



Precollege and Youth Programming Manual

INTRODUCTION TO PRECOLLEGE AND YOUTH PROGRAMS

HOSTING YOUNG STUDENTS ON CAMPUS IS ONE OF THE BEST WAYS TO SHOWCASE JUST HOW AMAZING THE UNIVERSITY OF WISCONSIN-MADISON IS HOWEVER; WE MUST ALSO REMEMBER THAT CHILDREN ARE STILL CHILDREN AND TAKE THE NECESSARY PRECAUTIONS NOT ONLY TO KEEP OUR VISITORS SAFE BUT OUR TEACHERS AND CAMPUS AS WELL. HERE AT THE PRECOLLEGE COUNCIL WE PROVIDE NECESSARY FORMS AND INFORMATION FOR ALL PROGRAMS ON CAMPUS THAT WISH TO HOST MINORS. THROUGH THE PRECOLLEGE COUNCIL YOU WILL FIND PERTINENT FORMS, REGULATIONS, AND INSURANCE INFORMATION FOR HOSTING A MINOR ON CAMPUS. THE PRECOLLEGE COUNCIL HAS WORKED CLOSELY WITH RISK MANAGEMENT, LEGAL, HR, AND HEALTH SERVICE TO PROVIDE CAMPUS WITH A CENTRAL LOCATION TO RECEIVE ALL NECESSARY INFORMATION.

PRECOLLEGE AT THE UNIVERSITY OF WISCONSIN-MADISON IS ANY PROGRAM ON CAMPUS THAT ENGAGES MINORS.

- COMMUTER PROGRAMS
- RESIDENTIAL PROGRAMS
- AFFILIATE PROGRAMS
- FIELDTRIPS
- THIRD PARTY PROGRAMS
- INDIVIDUAL PROGRAMS
 - (INCLUDING BUT NOT LIMITED TO; ONE ON ONE INTERNSHIPS, PRIVATE INSTRUCTION AND OR SHADOWING EXPERIENCES)



Programming Terminology

1. Program:

- a. Any activity, event, recital, lesson, camp, educational activity involving supervision or interaction with a Minor that is sponsored or operated in whole or in part by the University and/or its academic or administrative units on or off campus or offered by a third party on University Facilities. The term Program specifically includes, but is not limited to: workshops, sport camps, academic camps, conferences, Precollege and Youth Programs, clinics, internships, 4H Programming, shadow days, and similar activities, involving Minors and regardless of whether they offer day/commuter or overnight/residential Programming.

2. Program Director:

- a. The University college, school, unit, affiliate, or department employee who owns, operates, or is responsible for the oversight of any Program involving Minors held on or off campus sponsored by the University.

3. Program Participant:

- a. A Minor who is attending or participating in a Program.

4. Risk Executive Sponsor (RES):

- a. An individual in a University school, college, or auxiliary unit who is ultimately responsible for programmatic and budgetary oversight for that unit. Within a school or college, the RES would be the Dean; for a major auxiliary unit, the RES would be the Director.

5. Third Party:

- a. Non-University organizations and entities that lease, license, or otherwise use any University property in order to operate Programs or activities involving Minors.

6. University Facilities:

- a. Facilities or land owned by, or under the control of, the University. This includes facilities or property used for off-campus Programs.



Program Mandates***Program Registration Requirements***

The following requirements must be met prior to operating a Program sponsored or operated in whole or in part by the University.

Eligibility

The University requires any Program to be sponsored and controlled by a University college, school, unit, or department through the approval and signature of a RES (See appendix

Every Program must have a designated Program Director who is a permanent employee of the University and the sponsoring unit. Program Directors are responsible for ensuring their Program's adherence to the requirements under this policy and must maintain documentation verifying compliance with screening, training, and supervision requirements under this policy.

Registration. Every Program must register with the Office of Precollege/Youth Programming and Compliance no later than thirty (30) days prior to the start date of the Program. The requirements and standards are stated in the UW-Madison Youth Programming Manual. See Appendix A.

Camps on Campus Insurance. All Programs must have Camps on Campus Insurance while participating in Programs both on and off campus.

