Youth Camp and Program Calendar Year 2023

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

**University of Wisconsin La Crosse**

**Reporting Protocol Template (Please revise as needed)**

**General Incident and Executive Order 54 Reporting Protocols**

1. Individual (paid staff/volunteer) contacts their immediate supervisor about the situation. This should happen as soon as possible.
   1. Immediate danger to the minor: Connect with supervisor right away, even if during programming.
   2. No immediate danger or harm to the minor: The individual can connect with the supervisor right away if another tutor can take over, or right after programming at the very latest.
      1. \*Connect with supervisor right away if unsure and cannot decide regarding immediate danger/harm.
2. The individual with support from the immediate supervisor begins the process to complete the EO54 report form ([(Executive Order 54 reporting website)](https://cm.maxient.com/reportingform.php?UnivofWisconsinLaCrosse&layout_id=76).
3. Detective [Adrian Meyer](mailto:ameyer@uwlax.edu) and the Pre-College Liaison, [Antoiwana Williams](mailto:awilliams@uwlax.edu) will receive completed reports once filed. Detective Meyer will review the report and pass along to the County. Follow up will occur as needed with program staff.

Staff should continue to monitor and document any future situations or incidents with the minor, and complete and forward additional reports to Protective Services.

**General Incident Reporting Protocol**

1. Individual (paid staff/volunteer) contacts their immediate supervisor about the situation. This should happen as soon as possible.
   1. Immediate danger to the minor: Connect with supervisor right away, even if during programming.
   2. No immediate danger or harm to the minor: The individual can connect with the supervisor right away if another tutor can take over, or right after programming at the very latest.
      1. \*Connect with supervisor right away if unsure and cannot decide regarding immediate danger/harm.
2. The individual with support from the immediate supervisor begins the process to complete the Youth Camp/Program Incident reporting form ([Youth Incident reporting form website](https://cm.maxient.com/reportingform.php?UnivofWisconsinLaCrosse&layout_id=77)).
3. Risk Management ([Spencer Green](mailto:sgreen@uwlax.edu)) and the Pre-College Liaison ([Antoiwana Williams](mailto:awilliams@uwlax.edu)) will receive completed reports once filed and review the information. Follow up will occur as needed with program staff.

**(Turn Over)**

Pr**ogram Staff and Responsibility: Please list program staff and their responsibility(ies)**

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| --- | --- | --- |
| Staff Name and Title/Position | Responsibility | Notes |
| Example: Staff 1, Tutor | Inform immediate supervisor and complete report form |  |
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