Field Station Purpose:

The primary purpose of Field Station is to support conservation science research in the Santa Monica Mountains and adjacent areas. It also supports education, outreach and administrative activities related to conservation and land management. Access is by prior approval only.

Facility Description:

Day Use
The Field Station has a conference room / classroom that can accommodate about 20 people for meetings and seminars. Wi-Fi is available free of charge. Users should bring their own AV equipment as required for meetings / classes.

Overnight Stays
The Field Station has 4 bedrooms and 2 bathrooms and can accommodate up to 16 overnight visitors. Each bedroom has four bunk beds. The maximum overnight stay duration is 1 week unless otherwise arranged. There is a full kitchen and dining room for use by overnight residents and Wi-Fi service is provided. Guests must bring their own bed linens/sleeping bag, blankets, pillows, and towels.

Reservation Procedures:

Applications:
Availability is on a first-come-first-serve basis. Applicants should visit the online reservation system at University of California Natural Reserve System online Reserve Management System (UCNRS-RAMS) at: [http://rams.ucnrs.org/](http://rams.ucnrs.org/). Create an account, and then make a reservation.

Application Approval:
Prior to overnight stays, all applicants must sign and return a Waiver of Liability. All applicants should read the Field Station Operating Policies (this document).

Rates:
Daytime use: free
Overnight stays: $10/night/person

Fees:
Lost key: $25.
Cleaning penalty: Approximately $250, depending on condition. Clean up after yourselves to avoid this fee, please!
Payment:
Payment is due within one week of the end of the visit. An invoice will be sent out one day after the reservation end date, as soon as we have confirmed that the field station was left clean with no damage. For long-term visitors, payment schedules will be determined on a case-by-case basis.

Please submit a check made payable to "UC Regents" and mail it to the following address. Please note "La Kretz Center Field Station" and the RAMS invoice number on the check.

Institute of the Environment and Sustainability (IoES)
619 Charles E Young Dr E
La Kretz Hall, Suite 300
Los Angeles, CA 90095
Attention: Diana Garcia

Access:
Instructions will be provided for gaining access to the main station area, as well as the house on site.

Main Gate: The gate to the property on Mulholland Drive must be locked when no one is on site. The gate should also be locked in the evening when all residents have returned to the house.

House: House doors should be kept closed when not in use to prevent access by rodents. All doors should be locked when the house is empty and when guests go to bed at night.

Room Sharing:
Note that overnight guests may be sharing rooms with others, either in their own group or with other groups. We will make every effort to segregate rooms by gender unless otherwise agreed to by everyone staying in that room. Please note that men and women usually are sharing the same bathroom.

On-site Research Activities:
The La Kretz Field Station property and facilities are owned by the National Park Service (NPS). An NPS permit is required for activities such as collecting biological specimens, setting traps, placing instrumentation, etc. Please discuss any research projects with Brad Shaffer, Director.

Laundry Facilities:
There is no washer/dryer on site available for short term guests. The closest laundry mat is Agoura Meadows Coin Laundry located at 5603 Kanan Rd. 1/4 mile N of 101 Fwy, next to Taco Bell. (818) 706-9274.
UCLA La Kretz Field Station Rules

Welcome to the UCLA La Kretz Field Station. We host hundreds of researchers and members of the public each year. To ensure that the Station remains a pleasant and functional space for its users, we ask that everyone adhere to the following simple set of rules. Thanks!

1. No smoking/vaping in buildings or anywhere on the property.

2. No fires, except for operation of the gas barbecue and portable, outdoor heaters.

3. No pets are allowed.

4. No firearms are allowed.

5. We do not provide linens. Make sure to bring your own sheets, blankets, pillows, towels.

6. No overnight guests are allowed other than those listed and approved for stay.

7. Quiet hours are from 10 pm to 6 am; please respect the other guests.

8. Management of research equipment and samples: discuss options with Brad.

9. Management of personal belongings: each guest has the use of a single bed within a designated bedroom, one or two drawers of the shared dresser, part of the shared closet and shared bathroom cabinet. Please do not leave your belongings unattended in common areas.

10. The kitchen is a shared facility that needs to function well for all guests. Please put away food, wash dishes, and wipe down surfaces after each use. Store food in the visitor cabinets or refrigerator and remove perishables at the end of your stay.

