



UNIVERSITY of WISCONSIN GREEN BAY

Camps & Youth Programming

Camp Operations Manual

University of Wisconsin – Green Bay Division of Housing & Residential Education

This Guide describes the day-to-day operations relating to supervision of participants, check-in/out processes, medication administration, and emergency procedures while a camp is in operation. All staff screening and training is conducted prior to the start of camp. Details of the information and required review process is outlined in this document and follows the [UWGB Authorized Youth Activities SOP, also referred to as Youth Protection & Compliance SYS 625](#).

Any employee who violates the policies and procedures outlined in this manual may be subject to disciplinary action up to and including termination of employment. A volunteer who violates the policies and procedures outlined in this manual may have their duties immediately suspended and/or may be subject to limited access to campus up to and including a ban from the UWGB campus. If a violation occurs by a third-party employee or volunteer, the entire group i may be asked to remove themselves from campus and any future access to the UWGB campus by the group may be limited or prohibited. Review of this manual is required to be completed annually by all camp employees and volunteers.

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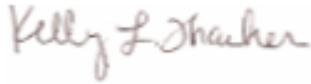
WELCOME!

The University of Wisconsin – Green Bay’s Division of Housing & Residential Education is now the office of Camps & Youth Programming. We are excited to support your efforts in providing a safe, productive and enjoyable experience for you and your camp participants.

This **Operations Manual** will provide you with the necessary **day-to-day operation and training requirements** mandated by the State of Wisconsin, the Universities of Wisconsin, and University of Wisconsin System Policies. On the following pages, you will find important information regarding policies, procedures, emergency response, staff conduct, and other requirements related to running a camp or other youth related program on our campus. Please take some time to familiarize yourself with this information, even if you have conducted a camp or program on our campus previously, as certain items tend to change from year to year. It will also be your responsibility to ensure your entire staff team, employees and volunteers, are also familiar with and understand their responsibilities related to this information.

UW-Green Bay is committed to equal opportunity in its education programs, activities and employed polices for all personas regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital or parental status, veteran status, and pregnancy.

Thank you for your time in developing and providing educational opportunities for the youth in our community.



Kelly Thacker
Executive Director
Camps & Youth Programming
Housing & Residential Education



Patti Schevers
Education Outreach Executive Manager
Camps & Youth Programming
Housing & Residential Education

CAMP SUPERVISION & ROLES

Your camp must have these three roles assigned:

- **Camp Director-** provides overall direction, program, and oversight of entire camp from initiation of camp, throughout the preparation and lead-up to camp start, to the day-to-day operation of camp, and the post camp wrap-up. This role is the main contact for the camp, provides guidance on hiring for camp staff and volunteers, direction on camp communication and marketing needs, will be the person responsible for procurement and supplies of camp, will approve any expenses related to the camp, and will be the person that has been approved by the Department or College to run this camp and will be held responsible for this camp. This role will also have the complete oversight on the programming aspects of camp, including facilitation and instructional components. For this role to be considered part of the supervisory ratio, persons would need to have completed a Criminal Background Check by UWGB Human Resource Department to be a designated adult.
Required training: UWGB Camps Office Youth Compliancy Training.
- **Camp Health Supervisor-** primary responsibility will be to collect medication from parent/guardian, distribute medication to camper per their CampDoc eMar profile directions, and also administer basic first aid when needed for the duration of camp. The Camp Health Supervisor will need to in with the campers at all times for the duration of the camp. If the camp is overnight, there will need to be a Camp Health Supervisor staying with the campers in case of an emergency. For this role to be considered part of the supervisory ratio, persons would need to have completed a Criminal Background Check by UWGB Human Resource Department to be a designated adult.
Required training: Certificate of completion CPR/First Aid, UWGB Camps Office Youth Compliancy Training.
- **Camp Staff & Volunteers** – provide instructional, facilitation, and supervisory needs for the camp. Persons in this role can be supportive to a camp or lead sessions if the Camp Director deems necessary. For this role to be considered part of the supervisory ratio, persons would need to have completed a Criminal Background Check by UWGB Human Resource Department to be a designated adult.
Required training: UWGB Camps Office Youth Compliancy Training.

