

## Conference Program Safety Information

All conference programs will have a Conference Host available to them at all times during their stay. The Conference Host is available by on-campus walkie-talkie radio during the day and by a phone service overnight. Off-campus persons may also contact their group directly in your conference room if a group chooses to give out their room's phone number, or through the urgent response phone number. Anyone can call our administration office during business hours Monday-Friday. Alert a Conference Host or a NatureBridge Manager of any incidents during your stay.

**Participants are responsible for their own risk management at all times.**

### Emergency Phone List

Police - Fire - Ambulance	<b>911</b>
(Marin County)	
Marin General Hospital	<b>(415) 925-7000</b>
Kaiser Hospital	<b>(415) 444-2000</b>

### NatureBridge Phone Numbers

Urgent Response	<b>(415) 462-3201*</b>
Main Office	<b>(415) 332-5771 hours Mon-Fri 8:30am-5pm</b>

\* You can contact us at night if your matter is urgent and cannot wait until morning. Since cell reception is unreliable, a telephone is available in each conference room that rings directly to that room. Be sure the ringer is set to "on" so we can return your call. For non-urgent matters, staff will be on site in the morning.

**Defibrillator (AED) is located outside Owls Roost entrance, building 1013 (across from dining hall). First Aid Kits are located in each building.**

<b>Campus Buildings &amp; Phone Numbers:</b>	<b>Area Code: (415)</b>		
Sunset Building #1054:	289-0961	Coast Room #1011:	289-0436
Cypress Room #1010:	289-0760	Kestrel Room #1011:	289-0351
Raven Building #1035:	289-0632	Owls Roost #1013:	331-7014
		Administration #1033	332-5771

Be sure the ringer is set to "on" if you are expecting incoming calls.  
Please use a calling card number to make any long-distance calls from these phones.

### Emergency Procedures

In the event of a major catastrophe, normal avenues of communication and transportation are likely to be disrupted. Please exercise careful judgment and follow the brief outlines below and utilize National Park Service and NatureBridge personnel. Emergency information also located by each exit door.

**In Case of Evacuation Go to the LAWN closest to the nearest parking lot, away from danger.**

**Location of Conference Group**

Sunset Building  
  
Cypress, Coast, or Kestrel Rooms  
Pelican Dorm  
Heron Dorm  
Raven Room/Dorm  
Dining Hall

**Evacuation Site**

PICNIC AREA next to the public bathrooms  
(other side of parking lot)  
TREE STUMP CIRCLE (far side of Parking Lot)  
TREE STUMP CIRCLE (far side of Parking Lot)  
VOLLEY BALL court  
VOLLEY BALL court  
VOLLEY BALL court

**Building Evacuations:**

- Participants are to gather at the locations listed above for a headcount.
- Escape plans are posted in each dormitory by the door.
- Avoid power lines
- Await the arrival of the Fire Dept. or NatureBridge staff before re-entering any building.
- Do not go back inside until Fire or Law Enforcement personnel declare buildings safe.

**Earthquake:**

- Remove groups from hazardous locations: below cliffs, in batteries & bunkers, the beach (tidal wave danger), among boulders & dead trees.
- Remain in safe locations in preparation for aftershocks.

**Forest Fire:**

- Consider wind direction.
- Consider avenue of escape (roads may provide a natural fire break).
- Contact NPS if there is any possibility that the fire is unreported.
- Contact NatureBridge office.

**NatureBridge - Admin Building 1033 Fort Cronkhite - GGNRA - Sausalito, CA 94965**