11. Bathrooms are shared with other guests, please be considerate and clean up after yourself.

12. Trash and recycling: deposit waste in kitchen and bathroom bins. When you fill a garbage or recycling bag, dispose of it off-site. We do not have waste removal services, but there is a disposal site nearby at Paramount Ranch. Ask Dylan for directions.

13. Parking is on the gravel only; no parking on concrete pads, grass or vegetated areas (can start fires).

14. Temperature Control recommended settings: Maximum heat 65 F, Minimum Air Conditioning 78 F.

15. When you leave the station, you are responsible for securing the building. Turn off heat/AC, kitchen appliances, lights. Lock windows and deadbolt exit doors. Close the front gate and lock it.
Final cleanup checklist for all guests

We do not provide janitorial services, and all guests are required to carry out a final cleaning before they check out. The common areas and assigned bedrooms should be left in the same state as you found them, or cleaner. Use the following check list to ensure that you have completed all required cleaning activities. The cleaning supplies are all in the utility room, behind the door into the kitchen, and above the washer. Paper products (paper towels and toilet paper) are in the hallway cabinet outside the bathroom.

When the check-list is complete, please sign it (one person for each group) and leave it for the site manager.

Kitchen
- Wash, dry, and put away all dishes.
- Wipe down counter tops, sink, cooking range, oven and microwave.
- Sweep floor.
- Mop floor.
- Remove all perishable food from the refrigerator.
- Wipe down refrigerator (the parts you used).

Bathroom(s):
- Clean tub and shower stalls.
- Clean toilet
- Clean sink and mirror.
- Shake out rug.
- Sweep floor.
- Mop floor.

Bedrooms (including common hallways):
- Wipe down mattress covers.
- Wipe down desks and dresser.
- Sweep floors.

Living areas (dining room, meeting room, and living room):
- Sweep floors.
- Wipe down sofas and tables.
- Straighten the sofa cushions.

Outdoors:
- Pick up trash around the house.
- Wipe down picnic tables.
- Wipe down BBQ grill, and clean grilling utensils if used.
- Make sure the gas to the BBQ is turned off.

House key:
- Return key to lock box.

Signed: ________________________________ Date: ________________
UCLA LA KRETZ FIELD STATION EMERGENCY INFORMATION (2 pages)

FIELD STATION LOCATION: 31915 Mulholland Hwy, Malibu, CA 90265. Mulholland Highway and Kanan Road Intersection, West of Kanan on North side of Mulholland Hwy. Sign at entrance.

RED FLAG ALERT: During periods of peak fire danger, the National Weather Service calls a red flag alert. This means that a critical fire condition exists. During this time, no open flame or spark-generating equipment can be used on site, including the barbeque grill. Call the State Park Fire Weather Information Line at (805) 488-8147 for updated information. News alerts can also be found at this City of Malibu website: http://www.malibucity.org/alerts

EMERGENCY PHONE NUMBERS: In case of emergency, including FIRE or CRIMINAL ACTIVITIES:

☐ Call 911
☐ Contact the Angeles Dispatch at 661-723-3620 – this will notify a National Park Service ranger
☐ Report ALL emergencies to the following:
  o Brad Shaffer, Director – cell: 530-902-3078

SEVERE OR LIFE THREATENING EMERGENCIES: If severe injury, rattlesnake bite, allergic reaction, or other life threatening condition, call 911 and/or proceed directly to one of the hospitals or medical centers listed on the next page.

FOR LESS SERIOUS INJURIES:

☐ A first aid kit is located in the kitchen.
☐ See next page for a list of local urgent care centers.

FIRE EMERGENCY EVACUATION:

☐ Notify others in the vicinity
☐ If the fire is still a long distance away, turn left out of the driveway onto Mulholland, then turn right on Kanan Dume to the coast.
☐ If it is closer/more serious, take Mulholland west (turn right out of the driveway) to Encinal, then left on Encinal to the coast.
☐ If unable to evacuate go to the “safe zone” at the north end of the driveway.

EARTHQUAKES:
Earthquakes are rare, but do occur in the Santa Monicas. In the event of an earthquake, check auto or portable radio for emergency information.

NONEMERGENCY SITUATIONS: To report non-emergency situations, please contact:

☐ Brad Shaffer, Director – cell: 530-902-3078
HOSPITALS AND MEDICAL CENTERS:

□ LOS ROBLES HOSPITAL AND MEDICAL CENTER:  
215 West Janss Road, Thousand Oaks, CA 91360, (805) 497-2727. DIRECTIONS: Take Kanan Road north to the 101 Freeway. Take 101 north toward Ventura. Take Exit 45 (Lynn Road). Turn right on Lynn Road. Turn right onto W. Janss Road. 215 W. Janss Road is on the left.