Program Standards**PROGRAM DESIGN AND ACTIVITIES*****1. Promoting Camp Quality and Camper Welfare***

- a. **Programs Goals and Outcomes:** Programs must provide a written statement of goals, which identifies intended behavioral outcomes, have shared them with staff, and use them to evaluate the program. Also includes informing parents of goals.
- b. **Program Intentionality:** Programs must allow for participants to experience progression, challenge, and success. (D/R)
- c. **Program Eligibility:** Programs must identify any eligibility requirements necessary for a participant to participate in each program activity offered.
- d. **Social Development:** Programs should provide specific activities that are designed to help participants develop socially and emotionally.
- e. **Activity Information and Permission:** Programs must inform participants and parents of anticipated activities and gather written permission to participate.
- f. **Environmental Activities:** Programs must provide program activities that help develop comfort, appreciation, awareness, and responsibility toward the natural environment.
- g. **UW-Madison Code of Conduct** – All programs must maintain signed codes of conduct for all participants and staff (See Appendix)

HR — HUMAN RESOURCES***1. Staff Qualifications***

- a. **Director Qualifications:** At least two seasons of minor supervisory experience, have a bachelor's degree from a 4 year accredited university, have an average of 5 hours/year of professional development offerings, and be at least 25 years old. (If special needs camp, director must have 24 weeks experience with that special population.)
- b. **Special Needs Staff Requirements:** In special needs camp, 25% of staff with supervisory responsibilities must have a bachelor's degree relevant to clientele served OR at least 16 weeks experience with population.

2. *Screening, Selection, and Employment*

- a. **Hiring Policies:** Policies must include application and screening process for each job category, have been reviewed by legal counsel/human resources personnel within last 3 years, and define additional/periodic screening requirements which must include a criminal background check for year-round staff based on camp property at least every five years.
- b. **Annual Staff Screening:** Policies must require a voluntary disclosure statement, check of the National Sex Offender Public Website, and criminal background check for all program staff.
- c. **New Staff Screening:** The program must submit a criminal background check, at least three references, and a personal interview for all new staff based on camp property.
- d. **Job Descriptions/Information:** Staff must have job descriptions and information on nature/diversity of the camp program and population served.
- e. **Personnel Policies:** Programs must provide in writing policies regarding benefits, time off, performance evaluation, personal conduct, etc.

3. *Staff Supervision Ratios*

- a. **Supervision Ratios and Staff Age:** Programs must hire enough employees to maintain state mandated ratios at all times. Please see chart below
- b. **One on One Camper/Staff Interaction:** All program staff must receive training to minimize the potential of being in a 1:1 student/staff situation out of the sight of others.
- c. **Age Differential of Staff to Student:** Staff should be at least 4 years older than the oldest participant. (IE Students are 14-18, the minimum age of the staff member is 22)

4. *Staff Training*

- a. **Job Training:** All staff must have training on specific job functions and expectations of acceptable performance.
- b. **Diversity:** Staff training for acceptance and respect of diversity.
- c. **Preprogram Staff Training:** Adequate time must be allotted in preprogram orientation to cover standards specified appropriate for youth programming (i.e Youth Mental Health First Aid, CPR, Youth Protection, Sexual Harassment and Violence Prevention, Mandated Reporter, and etc)
- d. **Late-Hire Training:** Program must provide training for any late-hired staff.
- e. **Camp Staff Responsibilities for General Program Activities:** Staff must be trained on program supervision plan prior to the start of a program.

5. *Staff/Camper Interactions:* Staff must be trained and expected to speak with and listen to campers respectfully, focus attention primarily on the program participants, and promote physical and emotional safety.

- a. **Behavior Management and Discipline:** Staff must be trained to teach problem-solving skills to achieve positive outcomes, help staff recognize and address bullying, and implement fair and consistent disciplinary steps appropriate to the program participant and situation.
- b. **Sensitive Issue Policy:** Staff must be trained to respond appropriately to socially sensitive issues.

