



Guest Handbook

Where we're located: The Mt. Adams Institute (MAI) Base Camp is located at the foot of 12,281 foot Mt. Adams (a volcano in the Cascade range), in Trout Lake, WA. MAI is an hour and a half away from Portland, OR, and 30 minutes from Hood River, OR. We are situated in the Gifford Pinchot National Forest where opportunities for outdoor activities abound.

Accommodations: While you are at MAI you will stay in our campus dorms. Each room, which you will share with another person, has two beds and a small amount of storage space. The rooms are clean, and although basic, quite comfortable. You will need to bring your own bedding for a twin bed (i.e., sleeping bag or sheets), towels, and any personal or toiletry items you need. Dorms are gender specific (unless your group requests otherwise) and have toilet stalls and shower stalls for some privacy. Your group will be expected to clean up the dorms upon your departure (cleaning checklist and supplies provided).

Tent camping is an option during your stay. Guests staying in tents will be assigned a dorm bathroom for their use. Tents are not provided

Meals: Most meals will be served communally in our dining hall or outside (weather permitting). We try as much as possible to use local, organic products. We can accommodate Gluten free and vegetarian/vegan diets. Please ask about other food allergies or dietary restrictions you may have. We are not a nut or gluten free kitchen.

Dietary requests / allergy information need to be submitted 3 weeks prior to the start of your stay. Lunches are often cold, deli style so be sure to bring some reusable Tupperware/lunch bags so you are prepared to pack your lunch during the breakfast period.

Standard meal times are:

- Breakfast (7am);
- Lunch (12 pm if not doing sack lunches) and;
- Dinner (6 PM).

Any exceptions need to be discussed with our residential coordinator.

A microwave, small fridge and shelving in the dining hall are available if you need to bring your own food items.

Kitchen Use: MAI's commercial kitchen can be rented by guests. One member of the guest group must have a current food handler's card. The group will also need to go through an orientation to the kitchen before use. The group will be expected to clean the kitchen to the standard it was in at arrival (checklist will be provided). If the kitchen is not cleaned upon departure, your group will be charged a \$75 cleaning fee.

Weather/Clothing/Outdoor Activities: The weather here in the summer can sometimes be quite cool, rainy, and windy. As we will spend time outside, please bring hiking boots and warm clothing (coats, hats, gloves, long underwear, waterproof jacket/pants). On the other hand, beautiful spring or summer weather is also a possibility, so come prepared with hats, sunscreen, and sunglasses as well! Trout Lake is ideally situated for outdoor activities so feel free to bring your own recreation equipment if you have it (bikes, kayaks, sports equipment, etc.)

Cell phones: In the past, only AT&T has provided service in the Trout Lake area, however Verizon customers have been getting service in the past few months. Service may be patchy in Trout Lake (but usually reliable at MAI).

Internet Access: There is limited wireless internet access available at MAI. Inquire for more details.

Shared Facilities: MAI operates many programs during the summer, including its own AmeriCorps intern program. All residents of the center contribute to its effective functioning by assisting with residential chores, such as meal cleanup and dorm cleaning.

The Basics: There are a few simple rules to follow while you are residing here. Any violations will result in immediate dismissal from the grounds and potential legal action. The basics are:

1. Local, state and federal laws must be obeyed.
2. Consumption of alcoholic beverages is not allowed per MAI's special use permit with the Forest Service.
3. No weapons or fireworks are allowed.
4. No pets (except for service animals).
5. Smoking is prohibited in all buildings, and in the main camp areas except for the designated areas.
6. Furniture cannot be rearranged or moved outside.
7. No candles or open flames except as the designated fire ring.

Quiet Hours: 10:00 PM until 8:00 AM

Drinking Water: Tap water is potable – it comes from a local spring.

Vehicles: Vehicles must be parked in the gravel parking lot located behind the office. Vehicles can be driven to the bunkhouses for loading/unloading purposes.

Mt. Adams Institute Campus Emergency Action Plan

1. Assess the situation
 - Who is involved?
 - What is his/her condition? Has treatment started?
 - Where are they located?
 - When did it occur?
 - Who has been contacted?
2. If the situation involves a life threatening emergency contact Emergency Response (911) immediately.

Be sure that you are connected to a KLICKITAT COUNTY dispatcher. If you are not, ask them to connect you to one. Be prepared to provide location/victim(s) conditions/situation details. If you use a phone that is located in one of the bunkhouses or kitchen you must first dial a "9" then "911."

The address of the Mt. Adams Institute is:

2453 Washington 141 (Highway 141)
Trout Lake, Washington, 98650
(located behind the Mt. Adams Ranger Station)

If emergency vehicles have been requested send someone out to the highway to direct them to the incident scene.

3. In the event of a fire or other threat to the buildings, evacuate and meet in the center of the field by the Mt. Adams Institute Kitchen. Further instructions will be delivered there.
4. Notify MAI staff immediately (phone numbers for staff are listed below) and/or send someone to the MAI office to notify staff. If MAI staff is on-site they will take the lead on the incident response once notified.
5. Determine if there are qualified individuals on-site that can:
 - Provide first aid/care for the victims if it is safe to do so until emergency response personnel arrive.
 - Address the basic needs of those people involved in the incident that do not need medical attention:
 - If possible, move them out of the accident scene.
 - Provide them with the basic needs: food, water and shelter.
 - Document their observations of the incident: who, what, where and when.
 - Determine if additional support is necessary – crisis counseling, etc.
6. Provide any and all help you can until professional medical services arrive.

MAI Staff Contact Information:

Brendan Norman (Director):	509.395.3462 (office) 509.637.4903 (cell) 509.395.0006 (home)
Mike Gundlach (Education Programs Director):	503-926-4407 (cell)
Dana Rivkin (CMS Summer Camp Coordinator):	509-426-4523 (cell)
Aaron Stanton (AmeriCorps Program Director):	253.653.4231 (cell)
Katie Thompson (Facilities Coordinator):	541.419.0988 (cell)
Sammi Curtis (Facilities Coordinator):	509.281.0377 (cell)
Katie Schmidt (Recruitment Coordinator):	503.504.5994 (cell)
Laura Linn (Senior VetsWork Program Coordinator):	541.221.5647 (cell)
Marijke Weaver (Program Coordinator):	603.491.0713 (cell)
Erica Bingham (Outreach Coordinator):	443.938.2259 (cell)
Kelly O'Dowd (Cascade Mountain School Instructor):	908.967.0632 (cell)
Cory Kirkpatrick (Administrative Assistant)	360-903-7417 (cell)

Local Medical Facilities:

- Skyline Hospital and Ambulance Service: 509.493.1101
211 Northeast Skyline Drive
White Salmon, WA 98672
- Providence Hood River: 541.387.6125
1151 May Street
Hood River, OR 97031-1526