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| **A red letter on a white background  Description automatically generated** | **UNIVERSITY OF WISCONSIN-LA CROSSE (UWL)**  **YOUTH PROTECTION**  **PROGRAM EMERGENCY PLAN TEMPLATE** |

*A customized version of this document should be shared with all program volunteers (UWL employees and students as well as non-UWL volunteers). Please customize for your event.*

**UWL Activity Director Contact Information:** **Hosting UWL Department Contact Information:**

NAME:

DEPARTMENT:

CELL PHONE:

*Your emergency plan must include the following, though it can be customized as needed:*

* *main meeting location/ “headquarters” location*
* *basic agenda with times and locations*
* *map of campus (if more than one building used)*
  + **UWL MAP:** [**https://www.uwlax.edu/map/**](https://www.uwlax.edu/map/)
* *contact information for Lead Chaperone and UWL Campus Host information*
* *Clear Identifiers for Designated Individuals*
* *Lost Youth Participant Plan*
* *Bad Weather Plan*
* *Plan for Medical Emergencies*
* *Staff roster with cell phone information*
* If **parents/guardians** will drop-off and pick-up students from campus, have that location clearly communicated out to all parents prior to the event start.
* UWL Escalation Matrix

This is an example/template that can be used to create your own plan. Additional templates are available. Please contact [youthprotetion@uwlax.edu](mailto:youthprotetion@uwlax.edu) or your Division Youth Protection Liaison if interested.

**DESIGNATED INDIVIDUALS *(SUPERVISORS WITH BACKGROUND CHECKS)* WILL BE MARKED WITH THE FOLLOWING EASY-TO-IDENTIFY ITEM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*EXAMPLES: (COLOR) LANYARD / (COLOR) NAME BADGE) / (COLOR) SHIRT*

**MAIN LOCATION ON CAMPUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(For more extensive event agendas, this location might change during the day. Please share these details with your staff)

**EXPECTATIONS:**

The visiting organization will be expected to supervise youth at all times. The Lead Chaperone must have easy access to emergency contact information for all attending youth.

**Lost Youth Participant Plan**

Before leaving the **(MEETING LOCATION)** with a group of students, **LEAD CHAPERONE** will instruct them to each find a “travel buddy” for their sessions.

* No child may leave his or her group for any reason without speaking to an instructor or TA first. Instructors: Reinforce the practice that other children in the group should tell you if they notice that their assigned buddy or anyone else in the group is not present.
* Adhere to the policy that no child may leave the group alone. If a child must leave the group (e.g., to take a restroom break) he or she must be accompanied by one of the attending chaperones and their student buddy.
* Please consult the maps in your folder for restroom locations.

**When a child is noted to be missing:**

1. Assemble children in 1) the nearby empty classroom 2) in HEADQUARTERS LOCATION (whichever is closer) or 3) inside a campus building. Keep in that location until missing child is located.
2. Notify other chaperones and ask the campers about the last time they saw the missing child and if they know where he or she went.
3. Call the UWL Campus Host/Partner
   1. Provide the name, basic characteristics of the camper (hair color, age, size, weight), any description you may have that would help others search (such as apparel that he or she was wearing), and how long it has been since anyone has seen the child. The UWL and MVGTN managers will arrive on the scene with other support personnel as soon as possible.
   2. If possible– interview other students who have recently interacted with the missing student and update directors accordingly.

**LEAD CHAPERONE will notify UWL police if lost child has been missing for more than 5 minutes (outside events) - 10 minutes (classroom events). UWL Police: (608) 789-9000**

**Thunderstorm and Lightning Plan**

In the case of bad weather, visiting students may be asked to wait in a classroom space until weather conditions permit safe travel between campus buildings. Lead Chaperone should call any staff to notify them of any delays.

**Plan for Handling Medical Emergencies**

A camper or staff member may sustain an injury or suffer an illness that requires prompt action to be taken at the site of occurrence. Event staff must ensure all instructors are aware of any allergies or medications for students in their groups before the event. What follows is a suggested plan of action:

1. Make student and others safe from further harm.

2. Assess victim as having a life-threatening emergency or a non-life-threatening emergency.

**Life-threatening emergency:**

• Give first aid\*

• Activate EMS (911)

• Notify Campus partner

• Notify victim's parents

\*call poison control if poisoning is suspected. 800.222.1222

**Non-life-threatening:**

• Have primary chaperone give first aid

• Have secondary chaperone notify UWL Host Department

• Delegate staff member to notify victim's parents

**(NOTE any strategy for events with on-site medical staff)**

**Identify any specific risks for your program and risk mitigation plans, such as** chemical spills, fire or water-related activities, etc.