All camp staff are considered designated adults- who have been identified for your camp that are responsible for the direct care and supervision of minors. Designated adults must be aware of other adults in the vicinity during camp activities and need to monitor for and report any prohibited conduct. Designated adults may not provide care to minors more than twelve (12) hours in any twenty-four (24) hour period. Designated adults must have an approved Criminal Background Check completed by UWGB Human Resource Department, via HireRight.

TWO DEEP GUIDELINES

At least two designated adults are required for all trips and outings involving minors (people under the age of 18). Designated adults must be present for all overnight activities; coed overnight activities—even those including parent and child—require male and female adult staff members, all of whom must be 18 years of age or older.

EMERGENCY EXCEPTION

The two-deep leadership requirement may be suspended if an emergency warrants it (e.g., one adult accompanies a minor to the emergency room, is summoning law enforcement, or is searching for a missing minor). An alternative adult must join the group to reestablish leadership and the two deep requirements as soon as is feasible. If an exception is made, this should be reported to the Education & Outreach Executive Manager immediately.

VIOLATIONS

Any employee who violates the policies and procedures outlined in this manual may be subject to disciplinary action up to and including termination of employment. A volunteer who violates the policies and procedures outlined in this manual may have their duties immediately suspended and/or may be subject to limited access to campus up to and including a ban from the UWGB campus. If a violation occurs by a third-party employee or volunteer, the entire group may be asked to remove themselves from campus and any future access to the UWGB campus by the group may be limited or prohibited. When in doubt, refer to the Supervision Ratio requirements note or contact the Camps Office, Education & Outreach Executive Manager for clarification.

ADULT TO STUDENT RATIOS

Adult to Student Ratios

Grade Group	Situation	Ratios
PreK-1 (age 3-4)	Day Camp	1:4
PreK-1 (age 4-5)	Day Camp	1:6
PreK-1 (age 5-6)	Day Camp	1:10
PreK-1 (age 6 & under)	Residential (Overnight) Camp	1:4
2nd-4th (over age 6)	Classroom Setting	1:10
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Day Camp	1:10
	Commuter	1:10
5th-8th	Classroom Setting	1:18
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/ Rec. Sports	1:10
	Residential (Overnight) and Day Camp	1:10
9th-12th	Classroom Setting	1:18
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/ Rec. Sports	1:10
	Residential (Overnight) and Day Camp	1:10

CAMPUS POLICIES

To maintain the positive reputation and traditions of the UWGB Youth Camps Program, it is important that all staff member all abide by and support the camp and University rules and regulations as established by the Camps Office. Youth compliance is strictly monitored through the [UWGB Authorized Youth Activities SOP](#).

Alcohol Use:

Possession or consumption of alcohol by persons under the age of 21 is strictly prohibited on the UW-Green Bay campus.

Drug Use:

Illegal drugs are not permitted anywhere on the UW-Green Bay campus and possession, or use of such substances will result in immediate referral to the University Police.

Drug Policy:

For events sponsored by UW-Green Bay, administration of medications will take place in a manner consistent with State of Wisconsin Department of Health and Social Services Policy with regard to collecting, securing, and dispensing prescription medications.

Bicycles, Roller Blades, Skateboards:

According to UW System policy, roller blades, skateboards, and bicycles may not be ridden or used in campus buildings. Bicycles may not be brought into campus buildings.

Housing:

Staff living in University housing may not allow campers in their room or apartment at any time. This could result in the student's and staff member's dismissal. Campus living quarters are provided for staff, and it is expected that they will remain intact and in order upon staff departure.

Pets:

According to UW System Administrative Code, pets are not allowed in University buildings. The only exception to this is working service animals that are properly identified. Certified, insured working service dogs are allowed with proper documentation and pre-approval.

Smoking & Vaping:

We are pleased to offer a smoke-free environment in all University owned facilities. Smoking and vaping is not permitted inside University buildings or within 30 feet of a University building.

Weather Emergencies:

Summers in Wisconsin are unpredictable and changes in temperature can occur in a very short period of time. University staff will make every attempt to notify camp staff if inclement weather is predicted and will direct camp staff in the appropriate emergency procedures. To facilitate the safety of camp participants, please review severe weather procedures with your camp's staff.

Parking:

Campers, staff, and volunteers who are parking more than 5 days at the UW- Green Bay will need to purchase a parking pass via [Parking Regulations - University Police - UW-Green Bay](#)

There is no fee to park at Marinette, Sheboygan, or Manitowoc campuses.