6. *Staff Supervision*

- a. **Supervisor Training:** Supervisory staff must be trained to monitor performance and to reinforce or correct staff performance, and carry out their responsibilities in the programs performance review system.
- b. **Staff Schedules Seasonal Staff:** Staff must be assigned schedules that cover the student to staff ratios at all times while assuring adequate off time is given for staff
- c. **Overnight Shift:** All staff must serve at least one overnight shift that runs until 2 am. If a staff works late shift they are not to work the following day's day shift.

- d. **Staff Observation:** Program must have a system of regular observations of staff to provide support, and ensure acceptable job performance criteria are continually practiced. This can be done online or via paper.
- e. **Staff Time Off:** Resident camp staff must have time daily when they are not assigned camp responsibilities plus 24 hours each 2 weeks (in at least 12-hour blocks). Special needs camps, 24 consecutive hours off each 2 weeks.

7. **Appropriate Interactions and Supervision of Minors**

Adults should serve as positive role models for Minors, and act in a caring, honest, respectful, and responsible manner that is consistent with the mission and guiding principles of the University. The behavior of all members of the university community is expected to align at all times with the University and applicable codes of conduct. The following additional interaction and supervision requirements apply to all Programs and Designated Individuals

- a. **ONE-ON-ONE INTERACTIONS AND RULE OF THREE.** ONE-ON-ONE INTERACTIONS OR CONTACT BETWEEN ONE ADULT AND A MINOR IS PROHIBITED
 - i. **EMERGENCY EXCEPTION CAN BE FOUND IN THE THE PRECOLLEGE YOUTH PROGRAMMING POLICY**

8. **SUPERVISION PLAN.** EACH PROGRAM MUST PROVIDE DOCUMENTATION OF ADEQUATE SUPERVISION IN LIGHT OF THE NUMBER AND AVERAGE AGE OF MINORS, THE PROGRAM ACTIVITY, AND WHETHER OVERNIGHT ACCOMMODATIONS ARE INVOLVED. THIS PLAN MUST ADDRESS:

- a. THE SUPERVISION PLAN MUST SPECIFY:
 - i. OVERALL SUPERVISION STRUCTURE. ALL MINORS IN PROGRAMS MUST BE SUPERVISED AT ALL TIMES AND WILL BE SUBJECT TO ALL UNIVERSITY REGULATIONS WHILE ON CAMPUS AND MAY BE ASKED TO LEAVE THE CAMPUS IF UNABLE TO COMPLY.
 - ii. RESPONSIBILITIES OF DESIGNATED INDIVIDUALS
 - iii. ADDRESS PROPOSED BREAKDOWN OF DESIGNATED INDIVIDUALS BY CATEGORY OF EMPLOYEES, STUDENTS, AND VOLUNTEERS.
 - iv. PROVIDE DOCUMENTATION AND COMPLIANCE TO ALL UW TRANSPORTATION POLICIES AND PROCEDURES
 - v. PROVIDE DOCUMENTATION AND COMPLIANCE TO ALL UW ENVIRONMENTAL HEALTH AND SAFETY POLICIES AND PROCEDURES
 - vi. CHECK-IN AND OUT PROCEDURES. EACH PROGRAM MUST ESTABLISH A PROCEDURE FOR THE PICK-UP AND DROP-OFF OF PROGRAM PARTICIPANTS, SPECIFYING TIMES AND LOCATIONS, AND ASSURE THAT NO MINOR WILL BE RELEASED TO ANY PERSON OTHER THAN HIS OR HER PARENT/LEGAL GUARDIAN WITHOUT SPECIFIC WRITTEN AUTHORIZATION.
 - vii. OVERNIGHT PROCEDURES.
 - viii. TRANSITIONS AND FREE-TIME PROCESSES
 - ix. FIELD TRIPS OR OFF-SITE ACTIVITIES
 - x. BATHROOM AND LOCKER ROOM PROCEDURES
 - xi. DIAPERING, TOILETING, CHANGING, AND NAPPING FOR YOUNGER CHILDREN

TRANSPORTATION

9. *Types of Vehicles*

- a. **Emergency Transportation:** Must be available at all times; may be provided by the programs, user groups, or prearranged with community services.
- b. **Non-passenger Vehicles:** Transportation in non UW approved vehicles must be prohibited.
- c. **Private Vehicle Use:** Programs must obtain written permission from Risk Management to use private vehicles to transport program participants.

