan ahead** - we recommend 6 weeks lead time for scheduling visits that you want to organize.
- Carefully read our strategies below on how we manage guest vehicles at the main entrance. It is important that we avoid blocking our gate and the flow of traffic on Sand Hill Road.
- Because our docents are trained in outdoor education practices, an ideal group size is **8 people per docent**.
- **We are closed to public tours from June 1 - September 30, and from late December - mid-January**. We continue to host educational visits during the summer, and occasional Stanford meetings and retreats that may include docent-led tours.

### SIGN UP TO GIVE A TOUR

1. The Program Manager will send out an itinerary for the following month's **public tours** and request docents to lead these visits. The Associate Director for Environmental Education will similarly send out an itinerary of the next month's **class visits** with a request for docents to lead upcoming educational tours.
2. These requests will be sent out to **jrdocent-chat** listserv mid-month for the following month.
3. Reply to the appropriate request with your interest and availability.
4. The Program Manager and Associate Director for Environmental Education Director will then arrange docents for events, confirm participation, and send coordinating emails.
5. Clarify the following with the event lead and/or JRBP('O'O) staff:
  - a. **Meeting point** - for public tours, you may be asked to meet them at the main gate or Escobar gate so you can provide access to the group, especially on weekends. If you are waiting for vehicles just inside the gate, you can use the stand-alone white button to manually open the gate.
  - b. **Routes** - docents can coordinate who wants to walk which trails. Always plan your route to be 1.5 - 2.0 hours.
  - c. **Share phone numbers** in the event of a last minute change or emergency.
6. On occasion, the Associate Director for Environmental Education will send a separate request for docents to substitute or cover an educational visit. Check your jrdocent-chat messages.

## IF YOU ARE SUBMITTING YOUR OWN TOUR:

1. Check the [JRBP\('O'O\) Events calendar](#) to ensure there are no conflicts.
2. Complete either the Public Tour Request or Class Visit Request form on our website with your contact information, information about the group, course curriculum, desired time/date, and (if you know them) transportation details.
  - a. **Public Tour Request** - select "Request a Tour" in the drop-down menu and complete this for a group of friends, family, your dorm, Stanford and non-Stanford clubs and outreach groups.
  - b. **Class Visit Request** - a group of students enrolled in a course you are taking or TAing, high school class you want to host, walking tour for a cohort from a research or fellowship program
  - c. **Facilities Request Use** - select "Use of Facilities" from the drop-down menu to request use of the field station spaces for events
3. Plan ahead - we recommend **at least 6 weeks lead time** for requests.

## PREPARING FOR THE DAY OF YOUR TOUR

1. Clarify the start time and meeting point.
2. **Pack a bag** with emergency card, 1.0 - 2 L water, phone, identification, and any educational materials you like to use.
3. **Always wear closed-toe shoes and pants.** Bring rain shell and layers during winter, and sunhat and sunscreen during spring - fall. In short, follow the same guidance as BIO/ESYS 105 fieldwork.
4. **Indemnity Waiver for non-Stanford visitors** - all guests who are not Stanford affiliates must sign a release form. Stanford volunteers and alumni should complete a waiver. If you are the event organizer, please distribute the form in advance of your visit. It is on our website [here](#) (Spanish version [here](#)).

We also keep blank copies inside the lobby door of Sun Field Station. Non-Stanford guests can sign these the day they visit, and leave the signed copy in the marked bin.

## VISITOR TRANSPORTATION AND GATE ACCESS

1. When you organize your own tour, we encourage guests to carpool as much as possible. Carpooling, vanpools, or a shuttle bus are the best ways to get a group to Jasper Ridge.
2. For groups that you organize or groups where you are meeting them at the main entrance, **please arrive early so that you can manage gate access for carpools. Waiting cars should move off Sand Hill Road while keeping our main entrance passable.** See the figure below on where carpool vehicles should wait until the entire group has arrived.

3. When you come to Jasper Ridge, please only allow cars to follow you through the main gate on your card entry who are your guests. Docents should enter and then wait until the gate closes behind them to make sure no unauthorized vehicles tried to follow them through the gate. All Jasper Ridge affiliates must use their own entry card to open the gate.
4. Visitors park in the Visitors' Parking Lot and meet at Sun Field Station to start their program.
5. Visitors arriving and departing by rideshare need to use the main entrance as their drop off and pick up point. Be prepared to walk to and from the main gate to meet your ride. Rideshare drivers are not allowed to drive on Preserve roads.