Tampering/Vandalism/Hazing:

Anyone found tampering with fire safety equipment (fire extinguishers, fire alarms, smoke detectors, etc) will be dismissed from campus immediately. Anyone found vandalizing University property, tampering with security systems including door locks, or using lewd or offensive speech or actions may be dismissed from campus. All camp staff and participants are strictly prohibited from engaging in any type of hazing activity. This includes any action that endangers the health or well-being of any individual, is personally degrading, or has an adverse effect on the individual or which violates federal, state, local, or University policy.

YOUTH ACTIVITY GUIDELINES

The Camp Director will provide an itinerary of camp activities to all staff prior to start of camp to the Camp Office, no later than 2 weeks before start of camp via email, camps@uwgb.edu.

1. For events taking place at a location other than UWGB Campus, a camp staff member will be the last person to depart from any activity.
 - This means that there must be two adults present when in the company of only one minor in a room or closed space. This is to ensure the safety of the minors but also for the protection of the camp staff.
2. For other activities, including any water activities or other high-risk activities, Camp Director and camp staff must follow established protocols from within [UWGB Authorized Youth Activities SOP](#) that meet state requirements. Refer to this document for questions or contact the Camps Office. Example: swimming activities require an on-duty Lifeguard present and a check-in/out system for swimming areas.
3. Camp staff should prepare to be on-site for camp at least 30 minutes prior to camper arrivals and should plan to stay at least 15 minutes past advertised camp conclusion. Any staffing adjustments or arrangements should be done with Camp Director prior to camp start.

Visitors

Any and all visitors must,

1. Contact Camp Office and Camp Director to obtain permission prior to arriving at camp, email preferred camps@uwgb.edu or by calling (920) 465-2843
2. Camp Office will contact Camp Director to determine if visitor is approved and/or Trusted Contact.
3. If visitor is approved, they will be escorted to the camp-by Camp Office or camp staff.
4. If visitor is NOT approved, they will be asked to leave campus and University Police will be notified.
5. An Incident Report via Maxient is to be completed to note any visitors that are visiting campus/camp.

Camp location & Attendance,

- All campers must stay on the UWGB Camp premises (or camp advertised location) for the duration of camp. Any exception must be reported to the Camps Office via email camps@uwgb.edu
- Camp staff should keep attendance of their campers at start, during, and conclusion of camp. Attendance can be recorded within CampDoc.

Social Media Policy

The relationship with camp affiliated staff and volunteers is a professional relationship.

It is camp policy that camp affiliated staff or volunteers may not 'friend' you on Facebook, Instagram, TikTok, or *any* other Social Media platform. Camp staff/volunteers also are not allowed to give out their mailing address, email address, or cell phone number, post or tag pictures of campers. Campers can connect with a camp staff via social media after they have graduated from high school.

Cell Phones

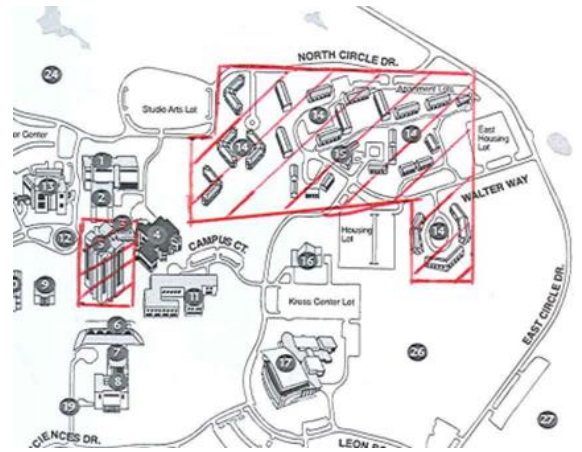
Campers may bring cell phones but they must be turned off during the camp to avoid distraction, or Camp Director should model to campers' appropriate use and discreet use if they need phone on during camp.

Photography and Videography

The University has the authority to photograph and video graph students who have given permission via photo release in their CampDoc profile. Campers may also choose to wear a colored wristband to indicate they do not want to be photographed for each day of camp.

