



SURVIVAL MANUAL



DJERASSI
RESIDENT ARTISTS PROGRAM

update | 04\24

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DJERASSI STATEMENT OF DIVERSITY, EQUITY & INCLUSION

- The Djerassi Resident Artists Program (the Program) believes that all people, their culture and their art contribute to the meaning and understanding of our humanity and should be honored and celebrated.
- Artists, their art, their process, and the organizations they create and support, play a unique role in witnessing, demonstrating, and providing inspiration to resolve societal inequity and injustice.
- The Program encourages and welcomes the participation of artists and scientists from all backgrounds and does not discriminate with regard to age, race, sex/gender, sexual orientation, disability, religion, marital status, or nation of origin in its admission policies.
- The Program intentionally structures its selection process and residency partnerships to value a continuum of aesthetic points of view, ensuring each resident session reflects a microcosm of the world of creative professionals.

A LITTLE HISTORY

The Djerassi Resident Artists Program was founded by Dr. Carl Djerassi, inventor of the birth control pill, and his family in memory of his daughter, Pamela Djerassi, a painter and poet who tragically died at age 28. The Djerassi family welcomed the first artist, Tamara Rikman, from Israel, in 1979, and since then, over 2,500 artists from all 50 states and more than 54 countries have followed. For more about the Program's history, please see the [website history page](#).

THE DJERASSI COMMUNITY GUIDELINES AND POLICIES

ANTI-HARASSMENT POLICY

One of the most essential, unique, and memorable aspects of your time here is the opportunity to live and work amongst fellow artists. We hope you make friendships and spark collaborations that extend beyond your month at the ranch. Being part of a communal live/work space, however, is also one of the most fragile elements of the residency experience. Everyone must do their part to be cooperative, constructive, and considerate community members.

The Program's goal is for everyone to have a blissful and productive residency.

We ask that staff and residents:

- Respect physical and emotional boundaries.
- Obtain permission before visiting others' studios or living quarters.
- Obtain verbal consent before touching another person or engaging in discussions of an intimate nature.
- Please refrain from taking photographs or videos of others or their work without permission.
- Feel free to share your ideas and opinions and respect the views and beliefs of others.

The Program will not tolerate discrimination and harassment of any kind against any member of the community-residents, staff, or guests. Harassment is conduct that has the effect of creating an intimidating or hostile environment. Discrimination is the prejudicial treatment of an individual based on their identity or other group identity or classification.

POINTS OF CONTACT

During the residency, we will advise you to become part of a WhatsApp Group that will include all the other artists and staff.

Your main point of contact is Katherine Ross Ward, Guest Chef and Interim Residency Coordinator katherine@djerassi.org

Other contacts include:

Executive Director, Martin Rauchbauer | mrauchbauer@djerassi.org

Director of Facilities and Artistic Impact | McKenzie Genin | mgenin@djerassi.org

Creative Director & Chef | Mushi Wooseong James mwjames@djerassi.org

Communications & Marketing Lead | Natasha Noel | nnoel@djerassi.org

If you have questions or general concerns, please post them in the WhatsApp group. Our Executive Director is also available for questions or concerns on an individual basis. If you need the facilities team to take care of a specific request, please fill out a [work order request form](#).

CONFLICTS

We ask that artists first attempt to resolve conflicts among themselves. If a resolution cannot be reached, staff can mediate to create a plan to move forward. We hope that we have created an environment where you will feel comfortable enough with the staff to bring problems to them. However, if you do not feel comfortable making a complaint to staff, you can send an email to complaint@djerassi.org. This email address is monitored by Anna Sidana, one of our Board Members. Additionally, you have the contact information of all members of the board of trustees listed on your contacts sheet if you wish to raise a matter of concern directly to them. You will also receive an artist feedback form at the end of your residency and have access throughout your residency to the anonymous comment box located in the Artists House.

SHARING OUR SPACE

We strive to make every artist feel as much at home as possible during your stay. At the same time, we like to say that: while you are at home here, you are also a guest in the homes of other people, including staff members who live on-site. Please be mindful of this when using communal spaces. Treat our furnishings and amenities as you would treat things that belong to you. Other residents will be using the towels, dishes, furniture, etc. after you.

