



Guidelines for ROTC Use of the Duke Forest Eno Division

The Office of the Duke Forest has developed these guidelines in cooperation with various divisions of ROTC in order to provide the space necessary for training exercises while protecting research and accommodating recreation. These guidelines must be reviewed by the instructor, teaching assistant, and the individual in charge on the day of the event.

It is important to note that this document covers only the Eno Division of the Duke Forest; it does not include any other Duke Forest divisions or the Al Buehler Cross Country Trail. The latter are not approved for ROTC training and should not be used for these types of activities under any circumstances.

Notification:

ROTC must contact the Office of the Duke Forest at least **5 business days** in advance of the proposed training activity to check availability of the Eno division for ROTC training.

Guidelines, Maps, and Signs

Upon receiving confirmation of the proposed date from the Office, these guidelines, as well as the **ROTC Training Areas Map** and the **ROTC Warning Sign Template** (*more information below*), will be sent via email. The guidelines **must be read, filled out, signed, and sent back to the Office.**

Registration

Once availability has been confirmed and the guidelines signed and returned to the Office, training event details must be provided by registering the activity on the Duke Forest website:

http://www.dukeforest.duke.edu/register/register_rotc.html

All information must be filled in for the event to be approved, including the checkboxes acknowledging the on-site representative or faculty has read the guidelines and accepts responsibility.

Approval:

After submitting the registration form, you will receive an email from the Office of the Duke Forest indicating event approval and the issuance of Duke Forest research stickers if applicable (*more information below*). The individual in charge of the event **must have a copy** of this approval on site on the day of training.

Use after Sunset and at Night

The Orange County Sheriff Department and Duke Police **must be notified** by the ROTC activity leader *on the day of the training event* of any use of the Duke Forest that will occur after sunset and at night, whether or not you entered after sunset or simply remain in the Forest after sunset.

- **Duke Police: 919-684-2444**
- **Orange County Sherriff: 919-942-6300 – Dispatcher: 919-732-5063**



Signage:

Informational signs similar to the **ROTC Warning Sign Template** provided **must be posted** at various entrances and road intersections within the Eno Division. The **ROTC Training Areas Map** shows five locations within the Eno Division at which signage must be posted. The template should be modified as necessary to properly identify your group. These signs should be removed promptly after the event is over and properly disposed of or saved for future use.

Restricted Areas:

To ensure that ROTC stays out of restricted areas, the individual in charge during the event **must carry the ROTC Training Areas Map** while on site. The restricted areas, as indicated on this map, are as follows:

- *Paintball exercises:* All paintball training exercises **must take place north of Eno Road**. No paintball activities will take place outside of this area.
- *Property line:* All training activities **must take place at least 100 feet from the Duke Forest property line**, indicated by red blazes and/or white diamond signs.
- *Major research projects:* All training activities **must take place outside of the restricted research sites**. Both areas are south of Eno Road and contain sensitive equipment.
- *Additional research projects:* Some research projects exist outside of the restricted areas. If you find yourself in a research site, **do not disturb, remove, or alter any of the equipment**. Common materials in research plots include flagging and pin flags, plastic baskets, and plywood.

Access:

Each university's ROTC unit should obtain a gate key from the Office of the Duke Forest for a \$10 deposit. The key **must not be shared** with ROTC units outside of your own university. When opening the gate, move the links to the side so that no one drives over it. After the event, make sure the gate is locked.

Parking:

Participants are encouraged to carpool to the site. All vehicles should be parked inside the gate along Eno Road but on the shoulder so that other vehicles may pass.

ROTC Infrastructure:

Any permanent ROTC infrastructure, defined as a stake, structure, or land navigation sign that stays on the ground after the training is completed, must be registered with the Office of the Duke Forest (indicate on your registration form) and tagged with a Duke Forest research sticker. The Office reserves the right to review and/or visit the sites to verify they are on Duke Forest property and outside of restricted areas. The **location of land navigation stations must be provided** to the Office of the Duke Forest as a map and coordinates.



Emergencies:

In the event of an emergency, please call 911 and tell the dispatcher that your location is behind the North Carolina Forest Service District 11 Office off of NC-86. You may also wish to call Duke Police at 919-684-2444.

Infractions:

In the event that these guidelines are not followed, the Office of the Duke Forest will contact both the individual who was in charge during the event, as well as the faculty or personnel responsible for the unit for a telephone discussion or meeting, depending on the severity of the problem. All second infractions will result in a meeting regardless of the severity. The third infraction in an academic year will result in the revocation of ROTC training privileges in the Duke Forest. Reinstatement of privileges will be at the discretion of the Duke Forest.

Please sign, return a copy to the Office of the Duke Forest and retain a copy for your records:

I, _____, have read and understand these guidelines for ROTC use of the Eno Division of the Duke Forest and will ensure that faculty, staff, and students will abide by these guidelines at all times. I also understand that if these guidelines are not followed, I may forfeit my ROTC's use of the Forest.

Name: _____ Title: _____

University: _____ Department: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number: _____ E-mail address: _____

Emergency contact number: _____

Signature: _____

Date: _____

Office of the Duke Forest Contact Information:

Beverly Burgess
Office of the Duke Forest
Box 90332
Durham, NC 27708-0332

Phone: 919-613-8013
Fax: 919-613-8077
Email: brb11@duke.edu
Website: <http://www.dukeforest.duke.edu>