Prohibited Conduct for the use of cameras that all University, Camp Staff, Volunteers must follow;

1. Use of Cameras/Video Devices:
2. Inappropriate use of cameras, imaging, or digital devices are prohibited.
3. Use of such devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited and may be subject to search if suspected prohibited conduct activity occurs.
 - a. [Drones - Restricted or Prohibited Items - University Police - UW-Green Bay \(uwgb.edu\)](#)
 - b. [Guidelines-University-Purpose-Post-May-4,-2016-Modification.pdf \(uwgb.edu\)](#)



To the right, an image of restricted air-space on UW-Green Bay campus.

Transportation

1. Transportation of minors in an automobile must be done only by an Authorized Driver of the University. There are additional steps in order for a person to be listed as an Authorized Driver.
2. If a camp staff member is an Authorized Driver, they can only drive campers in a vehicle with proper insurance coverage.

Dining Protocols

On campus, the University Union/Chartwells will provide meals.

- a. Exclusions to this rule must be approved by University Union Director or designee.
- b. Granted exceptions must follow standard guidelines from the above statutes, including, but not limited to Brown County and Wisconsin DHS Handwashing as follows.

All meals are provided in the Marketplace, located within the University Union. It is an all-you-care-eat style buffet. If you are in line before the end of the mealtime, you will be served.

Marketplace Mealtimes are as follows:

Breakfast	7:30 a.m. – 8:30 a.m.
Lunch	11:00 a.m. – 1:00 p.m.
Dinner	4:30 p.m. – 5:30 p.m. (with prior approval from Union, till 6:30pm)

2. If your camp includes meals, there will be a meal card at the register for your specific camp. This includes overnight camps. There are no meals billed to the camper's card access key card.
 - a. Campers/staff/volunteers are required to wear their camp nametag so meal is billed to correct camp.
 - b. Camp will be billed post camp for meals charged to this card.
 - c. This meal card is returned to the Union, at the conclusion.
3. Meal services is not available on Marinette, Manitowoc, or Sheboygan campus locations.

Food Safety Rules - Outside of the Marketplace Dining Area

To ensure best practice and that food safety, as determined by [Wi. Stat. 252.44 \(5\)](#), [Wi. Ch. ATCP 78.18 and 78.23](#), common minimum operating standard will be enforced at all covered activities where food is available to participants.

1. Staff should refer to a participant's health form for food allergies prior to serving any consumables.
2. Any food provided to campers must be in single serve wrapping, and non-perishable.
3. If food items for consumption are perishable it must be ordered through Union/Chartwells or an approved catering vendor.

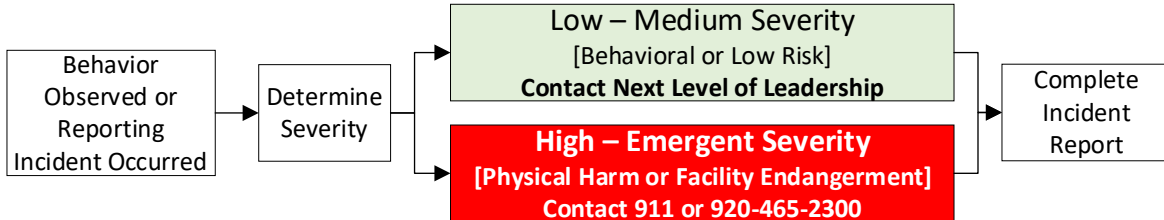
4. Food may be served at flexible intervals, but no minor may go without nourishment for longer than three (3) hours
5. Participant food allergies shall be reported.
6. Bare hand contact with ready-to-eat foods is prohibited.
7. All food items should be purchased and served in single serve closed/wrapped packaging.
8. A supply of safe drinking water shall be available at all times from disposable cups, covered water bottles labeled with participant's name, or angle jet type drinking fountains.
9. Daily cleaning and sanitizing of the serving area will be the responsibility of the event staff.

SAFETY PLAN

All staff must adhere to protocol for emergency situations that identify escalation reporting of incidents relating to prohibited conduct, mandating reporting, and other incident activity protocols required for this event.

Matrix

All serious injuries are reported to the Camp Health Supervisor and Camp Office immediately. The Camp Office will contact to the local county Health Department as required by law.