10. *All Programs must have a transportation plan that documents the following:*

- a. **Arrival and Departure:** All programs must keep a master list of who is eligible to pick up participants.
- b. **Pickup Verification-** All programs must see the ID of adults picking up minors and verify that adult is on the minor's pick up list.

- i. ***Note once programs are able to self-identify** authorized adults, programs may use visual verification in lieu of ID's.
- c. **Communications with Parents:** Parents must be provided with written pick-up/drop-off times, safety procedures, and safety rules for van/bus. This includes informing parents that adults picking up minors must present ID's and be on the authorized pick up list.
- d. **Supervisory Roles during Transport:** Vehicles transporting 15 or more campers must have a staff person, in addition to the driver, trained in safety responsibilities and group management.
- e. **Accident Procedures:** Authorized program drivers must be trained on accident procedures must be in each vehicle transporting campers.
- f. **Safety Procedures:** All programs must complete a review of UW Driving procedures and must include seating limits, use of seat belts, passengers remaining seated, convoy procedures, and wheelchair-handling procedures.
- g. **Transportation Orientation:** All passengers must be oriented to the safety regulations, procedures and expectations.
- h. **Documentation on Vehicles used for Field Trips**

11. *Driver Requirements and Training (Training on Risk Management Website)*

- a. **Driver Requirements:** Driving records must be reviewed, license must be appropriate for vehicle to be driven, and any required drug tests must have been passed.
- b. **Training for Drivers:** Drivers must be trained on written procedures for backing up, loading/unloading passengers, breakdowns, evacuation, camper behavior, refueling, and safety checks. Drivers must all have behind-the-wheel training and practice when the vehicle to be driven differs in size/capacity from the driver's regularly driven vehicle.
- c. **Driver Authorization Information**
 - To be covered by the State's Liability Protection while driving on university business, all prospective drivers must complete the appropriate driver authorization request form. All drivers must be approved through Risk Management, regardless of whether you are driving your personal vehicle, a Car Fleet or DOA vehicle, or a rental vehicle. Prior to applying for Driver Authorization, all potential drivers should read and understand the policies. Be sure to include the Fleet Driver Policies in the first bullet point under General Rules for All Potential Drivers. If there are any questions, you can contact Debbie Beich at Risk Management for assistance.
 - Links to: Driver Authorization Policies and Forms
 - http://www.bussvc.wisc.edu/risk_mgt/drivetable.html
 - Driver Authorization Guidelines
 - http://www.bussvc.wisc.edu/risk_mgt/draugdln.html
 - Once approved to drive, all drivers are listed in the Approved Driver Database
 - <https://www.busserv.wisc.edu/DrAuth/DriverAuth.aspx>

HEALTH AND WELLNESS

12. *Healthcare Personnel*

- a. **Health Care Provider:** Resident camp participants must be registered with UHS. Commuter program participants must have proof of insurance and a personal medical form on file with the program in case of emergency. (See Youth Participant Packet)
- b. *** First Aid and Emergency Care Personnel:** All programs must have staff member with training in the appropriate level of first aid and CPR on duty at all times
- c. **Away from Main Campus:** For times away from the main campus, a staff member must be oriented to provide routine health care for participants and to handle emergencies.
- d. **Staff Training:** Staff must be trained in role/responsibilities in health care.

13. *Health Screening and Assessments*

- a. *** Participant Health History:** Health history information must be gathered from parents/guardians that includes current health conditions, past medical treatment, immunizations, and allergies.

- b. **Health Exam:** Each program must state in writing why or why not their participant must have a physical on file. If one is required for the camp, it must be within 12 months.
- c. **Health Screening for Residential Programs:** UHS will conduct health review and screening for incoming participants.
- d. **Permission to Treat:** Parents of minors must sign a permission form for trained staff to provide routine health care, administer prescribed medications, and seek emergency medical treatment.

