



UWSP

SUMMER CONFERENCES

CAMP SAFETY INFORMATION

KEY EMERGENCY RESPONSE REMINDERS...

UW-Stevens Point is committed to the safety and well-being of all faculty, staff, students, and visitors.

Please take a moment to review this two-page summary of key emergency response steps. The full campus emergency management plan is found at www.uwsp.edu/rmgt

REPORTING EMERGENCIES

IMPORTANT NUMBERS TO KNOW

WHAT IS AN EMERGENCY?

An emergency is an immediate threat to life and/or property requiring immediate response from police, fire or EMS. If you are not sure, err on the side of caution.

HOW DO YOU REPORT ONE?

- CALL 9-1-1 right away!
- Provide the address, location and description of emergency.
- Provide the phone number at your location.
- Provide thorough description of incident.
- Hang up only after you have been told.
- Stay on the line until all requested information is provided.

**AFTER CALLING 9-1-1,
CALL PROTECTIVE SERVICES
715-346-3456**

MEDIA REQUESTS

Refer media requests to University Relations and Communications at 715-346-3046.



FOOD ALLERGIES AND SENSITIVITIES

Our staff will do our best to accommodate special diet requests.

In the event that a participant has a food allergy or sensitivity please contact us:

Becky Konkol (Registered Dietitian)

715-346-3860 / bkonkol@uwsp.edu

Angel Alcantar (Executive Chef)

715-346-4878 / aalcanta@uwsp.edu

EMERGENCY PROCEDURES

IN A LIFE OR DEATH SITUATION

STAY WITH THE CAMPER!

**HAVE ANOTHER SUPERVISOR, COACH,
DESK HOST, CAMP COUNSELOR, ETC.**

CALL 911

Provide Your Name, Identify your Location on Campus, Identify the Situation, the condition of Victim, and the Aid Being Given.

IN ANY EMERGENCY EVENT...

- Check vital signs and provide First Aid as needed.
- Contact Camp Director, parents and Camp Health Staff.
- Secure Camp Health Form for Hospital Emergency Room.
- If Situation involves an accident, complete UWSP Accident Report Form.
- Send copy of UWSP accident report form to UWSP risk management office and deliver a copy to the Camp Health Staff at the next mealtime.
- If camper is covered under UWSP camp insurance, the Camp Director will need the camper to complete an Insurance Accident Claim Form.

WHEN NON LIFE OR DEATH SITUATION

During Regular Business Hours
(7:45 to 4:30 Monday through Friday)

- Urgency of situation to determine whether immediate treatment is needed, or an appointment could be made.
- Contact camp health nurse at 715-340-1643. If nurse is not available, call UWSP health services 715-346-4646 located in Delzell Hall, 910 Fremont Street, Stevens Point.
- Arrange for an appointment and assign a camp staff member to accompany the camper.
- Arrange transportation to Saint Michael's Urgent Care or emergency room. If person is unable to move under own power, an ambulance will be called.

After Regular Business Hours
(Evenings and Weekends)

- Assign camp staff member to accompany camper to St. Michael's Urgent Care or Emergency Room.
- Contact St. Michael's Urgent Care or Emergency Room in advance 715-346-5100.
- Arrange transportation to Saint Michael's. If person is unable to move under their own power, an ambulance will be called.

UWSP MISSING PERSON SEARCH PROCEDURES

STEP #1

If a camper is missing, contact the Camp Director.

STEP #2

No more than 15 minutes after Step #1

- Note the time on your watch.
- Note who told you the person is missing (if it is not you).
- Ask nearby campers and staff if they have seen the missing person.
- Contact the missing person's roommate to get information as to his/her location.
- Try to determine where the camper was last seen.
- Try to determine what the camper was last wearing.
- Try to determine who the camper was last with—contact that person.
- Determine the location the camper is supposed to be at.

STEP #3

No more than 15 minutes after Step #2

- Perform a small scale search immediately. This search should include the area the camper was last seen, his or her room (including closets, under beds), nearby bathrooms and public lounges. It should also include the location where the camper is scheduled to be at the current time (pool, volleyball court, rehearsal, etc.).
- Alert another counselor a camper is missing. Make him/her aware of your search and have him/her watch your campers.
- Contact the Camp Health Office to verify the camper is not there.
- If the search is not successful, notify your Camp Director. Provide them with all the information noted in Steps # 2 and #3 on the Missing Person Search Checklist.