RESPONSIBILITIES & ASSIGNMENTS

Being a Djerassi resident artist gives you the unique opportunity to become part of a close-knit community of other artists and staff members. Living together in a common space brings with it a set of shared responsibilities. Each artist will be responsible for keeping the communal space clean and prepared for meals. Some of these responsibilities include: loading and unloading the dishwasher, setting the table before dinner, dusting the floor, emptying the trash, and preparing a weekly shopping list for the chef to purchase items for your pantry. These responsibilities will be on rotation each week. When you arrive, we will explain in further detail these shared responsibilities during our orientation.

We have found that artists collaborate at all times to keep all communal spaces clean and help each other as needed. If you cannot fulfill your responsibility due to personal reasons, please seek out support from your artist cohort. The staff are also happy to assist you if you are unavailable.

While our artists have successfully managed our system of shared responsibilities and assignments, please do not hesitate to contact the Director of Artistic Experience if you have any questions or difficulties.

DJERASSI SOUNDSCAPE

Sound travels VERY well in our ranch buildings and throughout the landscape. Please remember this when you are going about your work or having conversations. The

Artists House should be treated as a library during the day so that writers working in their studios may have a quiet space. Remember that most noise in the Artists House living room, kitchen, and back deck can be heard in the writers' studios.

Because the Artists Barn houses artists who need sound for their work, it is a more noise-friendly space. If noise in the Barn becomes disruptive, please try to work out a schedule or acceptable volume level amongst yourselves or with the assistance of staff.

Staff members may make noise to accomplish their duties. Some ground maintenance requires loud equipment and food preparation occurs in the kitchen. Though the sound created by these activities is unavoidable, artists should feel free to express themselves when their work is being disrupted, and an amicable solution will be reached.

ARTISTS' PRIVACY

Artists' privacy is respected at all times. Bedrooms and studios are your private spaces and will not be infringed upon, except in the case of an emergency. Please respect the privacy of your fellow residents.

The Djerassi Resident Artists Program is situated on private property. This means that outside parties should not be on our land without the permission of the Program. Artists can expect hikers most weekends. We may host small groups of donors and alumni for hikes or meetings, but we will do our best to alert you before these visits. We will also remind you before we conduct sculpture hikes and other events on the property.

Occasionally, we will open up our Program for the opportunity to meet guests and friends of the Program, Djerassi Salon, studio tours, etc.. Your active participation in such activities is always voluntary and will be discussed with you beforehand.

DJERASSI SALON

Every so often, typically on Fridays with occasional Saturdays, we host an intimate dinner and curated conversation at the Artist House called the Djerassi Salon. These gatherings provide a platform for select guests to engage in thought-provoking discussions on topics *chosen by the artists themselves*. Previous topics have revolved around ideas and concepts crucial to artists, fostering meaningful exchanges between community members, including fellow artists, board members, technologists, and scientists. The evenings offer a relaxed atmosphere where artists have the opportunity to share insights into their creative endeavors, if they wish.

WE CAN ASK YOU TO LEAVE!

Every artist selected for the Djerassi Resident Artists Program has earned the right to be here, and it is a sincere privilege for us to get to know you and support you in your

work endeavors. However, if you are disrupting the balance of the community, ignoring guidelines outlined in this manual, or engaging in unacceptable or illegal behavior, the Program reserves the right to ask you to leave the residency immediately.

BEFORE YOU DEPART—*with warm farewells*

Please help us prepare the space for the next artists to come through. We ask you to do the following before your departure.

- Return relocated furniture, kitchenware, and other items to their original location. Return any fans or portable heaters to central living areas (barn or house). Repaint studio walls, if necessary.
- Ensure all heaters are turned off (double-check in the Middlebrook studios).
- Make sure the dishwashers are loaded and start their wash cycles.
- Strip bed sheets down to mattress pads and remove duvet covers from duvets. Remove pillowcases from pillows. No need to remove blankets or spreads. Leave all towels and bedding in the room, staff will come and collect them after you depart.
- Check and double-check studio and communal spaces for personal items.
- Turn off all lights, close all doors and windows.

