UCLA La Kretz Center Field Station
OPERATING POLICIES

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 up to 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 18 overnight visitors. Each bedroom has four bunk beds; one additional room has two single beds. The maximum overnight stay duration is 2 weeks, 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, blankets and towels. Pillows are not provided.

Reservation Procedures:

Applications:
We recommend at least one week’s advance notice in order to provide the best chance for a successful reservation. 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/
Create an account, and then make a reservation.

Application Approval:
Prior to overnight stays, all applicants must sign and return a Waiver of Liability as well as an Agreement Form, which is a certification that the applicant has read the Field Station Policies, Rules and Emergency Procedures.

Rates:
Daytime use: free
Overnight stays: $10/night/person
Fees:
Lost key: $25 No shows or cancellations <24hrs notice: Full payment for time reserved
Cleaning penalty: $35 - $200, depending on condition

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. For long-term visitors, payment schedules will be
determined on a case-by-case basis. Contact Mario Colon for details.

Payment is by check or cash only, in US Dollars. Checks must be made out to UC Regents,
and should indicate “LKC Field Station” in the memo line. Checks should be mailed to:

La Kretz Center
La Kretz Hall, Suite 300
University of California, Los Angeles, CA 90095

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, or at sunset, whichever is earlier.

House: House doors should be kept closed when not in use to prevent access by
rodents. All doors must 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
may be 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.

Laundry Facilities:
There is no washer/dryer on site. 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

Individuals or groups in violation of the rules may be subject to fees and/or termination of stay. Due to the current long-term residence of our La Kretz Center Postdoctoral Fellows, we request an extra amount of effort on your end as a user of the station to ensure you respect the rules and guidelines of the station.

a. **No smoking** in the Field Station buildings or on the property (including inside cars) at any time. This is in accordance with UCLA policies.

b. **No fires** are allowed at any time, anywhere on the property. The only exception is for operation of the gas barbeque grill. However, when a Red Flag Alert has been declared for the area (high fire risk), the barbeque grill cannot be used.

c. **No pets or firearms** are allowed.

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

e. **Quiet hours** are from 10pm to 6am.

f. **Keep Belongings in Assigned Areas:**
   1) Please remember that other guests may also be using the Field Station during your visit. Even if other guests are not currently present in your room, it is important that you keep your belonging in your assigned areas only, in the event that new guests arrive unexpectedly.
   2) Each guest has use of a single bed within a designated bedroom. Please keep your belongings within the following areas: your bed, one or two drawers of the shared dresser, and a limited space within shared closets and bathrooms.
   3) When using shared spaces such as the kitchen, dining room, and office areas, please be considerate of others needs to use these spaces as well.

g. **Common Areas:**

   Includes -
   
   Bathrooms
   Living Room
   Dining Room
   Kitchen

Both overnight guests and day guests are REQUIRED to clean up after themselves when leaving the station. The common areas, as well as the bedrooms, should be left in the same state as found. Please do NOT clutter any common areas with luggage or groceries.
g. **Food:**

1) All perishable food *must* be removed at the end of your stay. One cabinet in the kitchen is set aside for common use, and you may leave those items for others to use. Spices, *unopened* rice, pasta, bottles (pasta sauce, condiments), cooking oil, and similar items are appropriate to leave. Otherwise, remove all food when you leave.

2) Cooking is only allowed in the kitchen or on the gas barbeque grill. The grill is a large-format, six-burner grill that is kept in the garage. Operating instructions are attached to the grill. Please clean off the grill after using, and make sure to return it to the garage when you are done using it. If you empty the fuel canister (there is a spare in the garage) *please* let us know so that we can refill it for the next user group. Also, please use the scraper/wire brush to clean the grill after using it.

h. **Cleaning:**

The La Kretz Field Station does not employ a cleaning service or waste removal service. Therefore, in order to keep use fees at their current low rate, all field station users are required to clean up after themselves, and remove their own trash/recycling. A cleaning checklist is posted in the kitchen. Single users, and group leaders are required to sign the checklist to confirm that the field station is clean prior to your departure, and trash has been removed. Cleaning supplies are located in the utility room adjacent to the kitchen.

