

**Youth Activities
Safety and Emergency
Response Guide**

**University of
Wisconsin-La Crosse**

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Introduction

The Youth Activities Safety and Emergency Response Guide and Plan were designed to create an institutional approach to protecting the safety of youth on the University of Wisconsin-La Crosse campus as well as off campus sites affiliated with the University of Wisconsin-La Crosse. This is a joint effort between the Office of Title IX and Compliance, Risk Management, Campus Police and AAO/Youth Services. The plan will be used by Programs to outline the organization, responsibilities, and procedures for Authorized Adults and Designated Individuals (Program Staff) serving minors on campus. These individuals will respond to emergencies that affect the programs while conducting operations on the University of Wisconsin-La Crosse campus and affiliated locations.

Purpose

The purpose of this document is to educate programs with the direction and structure for various individuals and functions that may be necessary to respond to emergencies. This plan establishes the emergency structure necessary to direct and control operations during an emergency and assigns responsibilities and roles to specific Program Staff individuals. Efficient implementation of this plan can provide clear direction, establish responsibilities, and potentially limit the effects of an emergency. The intent is to pull together relevant reference information from various UW-La Crosse offices concerning Youth Activities as well as various University emergency document sources including, but not limited to, the University of Wisconsin-La Crosse emergency plans.

Scope and Audience

This Youth Activities Safety and Emergency Response Guide and Emergency Plan apply to University employees, affiliates, volunteers, contractors, and visitors who are Program Staff defined by UW-La Crosse Youth Protection policy. The Youth Activities Safety and Emergency Response Guide and Emergency Plan apply to all campus activities for youth held on University property, as well as those activities sponsored by the University.

During emergencies that affect the activities, the University, or the region, the activity will cooperate with the University and any local, state, or federal authorities as necessary. An emergency is defined as an event that disrupts the standard operations of the program or the activities of its personnel, including volunteers, and participants. Emergencies may vary in severity and nature and will be managed on a case-by-case basis.

Definitions

Youth Participants: Individuals who are registered, enrolled, or engaging in covered activities as a participant.

Covered Activities: All events, operations, endeavors, or activities designed for participation by Youth Participants and organized, sponsored and/or operated by the Institution regardless of location; and

All events, operations, endeavors, or activities designed for participation by Youth Participants held on property owned or leased by the Institution that are organized, sponsored and/or operated by Third Parties.

Authorized Adult: Individuals, age 18 and over, paid or unpaid, who are authorized to interact with youth participants as part of a covered activity following completion of screening and training requirements. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, student-athletes, interns, and individuals associated with Third Parties. Authorized adults cannot have unsupervised access to minors.

Designated Individual: An authorized adult who is counted in the supervision ratio for a covered activity. Designated individuals are responsible for ensuring the care and safety of youth participants in covered activities. Additional training is required for authorized adults serving as designated individuals.

Custodial Care: The temporary responsibility for supervision, care, or control of minors without accompanying parents, guardians, or chaperones.

Lockdown: Used to stop access and/or egress to all or a portion of the buildings on campus during a security threat.

Minor: A person under the age of eighteen (18) who is not matriculated at a UW System institution.

Primary Assembly Area: A designated outdoor location away from the building where building occupants can gather after evacuating the building.

Secondary Assembly Area: A location inside a University or non-University building to be used in cases where the Primary Assembly Area is unavailable or in cases of inclement weather and/or extreme temperatures during a building evacuation.

Shelter in Place Location: Rooms of a building in a central area away from external windows and doors; the use of any classroom, office, or building for the purpose of providing temporary shelter in the event of severe and/or inclement weather.

Plan Recommendations

UW-System Administrative Policy 625, Youth Protection and Compliance requires institutions require all covered activities to document minimum emergency preparedness protocols based on the covered activity's level of risk and as advised by the institutions risk management authority or other relevant institution stakeholders. At a minimum, the plan must contain all elements outlined in this guide. Additionally, all members of the Program Staff shall be trained in implementation of the procedures set forth in this plan.

The plan may be compiled electronically and saved for subsequent use. An electronic copy must be submitted to the <institution's precollege liaison or other designee> < # of days) prior to the start date of the program.

Assumptions & Situation

The following assumptions have been made for the purposes of creating this plan:

- An adequate number of personnel identified within this plan will be available and able to reach the emergency scene or designated work location as appropriate to their function. All emergencies exceeding the response capacities of Program Staff will be managed by the University or will be jointly managed by the appropriate university official(s) and local, state, or federal emergency response agencies.
- Emergencies as described in this plan affect the program while it is on campus grounds.
- University, federal, state, and local resources will be available if needed.
- Cooperation between program director, program staff, university personnel, and emergency responders will occur as needed.

Emergency Terminology, Training, and Procedures

Emergency Response Definition

Emergency response encompasses actions related to emergency situations and crises within a program under the auspices of the UW Wisconsin-La Crosse Covered Activities.

A formal youth activity declaration of emergency conditions should be made based on assessments of the extent and type of emergency and relayed as necessary to appropriate authorities.

Assessment of the emergency situation is performed under the direction of the Program Director, with appropriate assistance from University of Wisconsin-La Crosse as needed or requested. Assessment may include performing headcounts of program participants and Designated Individuals, implementing first aid and search efforts, and performing inspections to evaluate the extent of emergency impacts to program/campus facilities.

Emergency Response Training

Prior to the beginning of program, the Program Director or <campus/ activity designee> shall provide emergency response training to all program staff that will include discussions and drills of the following issues/procedures:

1. Anticipated types of potential emergency conditions.
2. Method for receiving notification of emergency: Campus Alerts (Text, Email, etc).
3. Method for alerting the program staff and participants to an emergency condition (e.g., blowing an air horn or ringing a bell). The activity emergency alarm device to be used is a(n) _____ and will be sounded _____ times.
4. Meeting at pre-determined Primary Assembly Areas and conducting head counts and assessments of the physical well-being of participants and program staff.
5. Relaying emergency information and directives to other program staff and participants.
6. Performing pre-assigned emergency response tasks, such as establishing communication with campus police and/or outside authorities, providing first aid, forming search parties, and initiating searches, relocating program participants to secure and safe areas, inspecting facilities and grounds for damage, and coordinating an orderly and safe evacuation of the area.

At the beginning of activities, the Program Director and/or Program Staff shall also provide emergency training to participants that encompass specific instructions about:

1. What the program emergency notification method is.
2. Describe/define the Assembly Groups (e.g., according to age, team name or number, etc.), if applicable.
3. Describe where each Assembly Group will assemble when the program emergency plan is activated. Clearly identify both the Primary and Secondary Assembly Areas (e.g., front of building, parking lot, etc.) and Indoor Shelter Areas.
4. Require participants to follow instructions from program staff during emergencies and emergency drills.

Emergency Calling Assignments

Upon declaration of an emergency, the declarer must also notify the proper authorities including, but not limited to, UW-La Crosse, Institutional Sponsor(s), and UW- La Crosse Precollege Liaison.

Complete a Youth Activity Emergency Plan

A fillable electronic template for the Youth Activity Emergency Plan is available on [the staff resources website](#). Refer to Youth Activity Emergency Plan Template document for a sample.

UW-Wisconsin-La Crosse Emergency Procedures

Refer to UW-Wisconsin-La Crosse emergency- management (website) for more information about the University's response to emergencies. The following information is from the Emergency Procedures Guide, which is available [on the staff resources website](#).

This guide has been prepared to provide you with a quick reference 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 608-785-9999, Be sure to check for building specific emergency guidelines and procedures.