GUEST POLICY

ACCOMMODATIONS

Accommodations at the Program are limited to selected individual resident artists only. While guests can visit during the day, **NO guests are permitted to stay the night.** The closest guest facilities are in Palo Alto, Redwood City, and Half Moon Bay.

DAY GUESTS

Day guests are welcome to visit you during your stay. To maintain a retreat environment, however, please adhere to the following guidelines.

- Small groups of no more than 3 or 4 people during daylight hours. Unfortunately, we cannot accommodate large groups of guests, even for work-related purposes.
- All guests must sign a “General Release” form and log their trip in our “Road Use” book.
- Please stay with your guest(s), escorting them during their visit.
- Please do not interfere with the work of your colleagues and respect their privacy.
- Please be sure all guests have directions and a map to the Program.
- Pets cannot be accommodated.

AMENITIES AT THE RANCH

LIBRARY

There are three libraries housed in ranch facilities, providing a vast selection of books, journals, magazines, videos, DVDs, tapes, and CDs. If you use items from any of the libraries while you are here, please re-shelve them properly when you are finished.

- Literature/Alumni Work/Audio CDs: The primary library is upstairs in the Artists House and contains books from the collection of Pamela Djerassi as well as works donated by alumni. Books by Djerassi alumni are indicated with a green sticker on the spine. This library also holds our collection of compact discs. Recordings by Djerassi alumni are marked with red tape. Archive lists of alumni materials are kept digitally by staff; please inquire if you wish to reference them.
- Videos/DVDs in the Artists House/Media Room: This holds our collection of alumni works and box office DVDs. We also have an eclectic collection of feature films on DVD for your use.
- Artists Barn Library: The third library is located in the Artists Barn. This library includes our art books, periodicals, pulp fiction, and miscellaneous literature.

Have a friend or relative who was here before? Check out the alumni directories and annual scrapbooks in the library in the Artists House. We appreciate all donations to the library, especially works by our residents! If you would like to contribute any of your publications, CDs, DVDs, or other materials, please leave them with the Executive Director .

LAUNDRY

Laundry facilities are located in both the Artists House (in the basement, beneath the kitchen) and Artists Barn (in the hallway near the choreography studio). Please feel free to use the washing machine and dryer as needed. There are drying racks in both laundry rooms. Remember, hanging clothes to dry saves power! Detergent is provided at no charge. Please be courteous about the sound caused by these machines by using the laundry facilities.

MAPS AND GUIDEBOOKS

Maps of the 5 ½ miles of hiking trails, along with a guide to on-site sculptures are distributed to each artist. Until you are familiar with the property, it is a good idea to carry a map while hiking. Always confine your walking excursions within the property boundaries (to the best of your knowledge) and try to stay on designated open trails. We have a collection of field guides and other reference materials related to local flora and fauna available as well in the Artists Barn in the Science & Environment section. Feel free to use these guides on your hikes and get to know our wildlife!

STUDIO/ROOM FURNISHINGS

Ask staff for assistance before rearranging or removing furniture and other items

from your room and studio. We ask that you leave your studio as good, or better, than you found it. This includes resetting any moved furniture to the best of your ability, returning borrowed items (including kitchenware!) to their original place, patching/painting marked walls, and disposing of trash into receptacles at the end of your residency. We ask you not to use any adhesive on the walls of your studio other than blue tape, which we have available for purchase. To report items in need of repair/replacement, please complete the [work order request form](#). Any unusual circumstances should be reported to staff ASAP.

A professional housekeeping service is scheduled bi-weekly on Mondays. We will remind you of these dates in advance. Please be aware of the cleaners' presence and adjust your routine appropriately to vacate areas where they are working. Each bedroom will be vacuumed, dusted, and have the trash emptied. Please recognize that the housekeepers need your cooperation to do their jobs efficiently and effectively. If you should choose not to have housecleaning come into your space, please perform this light cleaning on your own. We ask that you leave your space to be better than you found it upon your departure.

