

**Regional Water Quality Control Plant**  
**2501 Embarcadero Way, Palo Alto, CA 94303**  
**(650) 329-2598**

**General Guidelines for School Tours**

The following information is a general overview to help you prepare for your tour. Please share these guidelines with all parents and chaperones taking the tour. This is an outdoor walking tour that will include walking up and down ramps, stairs, and long flat stretches of walkway. **The following rules apply to all tours:**

1. No food, drinks, candy, or gum allowed.
2. Tours are open to 6<sup>th</sup> grade students and higher.
3. Running and horseplay are not allowed.
4. Comfortable shoes for walking should be worn. NO sandals, high heels or open toed shoes. Hard hats will be provided.
5. Sticks and things on the ground must not be picked up, kicked, or thrown.
6. No climbing on, hanging over, or touching the railings.
7. Stay with your assigned tour guide, teacher and/or chaperone always.
8. Stay out of any barricaded and/or construction areas.
9. Tour guides / teachers and/or chaperones must be told immediately if someone is hurt, feels sick, becomes frightened or there is a problem.
10. **No more than 20 persons per group. Groups larger than 20 will require a second tour guide.**
11. Tours are for groups and individuals located in the sewershed of the Regional Water Quality Control Plant, which includes Palo Alto, Mountain View, Los Altos, Los Altos Hills, Stanford, and East Palo Alto Sanitary District.
12. **Note: Due to increased construction at the WQCP not all areas may be available during tour.**

Tour participants not following these rules will be escorted from the tour and back to the main building until the tour is over. Tour participants should also remember to wash their hands and/or use hand sanitizer after the tour.

**Teachers & Chaperones**

- a. Teachers must have with them a current list with the names of each student & chaperone attending the tour.
- b. Upon arrival at the Plant chaperones and teachers should enter the administration building and wait in the lobby. City staff (tour guides) will meet you and cover the ground rules for the tour.
- c. Upon arrival at the plant **the total number of students** present, and **the total number of chaperones** needs to be reported to the Plant supervisor.
- d. Teachers / chaperones must take a head count of the students in their group (1) at the beginning of the tour, (2) keep track of the group during the tour and (3) take a final head count at the end of the tour. - **Plant staff must be notified of the final headcount and that all students & chaperones have been accounted for.**
- e. Emergencies / Unusual Situations: If at any time during the tour an emergency or unusual situation develops, teachers, chaperones and students must follow the directions of the tour group leader.

**RWQCP Contact:** Administrative Associate, 650-838-2901, [regina.lowery@cityofpaloalto.org](mailto:regina.lowery@cityofpaloalto.org)