14. *Healthcare Practices*

- a. **Parent Notification:** Programs must notify parents in writing of any illness/injury that may occur on campus. Emergency incidents will be relayed via phone and in writing.
- b. **HealthCare Policies:** Written medical policies relayed to parents must include scope and limits of services provided and authority/responsibilities of program staff, and supplies, emergency health care assistance, etc.
- c. **Treatment Procedures:** Health care staff must follow written treatment procedures for reasonably anticipated injury/illness.
- d. **Inform Staff of Special Needs:** Programs must inform appropriate staff of any special needs of program participants for whom they're responsible, but information must be kept confidential outside of staff specifically serving the student.
- e. **Special Medical Needs:** For program sessions primarily serving persons with special needs, the program must have available sufficient medical staff, a system for evaluating the programs ability to serve persons with specific needs, and information about the program's philosophy and approach to serving this population.

15. *Healthcare Center and Equipment*

- a. **Medication Storage and Administration:** All drugs must be stored under lock. Residential Programs must store medication at the Camp Health Office supervised by UHS. Prescription drugs must be dispensed only under directions of University Health Services or other campus authorized entity. Nonprescription drugs dispensed only under written health care procedures or signed instruction of parent/guardian by University Health Services

16. *Recordkeeping and Health Records- Camp Docs*

- a. **Contact Information:** Information must be gathered on campers that includes name, birth date/age, name/address/phone of adult responsible for each minor, phone of emergency contact, and name/phone of individual's physician.
- b. **Commuter Programs-**Must keep a medical form on file for each participant (See Youth Participant Forms)
- c. **Recordkeeping:** Programs must keep a health log and reports of all incidents requiring professional or medical treatment.
- d. **Record Maintenance:** All forms and records must be kept at least for the period of 8years.

17. *Staff Health Information*

- a. **Staff Health History:** Health history information must be gathered from seasonal staff that includes current health conditions, date of last tetanus, emergency contact information and permission to treat.
- b. **Health Screening for Resident Program Staff:** The appropriate staff person must conduct health review and screening for staff members.

18. *Short-Term Residential, Family Programs, and 3rd Parties*

- a. **All Programs Must be registered with University Health Services**
- b. ***Emergency Care Personnel:** All programs must provide verification that all staff are appropriately certified first aid/CPR and youth Mental Health First Aid persons.
- c. **Health Care Planning:** All programs must verify availability of first aid supplies/equipment, and training/information for staff
- d. **Health Information:** Programs must produce emergency contacts for all participants, any persons with allergies or health conditions, and signed permission to treat minors to University Health Services
- e. **Insurance-** All 3rd party participants must have proof of medical insurance as well as secure a contract with UHS to provide on call nursing emergencies.

19. Risk Prevention and Management

- a. **Risk Management:** Programs must comply by all UW Madison Risk Management processes
- b. **Incident Reporting:** Programs **must** report all incidences involving medical, legal, abuse allegations and emergencies to the proper authorities.
- c. **Incident Analysis: After notifying proper authorities,** programs must still report **all** incidents to the Office of Precollege of Youth Programming and Compliance
- d. **Insurance Coverage:** All Programs must have Camps and Clinics Special Medical Insurance
- e. **Personal Property Regulations:** Programs must obtain a signed code of conduct from each participant
- f. **Incident Reporting:** Staff must complete and upload all incident/accident reports to the Youth Program Registration System.
- g. *** Firearms Control:** Any firearms and ammunition on campus must be reported to UW Police and result in immediate dismissal.

RM-Risk Management Policy:

UW---Madison camps/clinics/programs must be managed by UW employees. Students and registered student organizations cannot manage a camp/clinic at UW---Madison. The State liability insurance extends to University “agents” acting under the direction and control of the University and within the scope of their assigned responsibilities. Payment is not required. Students hired to “work” the program will be covered as employees and liability coverage extended to them for the duration of the camp.