Position	Responsibility	Contact
Camp Volunteer, Staff, or Employees	Report any prohibited conduct or other identified reporting incidents. <ul style="list-style-type: none"> ▪ Contact 911 for serious events ▪ Report to Camp Health Supervisor, Program Facilitator and University Sponsor ▪ Stay with participant(s) until help arrives or shelter in place/evacuate participant(s) to identified staging area ▪ Fill out Incident Report Do not move participant(s) unless there is: <ul style="list-style-type: none"> ▪ Fire, danger of fire or explosion ▪ Danger of asphyxia due to lack of oxygen ▪ Risk of drowning ▪ Risk of traffic hazards ▪ Exposure to cold or intense heat ▪ Possibility of injury from collapsing walls or buildings ▪ Electrical injury 	911 920-465-2300
Camp Director or Camp Health Supervisor	Follow the established University reporting protocols: <ul style="list-style-type: none"> ▪ Contact 911 if emergent ▪ Contact parent or legal guardian ▪ Contact Counseling Center for suicide or identified EO 54 reporting requirements ▪ Other authorities as required (e.g. County Health Department), such as Title IX Coordinator or University leadership, i.e. Risk Management ▪ Transport with camper to hospital ▪ Complete Incident Report 	911 920-465-2110
Emergency Response	Responds to emergencies	911

Incident Reporting

As described within the Safety Plan, all incidents relating to participants must be reported to the Camp Office. This includes but is not limited to; lost campers, prohibited conduct, reporting of sexual

assault/abuse, medical care, camper injury, camper withdrawing from program, and behavioral issues should be reported through an Incident Report.

Information you will need to complete the Incident Report include:

- a. Your full name, contact number, email address
 - b. Date, time, and location of incident
 - c. Involved parties: full name, camp name, DOB, phone, email (if known)
 - d. Description of incident
 - e. Description of medical/first aid treatment administered
 - f. Attach photos, video, documents
1. Complete Incident Report, with information above.
 2. After Incident Report is submitted, the Camps Office will reach out to gather more information, and work to provide a complete picture of the incident, outcome, and follow-up steps needed to be completed.

The Incident Report form can be found via [Maxient](#) or by scanning this QR Code:



Reference- Incident Report Form (found within Maxient software)

Background Information


Enable additional features by logging in. [↗](#)

Your full name:

Your phone number:

Your email address:

Urgency of this report (Required):

Date of incident (Required): 

Time of incident:

Location of incident (Required):

Involved Parties

Name	Camp	Select Role	DOB (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Email address		
<input type="text"/>	<input type="text"/>		

[Add another party](#)

Initial Treatment

Incident Type (Required)

Brief Description of Events (Required)

Medical/First Aid Treatment (Required)

Describe Initial Treatment (by whom and what was given) (Required)

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.
Attachments require time to upload, so please be patient after submitting this form.

Email me a copy of this report

CAMP PROCEDURES

Within the first hour of the first day of camp you can expect a member of the Camps Office to do a safety presentation for all staff and available participants.

Camper Registration Software, CampDoc

All UWGB Sponsored camps utilize a system endorsed camper registration software called, CampDoc, which provides a comprehensive tool for camper registration and management needs.

The Camps Office will provide each camp staff access to CampDoc at least 2 weeks prior to start of camp. Camp staff will want to log in, and become familiar with the navigation of this software. There are certain access levels that are only available to Camp Director and Camp Health Supervisor, all camp staff will be able to view and assist with Attendance taking feature.

The additional features worth noting in this software are as follows;

1. Health Profile feature for each camper including,
 - General Information
 - Emergency Contacts
 - Healthcare Provider
 - Insurance verification
 - Allergies
 - Medications
 - Health History
 - Immunizations
 - Authorizations (Medical Authorization, Photo Release, Liability, etc)
 - Pick-Up Authorizations (Trusted Contacts & 'Check Out' Options)
 - Grant Based Programs
2. eMar medication log and dispensing feature
3. Attendance feature which provides 'check-in' and 'check-out' options

Check In

The Camp Director is responsible for providing a formal request to the Camps Office, two weeks prior to camp start, if there is a need for any special set-up for the camp. This includes, any tables, chairs, and/or any other set-up needs including staffing your check-in should have already been completed prior to camp start and check in. The Camp Director will provide details to their camp staff/volunteers about the check-in location on campus, time, and any other items or staff needed to run the check in process.