## DURING THE TOUR

### 1. Safety

- a. [Health & Safety Information Page](#) - when you organize your own tour, please ensure that all participants receive this page in advance of your visit.
- b. **Group check-in** - you can offer bug spray and sunscreen from our supply, and water bottle refills from our kitchen. Review poison oak and tick presence with your group, depending on season.
- c. **Count the number in your group** - we use the general guidance that each docent-led walking tour should have no more than 8 people. This allows everyone in the group to hear and see their docent. High school groups should have at least one of their own adult chaperones for each tour group.
- d. **Rattlesnakes** - keep 8-10 foot distance from rattlesnakes. Please do not try to move a snake blocking your path. Assess the situation. Can you take the group off trail safely around the snake? Can you backtrack and take an alternate route?
- e. **In the event of an emergency** - always have your **Emergency Card** with you, and follow its guidance on 1) contacting San Mateo County Sheriff, then 9-1-1, 2) providing closest street address, and 3) contacting JRBP('O'O) staff. Staff phone numbers are listed by priority of who to call.

### EMERGENCY at JRBP?

**First choice** call **650-363-4911**

San Mateo Co. Sheriff Dispatch—fastest response time

**Second choice** call **911**

Could have slower response time than Sheriff Dispatch

**Sheriff Dispatch or 911 will ask for the street address of the emergency location**

Provide the nearest street address to the emergency (refer to zones map on reverse side):

#### Gates with street addresses:

- **Main Gate**—4001 Sand Hill Rd, Woodside
- **Whiskey Hill Gate**—3999 Sand Hill Rd, Woodside
- **Escobar Gate**—315 Escobar Rd, Portola Valley
- **LAMSAC Gate**—300 Ansel Ln, Menlo Park
- **Mapache Gate**—20 Mapache Ct, Portola Valley

#### Then call a JRBP staff member

So we can meet emergency responders at the gate and help guide them to the site of the emergency.

Brooke Fabricant: Ranger on-site **650-851-8652**

Brooke Fabricant: Ranger on-site **650-224-3780 (cell)**

Steve Gomez: Operations Manager **650-851-6812**

Jorge Ramos: Executive Director **650-529-1329**

Katherine Glover: Assoc. Dir. Env. Education **650-374-6472**

Adriana Hernandez: Assoc. Dir. Research **650-507-6961**

Trevor Hébert: Tech. Specialist **650-823-3116**

Sheena Sidhu: Staff Scientist **650-519-8442**

Extra hard copies of the JRBP('O'O) Emergency Card are in the Education Office. A [digital Emergency Card](#) is available on our website. All docents have 24/7 keycard access to the field station, and the first aid resources inside.

2. **Food and snacks are only allowed in designated areas of Sun Field Station.** Any food and coolers should be stored in your vehicle, or at the field station. Food and snacks are not allowed on trails. You can use the picnic tables north and south of the field station as areas outdoors for meals and snacks. Inside the field station, please enjoy food only in the kitchen and classroom.
3. Remember to follow the tenets of “**Leave No Trace**” and “**Pack It In, Pack It Out**” when you visit Jasper Ridge. One person’s food waste left to biodegrade is a significant eyesore for the next person coming up the trail, not to mention what’s at stake for the natural environment. We all have a responsibility to the next person and to be good stewards of the preserve. So, if you packed it in please remember to pack it out. All of us here at JRBP('O'O) thank you!
4. **Stay mindful of the time.** Some groups have a “hard stop” when they need to be back for a group event, or bus departure. It is best to double-check this beforehand with a lead docent, event leader, and/or the Associate Director for Environmental Education.

### Land Acknowledgements

Occasionally, a JRBP('O'O) staff member or event leader will start a program with a land acknowledgment for the entire group before they go on separate tours. Typically these are events where cultural history is the primary topic.

Otherwise, we trust docents to acknowledge the Muwekma Ohlone Tribe presence on this land in a way that is comfortable, authentic, and well-timed for them and their group. Some like to use the formal land acknowledgment at the start. Some like to foster discussion with the group on indigenous history and the Tribe’s ongoing work towards recognition, cultural preservation, and sovereignty. Some may choose to acknowledge the Muwekma Ohlone in the presence of cultural sites during a tour.