Due to the location, the Field Station is easily susceptible to ants. To avoid infestation, we require that all guests maintain the kitchen free of food crumbs and spills at all times. Please ensure that no plates with food are left during the day anywhere apart from the sink all dishes are washed every night before going to bed.

**Indoors:**

**Kitchen**
1) Wash dishes  
2) Wipe down counter tops thoroughly  
3) Sweep floors  
4) Mop floors  
5) Keep refrigerators/freezers clean

**Bathrooms**
1) Wipe down shower stalls  
2) Clean toilets and sinks  
3) Sweep floors  
4) Mop floors

**Bedrooms**
1) Wipe down mattress covers  
2) Sweep floors

**Living room areas**
1) Sweep floors

**Outdoors:**

1) Pick up trash  
2) Wipe down picnic tables as necessary
3) Wipe down BBQ grill, and clean grilling utensils if used

**NOTE**- You are required to remove your own trash and recycling. Plastic trash bags are located in the utility room. In addition, the outside bins utilize heavy-duty trash bags, and replacement bags are located inside the bins. Do NOT leave any trash bags at the Field Station; we do not have trash pick up. All guests must haul trash out personally.

i. **Parking:**
   1) Parking is on the concrete pad or the upper reaches of the gravel driveway only. No parking on the grass or any vegetated areas, since this can start fires.
   2) Groups should make every attempt to carpool, since on-site parking is limited. For groups bringing more than 5 cars on site, arrangements must be made in advance to ensure sufficient parking spaces are available.

j. **Phone:** The land-line phone is to be used for Station business and in emergencies only. The phone is also used for receiving emergency calls in the event of a wildfire or other incident. The phone is to be kept plugged in at all times and should be answered by any guest if it rings. Please report any annoyance phone calls to Mario Colon: mario.colon@ucla.edu. The number is (818) 879-1102

k. **Wi-Fi:** The house is equipped with wireless Internet service – you will be provided with the passcode as part of your application approval.

l. **Temperature Control:** Heating and air conditioning are expensive to run and use a lot of energy. Please try to minimize the use of both. The climate at the Field Station is generally mild, and heat/AC use should be kept to a minimum. Please turn off the heat/AC when you are out for the day, and we recommend that you turn the heat down to 60 F (or lower) at night and no higher than 68 F during winter days. For AC, we request that you set it at 78 F. Note that there are 3 separate thermostats – in the living room, in Bedroom #1, and at the far (SE) end of the annex. Please adjust heat and air using only the thermostats that serve the area of the house you are in, and leave others off.

m. **Items to bring:** The field station is not equipped with bed linens or towels – guests must bring their own. Guests should also bring flashlights/headlamps for overnight stays.

n. Guests are not allowed to hang anything on the walls. Any damage to furniture or property will be billed to guest.

o. Occupants cannot wash vehicles at the Field Station.
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/index.cfm/fuseaction/nav/.navid/230/.

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: (If you are able to make direct contact with one of the people listed, you do not need to call the others. However, if you cannot make contact, you must leave a voice mail message for all three people. Include your name and phone number):
  o Mario Colon – cell: 530-219-2687
  o Brad Shaffer – 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.
NON-EMERGENCY SITUATIONS: To report non-emergency situations, please contact one of the following during normal business hours:

• Mario Colon – cell: 530-219-2687
• Brad Shaffer – cell: 530-902-3078

For help with urgent but non-emergency situations (such as plumbing problems) during non-business hours / on weekends, please contact:

• Mario Colon – cell: 530-219-2687

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 -
UCLA LA KRETZ FIELD STATION -- OUTDOOR SAFETY INFORMATION

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.

RATTLE SNAKES: 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.