1. For security purposes, housing and campus buildings are kept locked until your designated check in time. Camp Directors and their camp staff would arrive prior to the campers to set up check in area.
2. The Camp Director will also clearly indicate to all staff and volunteers the person designated as the Camp Health Supervisor. The Camp Health Supervisor is the only person allowed to handle/disperse medications.
3. The Camp Office will provide staff with rosters and name tags prior to check-in. If the camp is staying overnight on campus, Housing will provide the Camp Director with the residence hall access cards, which also include camper meals, if applicable. Room cards will be provided the day prior to camp start date to the Camp Director, and will be available for pickup at the Community Center front service desk.
4. Camp Staff will 'check-in' camper as they arrive, within CampDoc attendance feature.

Residential Room Assignments- Check In

Only applies to overnight camps using Residential Housing facilities.

The Camp Office will provide Camp Director with residence hall access cards, which will also include camper meals, if applicable.

1. The Camp Director will make roommate assignments via the provided camp roster.
2. The Camp Director will provide the housing roster/assignments of all staff & campers that will be living in the residence buildings, along with any special requests no later than **14 days prior to the start of the camp.**
3. Our WI DHS Camp License mandates that a 10-to-1 camper-to-staff ratio must be mandated to ensure adequate supervision for overnight camps.
4. Once the room assignment roster is received, the Camp Office will manage/input assignments into housing software (StarRez).
5. Overnight camp staff need to be placed on each floor(s), occupied, with campers. Camp staff, also known as camp chaperones, are usually placed at the ends of the hallway and there is at least one staff member on every floor. The Camp Office can help you coordinate this, upon request.
6. Housing & Residential Education Department, will supply (1) Student Housing Assistant per building for those occupied by campers. This person will be a point of contact for any building emergencies during the camper's stay.

Medication Collection & Dispensing - Camp Health Supervisor

The Camp Director shall have a basic First Aid kit available on camp premises at all times. The Camp Health Supervisor will monitor and dispense medication per the participants health form which can be found on CampDoc, and will note medication dispensing via the eMar feature in CampDoc.

All medication is collected by Camp Health Supervisor, at check-in and provided back to parent/guardian at check-out.

Camp Health Supervisor will need to follow these procedures:

Review the General Health feature in CampDoc, for each camper, prior to camp start.

Camp Health Supervisor will identify campers with health concerns and those who will be taking medication and understand the following:

- b) Health condition of all campers and the medication condition is being given for
- c) Possible adverse reactions
- d) Symptoms or conditions for which to contact the physician
- e) If special instructions are given which are inconsistent with the stated dosage, the discrepancy must be stated in writing using the procedures set forth above.
 - Permission for deviation from the prescribed dosage cannot be accepted verbally or via telephone.
 - If necessary, the parent may need to call the doctor to issue a new prescription with the correct dose. This can be accepted via e-mail.
- f) Verify with the camper/parent if the medical form in CampDoc includes all information regarding their child's health and ask if they have anything else to add or clarify for their health treatment (i.e., special medications, health conditions, special instructions on medication times, etc.).

As camper arrives, the Camp Health Supervisor will,

1. Gather all camper medications or prescriptions from parent/guardian.
2. Ensure and store all medications in the proper locked container upon check-in and during camp. All medications brought to camp by a camper shall be kept in a locked unit and shall be administered by a designated only by Camp Health Supervisor.
Only exceptions being inhalers, insulin, and epinephrine used for the treatment of severe allergic reaction, see #6 below.
3. Ensure that camp staff follow these procedures:
 - a. Staff will be aware of the health history of the camper; they can view this information in CampDoc.
 - b. If the camper is on medication, the staff are responsible for checking with the designated Camp Health Supervisor administering medications to be sure that their campers have taken their medications.
 - c. Campers who need to take medication will be ESCORTED by the camp staff to the Camp Health Supervisor's Office for their medication.
 - d. Have access to CampDoc during off-campus activities and appropriately log information.
4. Administer medications during camp at appropriate times to the correct camper ensuring,

- a) Confirm identify of camper
 - b) Verify medication per CampDoc health form
 - c) Obtain medication from locked storage area
 - d) Provide to camper following the procedures outlined on the container
 - e) Record date, time, and dose in CampDoc eMar
 - f) Record any and all conversations or notes within CampDoc
5. ALL medication must be collected, **except** for inhalers, insulin, bee sting kits (epi-pens), and one dose of migraine medicine. These exceptions may be with the camper at all times.
 6. If you find that a camper has Over-The-Counter (OTC) medications on hand, they must be turned in to the Camp Health Supervisor, noted in CampDoc profile, and picked up when a camper checks out.
 7. Injectable medication should be properly handled and stored. The Camp Health Supervisor will confirm if any injections will be able to be provided at Camp. If not, alternative arrangements must be made with Camps Office and Camp Director.