STEP #4

No more than 15 minutes after Step #3

The Camp Director will...

- Instruct the counselors do a head count of all their assigned campers and confirm whereabouts of all assigned campers.
- Document the time of the search and camper information (name, sex, clothing, where last seen).
- Secure the missing camper's health form.
- Document a description of the missing person, including any physical attributes and relevant information.
- After 45 minutes of being notified, and the person is still missing, call Protective Services at 715-346-3456.



FIRE/EXPLOSION IF YOU DISCOVER A FIRE

- Pull fire alarm.
- If time permits, shut down any hazardous equipment or processes.
- EVACUATE building using stairs and closest exit.
- Provide assistance to those with special needs.
- Report to your department's designated gathering point.
- From a safe location, call 9-1-1 and Protective Services (715-346-3456) with information about the emergency and location.
- Do not reenter building unless authorized by fire department.

ONLY USE A FIRE EXTINGUISHER IF...

- You have been trained to do so
- Small fire, contained and in early stages



**REPORT ALL FIRE EXTINGUISHER USE TO FACILITY SERVICES
715-346-4219**

**REPORT ALL LICENSED KITCHEN FIRES TO THE ENVIRONMENTAL HEALTH AND SAFETY OFFICER
715-346-2320**

For more information, see <http://www.uwsp.edu/rmgt/Pages/em/procedures/grounds/fireexplosion>

ACTIVE SHOOTER CODE REACT

Once known, an active shooter situation will be announced as "Code React—Active Shooter on Campus"

HOW TO RESPOND

Quickly determine the most reasonable way to protect your own life by following one or more of the steps below...

CALL 911

WHEN SAFE TO DO SO EVACUATE/RUN WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- Have an escape route plan in mind.
- Leave belongings behind.
- Keep your hands visible.

HIDE/LOCK OUT/LIGHTS OUT IF EVACUATION IS NOT POSSIBLE

- Hide in an area out of view.
- Block entry to hiding place and lock doors. Turn off lights.
- Silence cell phone. Remain quiet.

TAKE ACTION A LAST RESORT, ONLY IF YOUR LIFE IS IN DANGER

- Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at the shooter.
- ### WHEN LAW ENFORCEMENT ARRIVES...
- The first officers on scene will not stop to help injured.
 - Remain calm and follow instructions.
 - Put down any items in your hands.
 - Raise hands and spread fingers.
 - Do not ask officers for help or direction when evacuating.

IF NOT IN AFFECTED BUILDING...

- DO NOT go near affected building.
- Stay in safe location and lock doors.
- If off campus, remain off campus.

For more information, see <http://www.uwsp.edu/rmgt/Pages/em/procedures/violence/active-shooter>



SEVERE WEATHER

TORNADO WATCH VS. TORNADO WARNING

TORNADO WATCH:

Severe thunderstorms with tornadoes are possible in your area. Remain alert for approaching storms. Be prepared to move to safety if a Warning is issued.

TORNADO WARNING:

A tornado has been sighted or indicated by weather radar.

MOVE TO A PLACE OF SAFETY NOW!

TAKE THE FOLLOWING ACTIONS DURING TORNADO WARNINGS:

Seek Immediate Shelter—

Go to nearest storm shelter*

AVOIDING WIDE-SPAN STRUCTURES (gyms, pools or large classrooms)

- Take shelter in a basement or below ground evacuation location.
- Bring flashlight, weather radio and cell phone with you.
- Stay away from windows.
- If unable to get to lowest area, go to an interior room or stairwell away from windows and exterior doors.
- Take cover under sturdy objects, duck and cover your head with your arms.
- Remain in the storm shelter until the warning is cancelled.

*UWSP STORM SHELTER LOCATIONS

www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans

For more information, see <http://www.uwsp.edu/rmgt/Pages/em/procedures/grounds/severe-weather>

QUESTIONS?

CONTACT UW-STEVENS POINT RISK MANAGEMENT

715-346-4464 | cneeb@uwsp.edu
www.uwsp.edu/rmgt

CAMPUS EMERGENCY RESPONSE RESOURCES

Emergency Procedures www.uwsp.edu/rmgt/Pages/em/procedures

Pointer Alerts www.uwsp.edu/pointeralerts

Storm Shelter Locations

<https://www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans>

Click on link to open