

**New Dungeness Light Station Association
Policy on Youth Service Groups Work Opportunities at the Lighthouse**

Youth Service Group Policy

Revision 1.0, July, 2011

The New Dungeness Light Station Association (NDLSA) encourages the participation of youth organizations in the maintenance, restoration and upkeep of the New Dungeness Light Station. The Association believes that community service and historical education are worthwhile endeavors for young people, and that working at the lighthouse can help to foster a lifelong interest in the preservation of historic structures. This policy exists to provide a safe and yet fun environment for these groups.

Release Table

| Release | By | Date |
|-----------------|--------------|---------------|
| Created/Revised | Rick DeWitt | July 10, 2011 |
| Reviewed | Judy Persall | July 12, 2011 |
| Reviewed | Steve Reed | July 13, 2011 |
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1. Abbreviations

| | |
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| DNWR | Dungeness National Wildlife Refuge |
| KQ | Keeper's Quarters |
| NDLSA | New Dungeness Light Station Association |
| USFWS | US Fish and Wildlife Service |
| USCG | US Coast Guard |

2. Insurance and Liability

Groups sending workers to the station must provide proof of insurance coverage. A certificate of coverage must include personal injury and release of liability.

Parents or guardians must sign a liability waiver to include all youth workers and adult supervisors traveling to **and staying at** the light station; whether on foot or in Association vehicles.

3. Participation Details

- The maximum number of youth participants shall be 6 (limited by sleeping arrangements).
- Maximum 2-night stay, normal is 1 overnight.
- The youth group must provide at least 1 adult Group Supervisor.
- The Association will provide at least 1 adult NDLSA Coordinator – possibly, the driver.
- Due to insurance requirements, no one under 12 years of age is allowed to participate.

4. Transportation

Transportation to the station will be provided by NDLSA drivers and vehicles. If desired, groups may proceed on-foot via the authorized USFWS refuge access and pay the entrance permit fee. There are no private vehicles allowed on the refuge/beach. Pick-up or delivery by youth group-provided private boat(s) at the authorized station landing zone may be arranged under special circumstances with the NDLSA.

NDLSA vehicle transport includes the following stipulations-

- Only at specified times due to tides
- Once there, the commitment is to stay until the next low tide
- Extra vehicle trips will not be provided by NDLSA.
- Emergencies will be handled per NDLSA/USFWS policies.
- Parents/guardians are responsible to deliver and pick up workers at the transfer station; 288 Carlsborg Road.

5. Rules and Regulations

- All NDLSA, USFWS and USCG rules/regulations must be followed such as no alcohol, illegal drugs, firearms etc.
- A copy of the rules will be given upon arrival at the station and discussed by the NDLSA Coordinator.
- Workers must remain on Lighthouse grounds or 'open' beach areas, no wandering into USFWS restricted areas.
- All personnel must be respectful of the paying Keeper's privacy, peace and quiet.
- No horseplay at the station

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- Workers and group supervisors are not allowed on the lantern room outside gallery.
- Workers and group supervisors are not allowed in the paying Keeper's Quarters (unless invited).
- No open fires. A small gas barbecue is available.
- No open flames in the buildings which includes candles.
- No smoking in any building.
- Tents are NOT allowed to be set up as per USFWS regulation. They can be carried out and back as part of group training and conditioning.

6. Safety

The safety of our young workers, the supervising adults, the paying Keepers and the visiting public are the most important priority to all parties involved. Our safety requirements are both logical and insurance-driven.

- The use of ladders and scaffolding will be at the discretion of the NDLSA Coordinator
- Limited, supervised use of power tools at the discretion of the Group Supervisor.
- First aid supplies are available at the station. However, all individuals are responsible to bring enough personal medications they require to cover the length of their stay. It is suggested that extra amounts be included in the event that an extension of the stay is needed.
- A detailed safety briefing, to include the following points, will be jointly given upon arrival at the station by the Group Supervisor and NDLSA Coordinator.
 - Smoke alarm locations and sound
 - Egress routes
 - Assembly points
 - Fire Extinguisher locations
 - First Aid kit locations
 - Tsunami procedures
 - USCG Helicopter evacuation procedures

7. Housing, Facilities

- At the Light Station, workers will be housed in the Worker's Apartment facilities and have access to a dining and living rooms, full bath, half bath with toilet and sink and kitchen. Bedroom use and sleeping arrangements will vary depending on group size.
- Maximum number of beds available is 5. There is a queen bed and 3 twin beds upstairs in the apartment.
- There are 2 reclining chairs in the living room.
- There are 2 twin-size blow-up air mattresses.
- There is some room in the living and dining area for cots or other air mattresses.
- Tents are NOT allowed to be set up (USFWS regulation). They can be carried out and back as part of group training and conditioning.
- Cell phone and Wi-Fi coverage are available.
- Drinking water is from our artesian well, is tested yearly, and is excellent.
- A refrigerator and microwave are available in the apartment.
- Pots, pans, dishes, glasses, utensils, paper towels, toilet paper are available in the apartment.

8. What to Bring

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- Workers must bring their own sleeping bags or bedding; we can provide limited beds and air mattresses.
- The group must have an assigned experienced cook(s).
- Youth groups must bring sufficient food and drink to cover all meals and snacks. A refrigerator and microwave are available in the apartment. If desired, food and gear may be brought to Light Station by the driver. Prior arrangements must be made with the NDLSA.
- Workers must be prepared for all types of weather and bring appropriate clothing and foot wear. The grounds are often wet from rain or irrigation, so water-resistant footwear is recommended.
- First aid supplies are available at the station. However, all individuals are responsible to bring enough personal medications they require to cover the length of their stay. It is suggested that extra amounts be included in the event that an extension of the stay is needed.

9. Types of Projects

The following are examples of the types of projects available. Details are to be discussed and agreed upon by all parties.

- Trail and road maintenance
- Fence painting
- Cable trenching by shovel
- Yard work
- Beach cleanup
- Cistern (not septic tank) cleaning and painting

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Table 1: Adult Signatures

We, the undersigned, hereby acknowledge that we have read and understand the Policy on Youth Service Groups at the New Dungeness Light Station. We agree to abide by the rules for workers and adult supervisors as per the Policy.

Youth Group Supervisor(s)

| Printed Name | Organization | Signature | Date |
|--------------|--------------|-----------|------|
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New Dungeness Coordinator(s)

| Printed Name | Organization | Signature | Date |
|--------------|---|-----------|------|
| | New Dungeness Light Station Association | | |
| | New Dungeness Light Station Association | | |
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