FOOD + DRINK

On weeknights, meals are prepared by our Chef, Mushi Wooseong James, [mwjames@djerassi.org]. Artists prepare their own food for breakfast, lunch, and weekends from our stocked kitchens. We do our best to accommodate all dietary restrictions and needs when grocery shopping and cooking. We have your health interests at heart and our chef makes every attempt to identify ingredients that cause allergic reactions. However there is always a risk of contamination as in our kitchen as we use products such as milk, eggs, gluten, etc.

The Program does not provide alcohol. Please BYOB or bring cash with you to contribute to the wine kitty for communal wine., purchased on a weekly basis.

SMOKING/CANDLES

There are absolutely no cigarettes, cigars, or pipes allowed in the Artists House, Artists Barn, The Middlebrook Studios or on the grounds. If you want to smoke (including e-cigarettes), please ask for directions to our designated smoking area. Never put smoldering remains in the trash.

Due to the serious fire hazard in California, the use of candles, open fire, or incense in your bedroom, studio, or any of the other spaces inside or outside on the Djerassi property is prohibited.

INTERNET

We are wireless but have ridiculously slow internet we can do nothing about! There are 3 access points on the network: the Artists House, the Artist Barn, and the Middlebrook Studios. Laptop computers with built-in wireless modems should connect instantly to the internet from your room or studio. If the internet signal goes down, alert the Director of Artist Experience so that the problem may be solved as

quickly as possible.

We highly recommend that you do any planned downloading in advance of your residency (books, films, binge-worthy television shows, music or other recreational material), and be sure to stay well ahead of online application deadlines.

Artists who rely on the internet for their work have sometimes expanded their cell data plans and brought personal cellular hotspots with them (AT&T and Verizon are the most reliable, T-Mobile unfortunately isn't). This is recommended if you would like consistent access to a reliable internet connection.

*****Please DO NOT reset the wi-fi connections in the Artists Barn or Artists House.*****

In the past, artists found that going off the grid and doing a full digital detox during their residency was extremely beneficial. Turn on Do Not Disturb, separate yourself from the noise of the outside world, and completely immerse yourself in the land, art, and energy.

EQUIPMENT

We do not provide supplies for your art making practice. However, we do have limited equipment that you can borrow during your stay. Standard power tools are available for your use in the shop, located in the Artists Barn, ONLY after demonstrating to our facilities team that you know how to use them. Please talk with the facilities team before taking anything from the shop or if you have any questions.

Please note that these items may also need to be used by the Djerassi staff. We cannot guarantee exclusive use of any of our equipment.

BEYOND THE GATE

The following describes amenities and procedures for communication and transportation.

CELL PHONES

Cell phone service is available, but VERY inconsistent (Verizon has the best signals, Sprint and AT&T are okay, and T-Mobile does not get a signal). If your phone works in or around Program buildings, please be courteous with your conversations. Remember that even normal speaking voices may carry disruptively through indoor and outdoor areas; respect your fellow residents' sound-space. This also applies to the use of Skype, WhatsApp, Signal or other voice-based applications. Please do not use these programs in the bedrooms of the Artists House as the walls are paper-thin.

MAIL

Please contact the Operations Manager for mail. Residents' incoming mail will be delivered every few days and placed in the Artists House.

Incoming Mail: It is best to ship items via **UPS** because they deliver/pick-up directly to/from the Administrative Offices and Artists House. Direct all incoming mail and packages to be sent to the

Administrative Office at:

2650 Bear Gulch Road West, Woodside, CA 94062.

Outgoing packages: To ship outgoing packages, you must set up your OWN UPS account via email or telephone. Please be sure to indicate the gate code (#1950) in your instructions for pick-up.

Artist House and Artist Barn Address

2325 Bear Gulch Road West, Woodside, CA 94062.

AVOID FEDEX and the U.S. Postal Service for large packages being sent TO you unless you want them delayed or lost or never delivered (TRUST US ON THIS!). The U.S. Postal Service and FedEx will not deliver large items directly to the Ranch (this includes Amazon Prime shipments).

MEDICAL APPOINTMENTS

If you have physical or mental health appointments while you are in residence, please speak directly with the Director of Artists Experience to best coordinate. Your health and safety are a priority to us, and staff will do our best to work with you to meet your needs.