□ WEST HILLS HOSPITAL AND MEDICAL CENTER:  
(818) 676-4000, 7300 Medical Center Drive, West Hills, 91307 DIRECTIONS: Take Kanan Road north to 101 Freeway. Take 101 south to Exit 28 (toward Fallbrook Ave). Turn left on Avenue San Luis. Take the 1st left onto Fallbrook Ave. Turn left onto Sherman Way. Take the 2nd right onto Medical Center Drive. 7300 Medical Center Drive is on the right.

□ KAISER PERMANENTE WOODLAND HILLS MEDICAL CENTER:  
(818) 719-2000, 5601 De Soto Ave, Woodland Hills. DIRECTIONS: Take Kanan Road north to the 101 Freeway. Take 101 south to Exit 26 (the De Soto exit). Turn left onto De Soto Ave to 5601 De Soto is on your left.

URGENT CARE FACILITIES:

□ Malibu Urgent Care Center: 23656 Pacific Coast Highway, Malibu, CA 90265 -- (310) 456-7551

□ Thousand Oaks Urgent Care Center, 620 E Janss Rd, CA 91360 -- (805) 495-6866

□ Woodland Hills Urgent Care and Medical Clinic: 5999 Topanga Canyon Blvd., Woodland Hills, CA, 91367, Open: 8am - 7pm weekdays, weekends, holidays. Phone: (818) - 888 - 7009
POISON OAK: *Leaves of three let it be.* This shrub/bush/vine is found in chaparral, especially near streams. In its dormant state without leaves, it can still cause a reaction. Reactions to poison oak can take 0-3 days to develop. If you have difficulty breathing after contact get prompt medical attention.

RATTLESNAKES: Look where you step; avoid probing in clumps of grass or around rocks. If you see a snake, avoid it unless you know your snakes! If you come close, the snake may go away or coil in a defensive position. If a member of your group is bitten, lay him/her down and keep him/her calm. Carefully wipe venom away from puncture area. If water is available, wash with soap/water, pat dry, do not rub. Apply a clean dressing. Take person to hospital ASAP, keeping the bitten area LOW. Do NOT: apply tourniquet, cut into area, apply chemicals or suck wound.

TICKS: Protect against ticks by wearing light-colored clothing so ticks can be spotted before they attach, staying on trails, and if wearing long pants tucking them into socks. Remove a tick as soon as it is found. To remove a tick, use fine-tipped tweezers to grasp the tick as close to the skin’s surface as possible. Pull upward with steady, even pressure. Don’t twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you are unable to remove the mouth easily with clean tweezers, leave it alone and let the skin heal. After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol, an iodine scrub, or soap and water. If you develop a rash around bite, the bite becomes infected, or you feel ill, seek medical attention.

ANIMALS: Because they may carry disease, avoid all contact with gophers, rabbits, deer mice, squirrels, etc. (alive or dead), their feces and their nests.

ALL BEES & STINGING INSECTS: First remove stinger by scraping it off your body with fingernail or dull thin object. DO NOT use tweezers or squeeze stinger or venom sack. Apply ice and/or calamine lotion on area that was stung. If person has trouble breathing, extreme swelling or rash, go to hospital immediately. If you know you are hypersensitive or allergic to bees, don’t wait for symptoms to develop, go to a hospital immediately.

HEAT ILLNESS: To avoid heat related illness, wear light cotton clothing, stay out of the hot afternoon sun, and drink plenty of water. If someone is experiencing heat exhaustion (headache, nausea, slurred speech, confusion, sweating) cool down the body immediately with cool towels and ice packs and seek medical attention.

MOUNTAIN LIONS: Are extremely rare in the Santa Monica Mountains. But they are potentially dangerous, particularly to small children. The Department of Fish and Game recommends:
- Do not leave children unattended by an adult (there is evidence that children’s voices may attract a mountain lion’s interest)
- If you encounter a lion, slowly back away. Try to move confidently and firmly. Do not run, turn your back, or crouch down. Raise your jacket or shirt above your head to appear larger than you really are. If you are attacked, shout and defend yourself by vigorously striking at the head with a stick or rock. Treat a mountain lion kitten or a fresh animal carcass with extreme caution. Do not approach. To avoid encountering lions make lots of noise and stay in a group.