Camps & Clinic Requirements

- h. Camps/Clinics must be held on UW property. That can be UW---Madison campus or it could be off the main campus. Contact Risk Management at 262.8926 to be sure.
- i. All Camps &/or Clinics must have a brochure or website for marketing. The brochure must be forwarded to Risk Management; 21 N Park St, Ste 5344A; Madison, WI 53715 or emailed to Debbie Beich at debbie.beich@wisc.edu The following are areas that must be included in the brochure (dependent on the type of camp/clinic):

Liability/Insurance:

20. Indemnification-All program participants must have an indemnification on file.

- a. **Health Insurance** --- Campers should have their own health insurance to cover medical treatment that may be required while attending the camp. Limited accident insurance is provided by the University; illnesses are not covered by the policy stated below
 - i. By signing the medical release form, the parent/guardian understands and acknowledges that the Camp provides limited accident insurance, which is primary up to \$10,000. The parent/guardian also understands that all bills for medical treatment that the child receives at the camp, including prescriptions, are ultimately his/her responsibility.
- b. **Health Care** – Residential Programs utilize Camp Health through UHS to provide qualified Medical Staff on duty 24 hours to provide First Aid and evaluate minor illnesses and injuries, dispense medications brought by program participants and staff.
- c. Participants in need of further medical care will be transported to local medical facilities. Every effort is made to protect the health and safety of our participants. It is important that participants come physically prepared to take full advantage of their camp experience.
- d. The Camps and Clinics Insurance policy renewed as of 1/1 annually.
- e. The current rates are \$0.32 for 2 days or less without an overnight stay or non---consecutive days without an overnight stay or
- f. \$1.81 for 3 days or more or any overnight stays. The limit is \$10,000.

21. *Emergency Prevention/Preparedness and Response*

- a. **Intruders:** Programs must review security concerns and train staff/campers about steps to take to address possible intruders during student orientation.
- b. **Emergency Plan and Rehearsal:** Emergency plans must be established and rehearsed to respond to reasonably foreseeable emergencies on campus (such as fire or weather). (See attached emergency plan)
- c. **Safety Orientation:** Program participants, staff, and groups must be oriented to established, written safety regulations and emergency procedures through UW Housing
- d. **Missing Person Procedure:** Programs must adhere to the Precollege Council procedures and train staff for persons lost, missing, or runaway.
- e. **Emergency Communications:** Camp must have a system of communication back to camp regarding emergencies, for contacting parents/guardians, and for dealing with the media.
- f. **Participants in Public Areas:** Programs must adhere to UW policies for when minors are in contact with the public that include ratios, location, and responsibilities of staff, safety regulations and behavior guidelines, and emergency procedures if someone gets separated from group.
- g. **Minor Security:** Programs must document procedures for release of campers and verification of absentees within the transportation plan.

Reporting Emergencies

WHEN TO CALL 911:

You should call 911 in ALL emergencies.

WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call 911 when an immediate response is needed.

WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a through description of the incident to assure appropriate resources are dispatched.

PHONE NUMBERS

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Police: 264-COPS (2677) www.uwpd.wisc.edu

Safety Department: 262-8769 www2.fpm.wisc.edu/safety

Physical Plant/CARS (Central Answering & Response Service): 263-3333 Voice 265-4550 TTY

Facility Access: 263-3021 Voice 265-5147 TTY 265-3139 Fax

22. VIII. THIRD PARTIES, FACILITY RENTALS, AND NON-UNIVERSITY SPONSORED EVENTS- ALL THIRD PARTIES MUST

ABIDE BY THE VCFA 3RD PARTY VENDOR COMPLIANCE POLICY (SEE APPENDIX)

UW-Madison Minor Protection and Adult Leadership

Required Adult to Student Ratios

Age Group	Situation	Required Ratios (Adult : Student)
Age 3-4	Commuter	1:4 (for field trips meet ratio plus minimum of 2 adults)
Age 4-5	Commuter	1:6 (for field trips meet ratio plus minimum of 2 adults)
Age 5-9	Commuter	1:10 (for field trips meet ratio plus minimum of 2 adults)
10 years and over	Commuter	1:18 (1:10 for All Water Activities and Rec Sports and field trips. Field trips must have minimum of 2 adults)
6 and under	Residential --- All	1:4 (for field trips meet ratio plus minimum of 2 adults)
Age 7-17	Residential --- General	1:10 (for field trips meet ratio plus minimum of 2 adults)
Age 10-17*	Residential Classroom Setting and Transitional Situations*	1:18 * Must have another adult staff member (s) on duty at the camp/program during these times to call upon and respond within 5 minutes if assistance is needed.