We aspire to ensure that every artist's individual practice of religious observance is possible, with logistical support, in order to make the space accessible to artists coming from diverse backgrounds. This support could take the form of meeting dietary needs to the best of our abilities, setting aside a space for daily practice, providing logistical support for the marking of religious holidays, whether independently or as an open and optional group activity, or whatever other needs artists might have. If you have questions as to whether your religious needs can be met, please talk with the Director of Artistic Experience to work out a plan.

For other assistance, regardless of the crisis being experienced, these 24-hour lines can direct you to resources that address your needs.

San Mateo County StarVista Crisis Line: (650) 579-0350

Crisis Text Line (free and confidential): Text "START" to 741741

RECOVERY AND MEETINGS

A full listing of AA meetings in San Mateo County can be found at: <https://aa-san-mateo.org/meetings>. We can work with you to find the best time and

place to attend.

Here is a San Mateo County AA Intergroup/24-Hour Helpline at (650) 577-1310.

LEAVING THE PROPERTY

If you need to leave the property often, we suggest you consult Program Staff about renting a car. Special arrangements may be made for transportation to the airport or other necessary, work-related trips, but we cannot always guarantee staff availability. Please plan ahead.

Be respectful to the Program and your fellow artists-in-residence with your comings and goings. The atmosphere of the creative retreat can easily be disrupted when residents choose to frequently leave the property. Of course, we understand that occasional excursions for fun and/or business are necessary, but remember: “an empty studio is a waste to us all.” Our policy is that you are not to be gone for more than a total of 3 days throughout your residency.

CAR RENTAL

We understand that circumstances arise and artists may need to venture off the mountain. There are car rental businesses in town if you would like to rent on a town trip.

ROAD USE

The Program’s San Mateo County Conditional Use Permit requires that we maintain a record of road trips to the Program. The Road Use log is located atop the Artists House mailboxes. Artists with an automobile do not need to record their comings and goings in the Road Use log, but if you have any visitors, log their trips.

Please limit vehicle use to paved roads. Depending on weather and conditions, vehicles can be driven on the dirt road as far as the Old Barn, only with approval. Please consult with the facilities team before proceeding. Do not drive off the road in any wet or muddy conditions – this can damage both our trails and your car. *All staff vehicles and Program vehicles are for the use of staff only.*

DIRECTIONS TO THE DJERASSI PROGRAM

Make sure all guests have directions and a map. These can be found in the Ranch Office or the folder labeled MAP/DIRECTIONS on the desktops of all communal computers. Directions to the Ranch can also be found on our website at <http://djerassi.org/about/directions/>

COMMUNICATION/MARKETING & RECORDS

PHOTOGRAPHS

The headshot and artist bio submitted by the artist before their residency may be

utilized in various communication and marketing materials.

During their residency, photographs will be taken of the artists and their work. A staff member will coordinate a convenient time to visit each studio for headshots, videos, and photographs capturing the artist and their creative process.

These visual records serve to document the Program and provide content for marketing and communication purposes across multiple platforms including social media channels such as Instagram and Facebook, newsletters, annual reports, grant applications, the Program's website, as well as print and digital media.

If you want to share photos of the land, your work, etc. taken during your time at Djerassi, reach out to our Communications Lead, Natasha Noel nnoel@djerassi.org
Like, share, tag and engage with us! @djerassiprogram

ARTIST PAGES

We ask every artist who comes to Djerassi to leave behind an Artist Page, which is an 11" x 14" drawing, painting, collage, notation, score, or text created in a reflection of your time here. Archival paper for creating your Artist Page is available in the Ranch Office. Currently, we have over 2,000 Artist Pages in the archive. There are examples of Artist Pages hanging over the fireplace in the Artists House and in the Artists Barn kitchen. We ask that you add to this collection as a lasting legacy of your stay at the Program. Selected pages are reproduced for sale/auction to advance the Program—with your permission.

EVALUATIONS

Each artist is asked to complete an online evaluation form at the end of the residency. Your feedback will help us improve the Program and meet the needs of resident artists. We also use your words for publicity and fundraising: thoughtful responses are appreciated! Please complete this form the MONDAY before you leave. Each evaluation will be reviewed by the Executive Director. On occasion, we will discuss your evaluations at our internal staff meetings in order to improve our Program. We also appreciate your feedback at the beginning and during your residency so that we can improve things while you are still here.

