



Newport Sea Base

Guest Orientation

1. **Check-in:** Check in with the NSB Lead Instructors on the lawn in front of the parking lot and wait for further instructions on your activity/event. Staff will guide your group to the next activity area/room. Guests not able to arrive during their scheduled timeframe must prearrange with NSB in advance.
2. **Vehicles:** You may drive and park inside of the NSB lot; parking is limited. Carpooling is recommended for large group events. Free and metered parking is available along West Coast Highway and in local lots mainly the Avon St. Parking Lot behind the MacLaren dealership.
3. **Health and Safety:** To view the most recent COVID-19 update please visit: [COVID-19 \(ocbsa.org\)](https://www.ocbsa.org).
4. **Alcohol, Tobacco, Vaping, and Drugs:**
 - **Alcohol and illicit drugs, including marijuana,** are strictly prohibited as is arriving on site under the influence. Any violator will be escorted off property.
 - **Smoking and vaping** are not allowed on NSB property. The entire NSB facility is “smoke free”.
5. **What not to bring:** **Pets; weapons** of any kind; **personal sports equipment** (unless permission is granted in advance); **sandals**. Closed-toe shoes are always required while on the property.
6. **What to wear & bring:**
 - All participants must wear CLOSED-TOE SHOES (not Crocs) and LIFE JACKETS (provided by NSB). Water shoes that have the neoprene tops and the rubber bottoms for grip are ideal and are usually inexpensive around \$10-\$15.
 - Hats, sunscreen, and sunglasses are also highly recommended.
 - Keep in mind that participants are likely to get wet and may even get soaked. Bring a towel and a dry change of clothes to change into after your event. Avoid wearing cotton; choose lightweight polyester/dri-fit style clothing that can dry off easily. It can get cooler on the water during Winter months, so you may want to bring a jacket or windbreaker.
 - Rash guards or long sleeve dri fit shirts can also be beneficial as well with colder/windy days as they provide warmth and mobility for water sports. Wetsuits can also be brought from home and worn for winter small boat sailing. Avoid wearing jeans, cargo shorts, and thick/heavy materials.
 - We recommend bringing a refillable water bottle to maintain hydration when on the water. NSB has a purified refillable water bottle station at the boat house.
 - For day events, please bring a lunch, we do not have food for sale.
7. **Camp-wide Emergencies:** A single, long blast of an airhorn will be used to gather the attention of all guests and staff on property. If the sound is heard, immediately stop and await further instructions from staff. If you are not near staff, stay secure in your room or program area with your NSB Lead Instructor until further information is given. In certain emergencies, all classes will meet on the lawn at the flagpole.
8. **Evacuation:** For any immediate disaster, call 911 and the NSB Duty Phone (listed in the footer on this document). Have another member of the group gather all members on the lawn at the flagpole. If no one is carrying a phone at the time, send a member to the NSB office to notify an NSB Supervisor of the emergency. Create a list of all who are gathered as well as a list of those missing. Inform emergency personnel and NSB staff of the name, age, and identifying characteristics of the missing person(s). Wait on the lawn for further instructions. **Do not attempt to leave on your own!**



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9. **Medical Situations:** In the event of a medical emergency, **CALL 911** and then call the NSB Duty Phone. NSB staff will see in EMS to the NSB lot and communicate with emergency medical staff. Each group to be responsible for their own minor first aid, non-life-threatening emergency transportation, and having a group member certified in First Aid and CPR. First aid kits as well as an AED are in the First Aid office at NSB. All major illnesses and injuries **MUST** be reported to staff.
10. **Buddy System and Supervision:** All NSB visitors must maintain groups of two (2) or more while on site, regardless of age. Minors must always be supervised. Please have a plan in place for disciplining those who cannot abide by the Buddy System.
11. **Boundaries and Limitations:** Guests should not be on or near any program area without staff supervision. Koll Mountain, Oak Woodlands, and Tower hikes require staff guides. Guests should not pass the campsites on Adventure Hill or leave paved trail. Hiking is permitted in Irvine Regional Park according to park rules.
12. **Keeping on Schedule:** It is imperative that your group arrives early to all program areas. Missed or late arrivals to program sites cannot be made up due to safety concerns and scheduling conflicts.
13. **Meals:** You may bring your own food and snacks to set up a picnic or lunch either before or after your event potentially, please check with the reservations department while reserving your event. NSB will not be serving any food or snacks.
14. **Trash:** Keep trash in trash cans with lids on them to prevent animal and insect access. If more trash is generated than can be held in trash cans, call the NSB Duty Phone for assistance. Please separate drink bottles for recycling.
15. **Lost & Found:** NSB is not responsible for any lost or stolen items brought on property by guests. If an item is lost, check with the NSB Office to see if it has been found. All items found will be held by NSB for seven (7) days after which time they will be donated to charity.
16. **Furniture:** All furniture, including picnic tables, must not be moved by any guest or participant. Tables and chairs in classrooms, if used, must be returned to their original classroom position.
17. **Site Check-out:** NSB Lead Instructors will check in with your group at the end of the event before your group's departure. The group leader and staff will inspect the facilities/vessels used by the group for damage and/or trashing. If found, guests will be responsible for paying the cost of repairs/clean-up. The amount established will be at the NSB's discretion.

For the day of the activity **only**, if you have questions or are running late etc., please call the guest services phone at **714-856-1420**.