Youth Camp and Program Calendar Year 2022

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University of Wisconsin La Crosse**

**Emergency Plan Template (Please revise as needed)**

Emergency Situations

For an immediate life-threatening emergency, call 911 and provide follow-up notification to the University Police at 608-789-9999. Program staff will contact guardians to update them on the situation.

Emergency protocol at tutoring:

Notify site supervisor of the situation. If need be, notify the Director prior to contacting the (University) police for assistance.

Emergency protocol at Summer UB:

Notify administrative staff on duty.  If need be, notify the Director prior to contacting the University police for assistance. See the Summer Upward Bound Handbook for more details on emergency protocol.

Active Shooter Protocol

There is no way to know for sure when and where an active shooting will begin, so with that in mind, here are a few possible scenarios to possibly use if a shooting begins:

* If an alert about an active shooter is in the same facility goes out…
* Try to escape if possible and call the police with any knowledge you may have
* Not safe to leave the office/area?
* Seek shelter in a room and barricade the door
* Stay near the door—but out of sight—so if the shooter tries to break in, it is possible to quickly defend against the shooter
* Silence phones and any other electronics that may make a noise and alert the shooter to your location
* Be ready to break the window and escape that way if the need arises
* Face to face with the shooter
* Do whatever needs to be done to stay safe and alive
* After the situation is contained by the police, any staff member who was separated from the rest of the staff should report their safety status to the Director via text or phone call.

Fire Protocol

In the case of a fire, all staff and students utilizing the Upward Bound services at that time should immediately get to the nearest exit and leave the building. Everyone should meet as a group in the closest parking lot (Upward Bound office: Ramp; Off-campus tutoring sites: closest parking lot; UWL tutoring: C-10 lot) to make sure everyone was able to get out safely.

Winter/Weather Closing

In the case of a weather emergency, the Director must notify staff the night before (or at the latest, the morning of) regarding whether the office will be open or closed due to bad weather. Staff can also choose to work from home if applicable and should use their own discretion about safety when traveling to and from work in a weather emergency. Bottom line is, choose the safest option.

Safety and Security

Residence Hall Entry

For the safety of all students, side and back doors are locked at all times. [However, front doors are unlocked from 9 am-10 pm, Mondays through Thursdays, 9 am to 6 pm Fridays and 6 pm to 10 pm Sundays for Upward Bound.] Students do not have access to exterior doors when locked. If students need to access to the building during locked hours, they are required to contact the Upward Bound Staff on duty.

Safety Phones

There are outside safety phones on campus at the main entrance of each residence hall, between Hutchison and Drake Halls, Wimberly Hall, Wilder Hall, Murphy Library, Mitchell Hall, and Cartwright Center. Safety phones are identified with blue lights and ring directly to the Protective Services Office. The phones located at the entrance of every residence hall can also be used for regular phone calls.

Fire Safety

Know and follow fire evacuation routes posted around your residence hall. Note the location of a fire extinguisher in your residence hall. In case of fire and fire evacuation:

**If your door is hot or if the corridor is full of smoke:**

1. REMAIN IN YOUR ROOM.

2. Put towels around your door and seal all cracks.

3. Hang a sheet or towel from your window.

4. Signal for help.

5. If you have a phone in your room, call Protective Services – 608-789-9999 or Emergency Dispatch – 911.

**If it is safe to leave:**

1. Open the draperies and close windows.

2. Turn ON the lights

3. Wear hard-soled shoes and a coat; take wet towel

4. Close the door as you leave

5. Follow evacuation exit route posted in your room

6. Stand away from the building; wait for clear signal

Severe Weather and Tornados

A Tornado/Severe Weather WATCH means that the present weather conditions could produce a tornado, thunderstorm, or severe weather. A Tornado WARNING means that a tornado has actually been sighted. In this situation, action should be taken immediately! In the event a TORNADO WARNING is established for our area, residents should:

● Remain calm but move expeditiously.

● Close and lock room doors.

● Protect head and face.

● Go down to the basement or move to an interior area of the building. ● Stay away from windows and glass.

● Do not leave this area until instructed to do so.

In the event that there is not any time to evacuate, crawl under a desk or use a mattress to protect yourself.