AFTER THE RESIDENCY - ALUMNI NEWS

After your residency, please share any news, upcoming events/shows, publications, achievements or awards to the Communications Lead, Natasha Noel. nnoel@djerassi.org Information shared via email may be added our Alum Newsletter and other communications,

Include the following information:

Title/subject, Artist name, location, session/year in residence, a short paragraph with related information, relevant images, relevant links

CONSERVE AND SUSTAIN

- Part of the mission of the Program is to preserve the land on which the Program is situated. While you are residents here, please do your part to help us conserve our resources and steward our land. Here are some ways you can help:
- Conserve electricity: A significant portion of our budget goes to lighting, heating and cooling space. Please turn off all lights at the end of the night or when you are not using them. Keep your thermostat at a reasonable temperature and use electric heaters sparingly. Shut down communal computers when not in use.
- Re-Use: If you are printing drafts, try using scrap paper or recycle your one-sided printed materials. Use empty food containers for paint, glue, or other art supplies. Please reuse paper and bags when possible.
- Recycle and Compost: Mixed recyclables go into appropriate receptacles. Please break down the boxes. Put your food scraps in the green compost bin, rather than the trash.
- Be “green” in the products and materials you use: If you need toxic materials for your work, please speak to staff.

WATER

The Program is lucky to have a constant supply of fresh spring water. This water comes from a horizontal well in the hill behind the Artists House. Please help us conserve this essential resource. Here are some favorite tips from <http://wateruseitwisely.com>:

- Toilet leaks can be silent, but costly. We once lost half of our water storage tank overnight due to a leaking toilet! Alert staff immediately if you hear a gurgling noise coming from the toilet, or see ripples on the surface when it should be calm.
- Dishwashers use less water than washing dishes by hand.
- Run the washer and dishwasher only when they are full. We can save up to 1,000 gallons a month.
- Washing clothes in cold water saves water and energy and helps your dark clothes retain their color.
- Shorten your shower by a minute or two, and you'll save up to 150 gallons per month. Better yet? Shower every two or three days. You're in the country with environmentally-conscious friends!
- Turn off the water while you brush your teeth and save up to 4 gallons a minute. That's up to 600 gallons a week for a residency cohort of 12!

IN THE BACKYARD

Due to unsafe conditions, please limit your walking to established trails on the Djerassi property. Contact staff if you have questions.

SCULPTURE PROGRAM

We have more than sixty site-specific sculptures on our land. The work is constantly changing as the environment alters existing works and new pieces are created by artists. A map and information will be distributed during our orientation hike (extra copies are in the Ranch Office). Program staff members and volunteer docents conduct tours of this collection for the public, usually twice a month. We will notify you in advance when these tours are scheduled and will attempt to avoid any disruptions.

If you would like to add an installation or sculpture to our sculpture collection during your residency, please meet with the Director of Artistic Experience or Executive Director to request a copy of the [Sculpture Installation Request Form](#). We require all proposals to be submitted in the first two weeks of your residency. The larger the installation, the more time will be needed. Do not start on any intended installation until it is approved.

We hold the visual arts rights to all pieces on the property. Please share your pictures on social media—we only ask that you identify the artist, piece, and tag [@djerassiprogram](#)

FLORA AND FAUNA

Our property is rich with biodiversity. We are documenting this through the app, iNaturalist. Consider downloading the iNaturalist app onto your smartphone prior to your arrival to add your observations to our project, “Djerassi Resident Artists Program” during your residency. Being immersed in the local flora and fauna is a wonderful part of living on the ranch. Because the property is relatively undisturbed by human impact, wildlife is abundant! The following are things we feel you should be aware of while hiking and exploring the land.

**If possible, please bring a headlamp and an extra set of batteries as nights at the Program can be dark and in case we experience power outages.*

POISON OAK

Poison oak is one of the first plants outdoor volunteers should learn to recognize. It grows in a variety of forms, from shrub, to vine, to ground cover. Commonly identifiable features are the triple leaf pattern, prominent veins, and shiny leaf

surfaces. In spring and summer, the leaves are green. During the fall, the leaves turn reddish and then fall to the ground, leaving just the stems, which have a smooth tan surface.