Check Out

The following must be completed at the end of the camp, by Camp Director and Staff/Volunteers.

1. The Camp Director will communicate with the camps office to determine the departure of staff and campers. There will need to be clear and concise information provided to the camps office if there are any modifications or adjustments and communication to be sent to parent/guardians of campers.
2. The Camp Health Supervisor should return all medications to the campers/guardians at the end of the camp.
3. Camp staff will 'check out' camper as they depart, and only to 'Trusted Contacts' noted in each campers' profile within CampDoc.
4. The Camp Director will return any items that were borrowed to the Community Center and notify the Camps Office of any items, or charges that will need to be added to the final invoice.
5. Camper room cards can be kept as they are not able to be re-keyed for future camps.
6. Following the final camp check out, the Camps Office will forward the final accounting and costs to the Camp Director as an invoice with 14 days of the camps completion. The invoice will list all expenses and revenues associated with the camp. Revenue will be collected via CampDoc and then once Camps Office Fees have been removed all remaining revenue will be transferred to Budget String provided on Service Agreement. If there are no revenues being collected, Camps Office will submit a bill to the Camp Director and Sponsoring Department within 30 days of camp completion.

Camper Residential Room Assignments- Check Out

Only applies to overnight camps using Residential Housing facilities.

On the final day of camp,

Camp Directors should notify all campers of procedures to be followed prior to departure. Camps Office will provide information sheets to each camper's room about what they are responsible for and how to leave the room upon their departure.

Campers are responsible for

- leaving the residence hall spaces exactly as they found them upon arrival
- emptying all drawers of belongings
- closing windows
- removing all garbage and recycling and put them into the proper receptacles outside of the buildings
- clean the room by wiping down all surfaces, removing dirt/trash, and returning all furniture to the way it was set-up

Camp Directors (and camp staff) are responsible for checking all rooms used by camp and ensuring that all keys (hard physical keys- if used) are accounted for prior to vacating the residence hall(s).

Due to the limited turnaround time between groups, it is important that your group arrive on time and vacate the building at the agreed up on time as indicated in the planning stage of your camp. This time must be arranged with the Camps Office before camp begins.

EMERGENCY PLAN

Procedures, Protocols, and Response

In any emergency that includes a person (physical, emotional, or anti-social behavior), follow this:

1. For any life-threatening emergency, call 911 immediately
2. Then, call Camp Director
3. Finally, call Camps Office either during or promptly after emergency.

If additional help is needed, you can call any of the following:

Office/Group:	Phone Number:	Additional Notes:
Public Safety	911	
UWGB Police / University Police	920-465-2300	Option #1 Emergency Option #2 Non-Emergency
UWGB Community Center	920-465-2040	There is always someone available at this number, 24/7/365. They can dispatch all other contacts on campus & University Police
UWGB Camps Office	920-465-2843	Transferred to Camps Office Manager when camps are in session.
UWGB Power Plant	920-465-2523	Heat or A/C

Emergency Medical Care

There are emergency protocols in place for the UW-Green Bay campus. In compliance with the Department of Health and Family Services Camp Licensing code, the Camp Health Supervisor will be available by cell phone in the event of an injury or medical emergency.