Lost Camper Procedures

These procedures should be followed by all faculty, staff, counselors, and anyone else who may be associated with the program.

0 -- 10 Minutes

1. Program Director or staff member checks camper's room (if residential program) and calls camper's cell phone if available.
2. Program Director calls staff to begin searching typical areas where campers may go, speaks to close friends within program, etc.
3. Program Director calls Campus Police (UWPD) first; UWPS or Program Director contacts parents. (This is decided jointly by UWPD and the Program Director.)
4. Staff fills out a lost camper incident report (see next page).

11-20 Minutes

1. Program Director calls UW Housing (if residential program) and any staff or faculty who can help in the search.
2. The camper's cell phone is called every 10 Minutes if available; parents are continuously updated with any new developments.
3. All parties work together to keep one another updated so if the incident escalates, all necessary university officials have been notified.
4. Program Director alerts anyone who needs to be apprised of the incident, such as risk management or UW communications.
5. Staff updates incident report as needed.

When the camper has been located, it is recommended that the Program Director assess the camper's needs and/or behavior as every incident is different and could be very traumatic. Follow emergency procedures that are in place and utilize any university personnel that could help.

If it is determined that the camper chose to not follow camp protocol/procedures, it is up to the Program Director to establish any reprimands. For example: there are specific things you can establish with the camper who chooses to do things their own way:

1. Have them check in at the office every morning and at every break in the day, until you feel they have earned the right to be independent.
2. Escort them to class and activities until you are confident they will do it on their own.

Establishing guidelines at the beginning of the program is very important; following through on what you say is also very important, both in discipline and in every day interactions.

The Program Director should file the incident report and provide a copy to Campus Police if needed.

LOST CAMPER INCIDENT REPORT

NAME OF CAMP/CLINIC: _____

NAME OF MISSING/LOST PERSON: _____

DATE: _____ TIME: _____ A.M. P.M.

LAST KNOWN LOCATION: _____

CAMPER DESCRIPTION:

• AGE: _____ HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____

• CLOTHING DESCRIPTION: _____

• DISTINGUISHING FEATURES/HABITS: _____

HOW DID INCIDENT OCCUR: _____

Name and Address of Parent or Legal Guardian

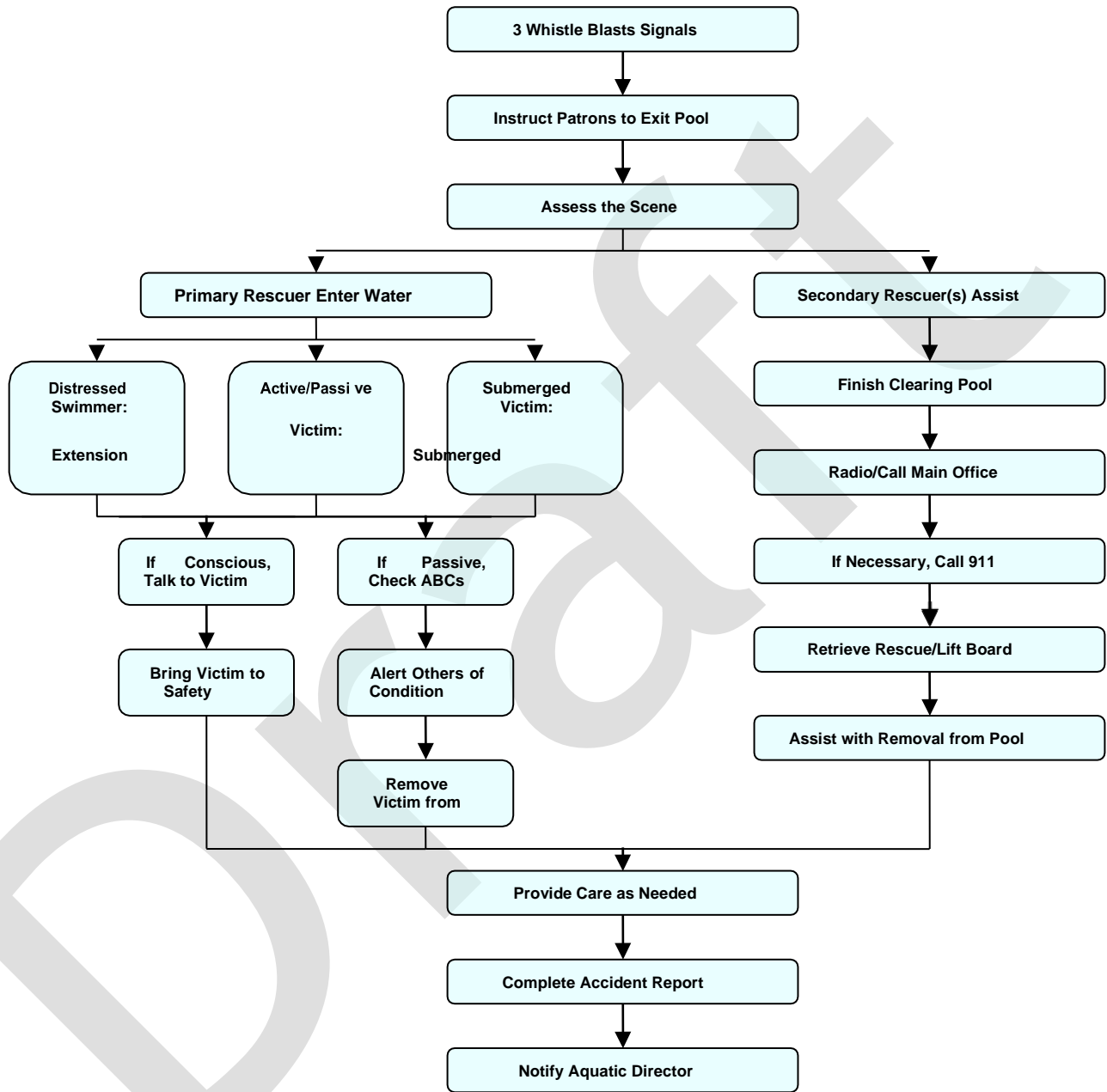
Name of Person Completing Form: _____ Phone Number: _____

THIS FORM MUST BE COMPLETED

IMMEDIATELY FOLLOWING INCIDENT

Lost Swimmer Procedures (UW Pools) Emergency Action Plan Flowchart

(from Division of Rec Sports)



Lost Swimmer Procedures (Outdoor/Lakes)

UW Lifesaving Station

Emergency: 608-262-3505 Business: 608-262-5865

Missing or Abducted Children from UW Recreational Pools

1. If a child disappears, particularly if under suspicious circumstances, **lifeguards on duty will immediately call the University of Wisconsin Madison Police Department then contact the Facility Supervisor on duty and the professional staff.** Information for the police department- provide the child's name, date of birth, height, weight, and any other unique identifiers such as eyeglasses and braces. Tell them how long the child has been missing and what clothing he or she was wearing.
2. Volunteers can then be contacted to immediately mobilize to look for the missing child. Places to check:
 - Pool deck
 - Locker Rooms
 - Hallways
 - Concessions
 - Bleachers – downstairs and upstairs

If appropriate, the police department will issue an Amber Alert

Emergency Procedures Guide (Emergency Plan Templates are included with this manual)

Developed by: UW Police and UW-Madison
Safety

This guide has been prepared to provide you with a quick reference guide that can be used in preparation for an emergency on campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are **PREPARED**.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available from your facility manager, the University Police, or the Safety Department.

In some of the informational sections of this guide, there are blanks that should be filled in by you. Once you have filled in these blanks and the procedures have been reviewed, this guide should be kept in a readily accessible location, such as hanging on the wall near your phone.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in your building, please ask your facility manager, contact the University Police at 264-COPS (2677), or the Safety Department at 262- 8769. Be sure to check with your facility manager for building specific emergency guidelines and procedures.

Draft