You can get poison oak from contacting any part of the plant – leaves, stems, and even roots. The cause of the itchiness is urushiol, an oil that flows through the entire plant.

People vary in the intensity of their allergic reactions to poison oak. Just because you have not been affected yet doesn't mean that you never will. The best way to keep from getting poison oak is to avoid it. If you do come in contact with the plant, wash the affected area with cool water as soon as possible. Over-the-counter poison oak soaps are available from your local pharmacy. Also wash any tools and clothing that has come in contact with poison oak. Urushiol oil can remain potent on unwashed clothing for up to a year.

RATTLESNAKES

The western rattlesnake is the only venomous snake native to San Mateo County. It has a rather short body, seldom exceeding four feet. Its color varies from tan to gray, with a pattern of darker diamond shapes on its back. Other distinguishing characteristics are a thick body, a triangular-shaped head, and rattles at the end of its tail. This snake is quite secretive and elusive, but it will usually strike if stepped on or picked up. Snakes in this area are active from approximately April through October. If you encounter a rattlesnake, give it a wide berth. Chances are that it will move away when it becomes aware of your presence.

When hiking or working in rattlesnake areas, remember to:

- Stay on designated trails and scan the ground ahead as you walk.
- If you hear rattling or buzzing nearby, stop and locate the source before moving on.
- Do not reach into bushes or behind logs or rocks you cannot see.
- Wear long pants and boots.

If a rattlesnake bites you, try to remain calm, keep the injured area still and at or below the level of the heart if possible. Remember that not all rattlesnakes will inject venom when biting their victim; however, you need to seek emergency medical treatment as soon as possible for safety purposes. You should NOT apply ice, cut the wound or use a tourniquet.

YELLOW JACKET WASPS

Wasps are among the beneficial insects around. They also help control the population level of other insects by feeding on them. There are many different types of wasps. The yellow jacket wasp forms a paper nest in the ground, usually in the burrow of a small mammal. Wasps aggressively defend their nests and most people are stung when they disturb a nest. They are most active in late summer and

fall. When wasps sting, they do not leave behind a stinger or poison sac. Wash the sting site with soap and water and ease the pain with a cold pack. If you are allergic to bees or wasps, have major swelling, or multiple stings, seek medical help immediately.

TICKS AND LYME DISEASE

The following information is excerpted from the brochure "Lyme Disease in California," published by the California Mosquito and Vector Control Association, Inc. Lyme is a bacterial disease transmitted to humans and animals by the bite of a western black-legged tick. Not everyone bitten by a tick will contract the disease because only about 1 to 2% of the adult western black-legged ticks in California are infected with the bacterium that causes the disease. Evidence indicates that the bacterium is usually not transmitted to humans until the tick has fed for several hours.

If bitten by a tick, you should:

- Grasp the tick with a tissue or tweezers (not with your bare hands) as close to your skin as possible. If ticks are crushed with bare fingers, exposure to the tick body fluids may lead to transmission of the disease organisms.
- Gently pull the tick from the skin. Do not twist or "unscrew" the tick.
- Apply an antiseptic to the bite area, removing the tick. Wash your hands with soap and water.
- Save the tick for identification. Contact Djerassi staff or your local Vector Control or health department to determine if the tick can transmit Lyme disease.
- If the tick cannot be removed or part of the tick is left in the skin, consult your physician immediately.
- A normal reaction to a tick bite may include a small red or brown spot where the tick was embedded and a swollen, tender area around the embedding point. This red, swollen area does not spread and usually disappears within 2 to 3 days.
- An early sign of Lyme disease may include a spreading rash, fever, aches, and/or fatigue.

In order to protect yourself from tick bites:

- Make use of our natural clove spray before hiking; it is effective in repelling ticks. You can find it in the Artists Barn shop area.
- Wear long pants and long-sleeved clothing and shoes covering the toes.
- Wear light-colored clothing so ticks can be easily seen and removed before they become attached to the skin.
- Tuck pants into socks or boots and shirt into pants.
- Use insect repellent on shoes, socks, pants, and shirts.
- Thoroughly check yourself for ticks during or after returning from a hike.

STAFF CONTACT INFORMATION

ADMINISTRATIVE OFFICE

The Administrative Office is located 2 miles west, on Bear Gulch Road. It is connected to the Director's House, which was built by Pamela Djerassi and her husband. The administrative staff works from 9:00am – 5:00pm, weekdays. Jewel Carter, Director of Artists Experience, holds regular office hours that are posted in the Ranch Office below the Artists House. She is your main point of contact. Feel free to contact her M-F on her cell or at jcarter@djerassi.org. Martin Rauchbauer, Executive Director, is available and works remotely and from the Administrative Office. You can reach him at mrauchbauer@djerassi.org. If you have questions about the trails and environment contact Danny Goldberg, Hike Program Director, at dgoldberg@djerassi.org.

ARTISTS BARN SHOP

The shop is located in the Artists Barn, to the left under the carport. The Director of Facilities, Land Stewardship, and Artistic Impact, McKenzie Genin mgenin@djerassi.org is usually on site Tuesday-Friday. If you have specific questions about tools or materials or need anything moved or fixed, you can find McKenzie around the shop during her workdays, call her at the Barn Shop, fill out a work order request, or send an email. [order request form](#).

EMERGENCY INFORMATION

Please familiarize yourself with emergency procedures and protocol during your first few days. There is a binder with specific emergency information, along with emergency food and supplies, stored in the emergency group kit in the Artists House laundry room. Every studio has a red backpack for each artist with emergency supplies should a sudden evacuation occur. Get to know your surroundings so that you can be calm and confident in an emergency situation.

ALWAYS CALL 911 first – emergency personnel can be here within 25 minutes.

Emergency meeting location is in the front driveway outside the Artists Barn shop area.

FIRST AID

First Aid kits are available in the Artists House kitchen and by the extra sinks in the common area of the Artists Barn. If you use the last of anything or we are running low, please inform the staff.

FIRE

If you see or smell fire, take action immediately. Call 911 in the case of immediate danger. Call the King's Mountain Fire Department at (650) 851-8897 if you notice smoke or suspect fire. Fire extinguishers are located throughout facilities- take note

of their locations. Also, identify the locations of our hydrants and garden hoses. Be aware of the following:

- Artists Barn Alarm System: The Artists Barn and Middlebrook Studios are fitted with an automated fire alarm and sprinkler system. When the sensors detect smoke, the alarms will sound, and the fire department will immediately be contacted. The mainframe panel for the system is located in the hallway outside the kitchen, across from the door to Studio A.
- In the case of a false alarm, please act quickly so that the fire department will not have to make an unnecessary trip to the ranch. Silence and reset the alarm yourself by following the procedure written on the panel. It is imperative that Ringhammer Security (800-662-1711) be notified when the alarm is triggered; only they can override the system's signal to the fire department. In order to address any problem, they will need our account number, which is: RHSP4154. If you panic at the alarm and cannot do this, immediately call a staff member.

EARTHQUAKE

The Program is located near a major fault line where earthquakes are common. In the event of an earthquake, a dangerous situation can be avoided by advance emergency preparedness and by remaining calm in the moment. Review this safety procedure so that you are prepared to handle an emergency and be mindful not to panic. If everyone follows these guidelines, our property will be one of the safest places to endure a severe earthquake.

General guidelines for riding out an earthquake are as follows:

- If you are inside, stay inside. Find a sturdy place to brace yourself, such as under a desk or table, in a doorway, hallway, or corner. Stay clear of windows, mirrors, skylights, bookcases, and other potentially dangerous, falling objects until the shaking stops.
- If you are outdoors, stay there. Move away from buildings, trees, and power lines. Move towards shelter only when the earthquake is over.
- If you are in your car, pull over and stop. Try not to park under transmission wires or trees. Stay in your car until the earthquake is over.
- When the shaking has subsided, someone (preferably a staff member) should evaluate and consider turning off the water, gas, and power.