1. Overnight camp staff and instructors will be informed about and will receive documentation referring to the Emergency Action Procedures for the campus in the event something was to occur.
2. Regardless of the time of day, camp staff are to implement UWGB Emergency Response Protocols
 - a. The UWGB Emergency response protocol is to call 911.
 - b. Camp Health Supervisor, or CPR/First Aid certified staff / volunteers will administer first aid to the degree of training they have until emergency response teams arrive.
3. All emergency transports must be reported to the camps office immediately. When possible, parents will be called BEFORE the child is taken to **St. Vincent Hospital** to ensure it is acceptable to transport. If a parent does not permit a camper to go to St. Vincent Hospital because of insurance reasons, the camp staff will transport the camper to another local Green Bay hospital. Parents must meet the camper and Camp Health Supervisor at that hospital and assume all legal responsibility at that time.
4. Camp Health Supervisor rides or transports camper to hospital emergency room. Have the campers Health Form available, which can be found in CampDoc.
5. Address for hospital is,

ST. VINCENT HOSPITAL
835 S Van Buren Street

Green Bay, WI 54301
 Emergency Room, Phone Number 920-433-8383.

6. Once Parents/guardian arrive, they will be required to take over and at that time then Camp Health Supervisor may depart hospital.
7. Camp Health Supervisor will then fill out an Incident Report via Maxient or QR code.
8. Camps Office will submit letter and accident claim form to parents to use at their discretion.

Routine Medical Care

When a camper presents with a medical need, the Camp Health Supervisor will follow standard first aid protocols.

1. A medical administration log will be kept up to date for every camper with prescription and non-prescription medication via CampDoc, eMar tab within camper profile.
 - a. The medication administration log, along with the health history forms of students on medication will be kept on file separately for 5 years.
 - b. All other health history forms for students not on any type of medication will be kept on file for 2 years and are available via CampDoc.
2. All health history information in CampDoc will be reviewed by the Camp Health Supervisor prior to camp start, for each camper.
 - a. Overnight camp staff will be notified, and expected to escort students to the Camp Health Supervisor if they have students on their floor that need medication.
 - b. Overnight camp staff will receive health history information from Camp Health Supervisor for all students who need to take medication while at camp.
3. For headaches, rashes and minor first-aid, Camp Health Supervisor can address basic first aid
 - a. Contact parent/guardian with any questions and prior to giving treatment.
 - b. Document via CampDoc profile and complete an Incident Report.

If camper needs additional care, parent/guardian must be notified by a Camp Health Supervisor, before a camper is transported to a hospital or clinic for treatment. If a camper is transported to the hospital, the Emergency Medical Care section procedures should be followed.

Communicable Disease Response

For any suspected or confirmed case of communicable disease, refer to the following table. Depending upon the situation, if the camper is staying overnight on campus, an isolation room may be utilized. In all cases, complete **an Incident Report**.

Issue	Procedure
Suspected or confirmed case of a communicable disease (i.e., chicken pox, whooping cough, COVID)	<ul style="list-style-type: none"> ▪ Call the parent to take the camper home ▪ Keep the camper isolated in a separate room, under the supervision of a counseling staff member. ▪ Parent takes the camper home. ▪ Advise parents to consult their primary medical provider. ▪ Complete an Incident Report
Suspected Food Borne Illness	<ul style="list-style-type: none"> ▪ Contact Brown County Public Health. Follow the protocols for handling the identified illness. ▪ For a serious food-borne outbreak: ▪ If a common source is suspected, eliminate the source. ▪ Contact the parents if the camper needs to be medically evaluated. ▪ Transport the camper to St. Vincent's Hospital if parent/guardian wants the camper evaluated in the emergency department. ▪ Isolate the camper until the parent/guardian picks them up. ▪ Complete an Incident Report
Potentially dangerous viral or biological outbreak	<ul style="list-style-type: none"> ▪ Contact Brown County Public Health. ▪ Activate campus emergency response ▪ Facilitate communication to the camp population and parents ▪ Complete an Incident Report

Physical & Emotional Emergencies

For any physical and/or emotional emergency please refer to the following table.
In all cases, **complete an Incident Report.**

Issue	Procedure				
Anti-Social Behavior Emergency	<p>Anti-social behavior such as fighting, destructive behavior, alcohol or drug abuse requires independent judgement. Depending on the situation:</p> <ol style="list-style-type: none"> 1. Handle the situation yourself with assistance from Camp Director or Camp Health Supervisor. DO NOT PUT YOURSELF IN DANGER. 2. Call the Camp Director they will call 911 if needed. 3. Fill out an incident report. 4. Camp Director and/or Camps Office will work together to contact parents. 				
Asthma	<p>Asthma is the most common chronic disease for children under the age of 18. Exercise brings on asthma episodes in 80 to 90 percent of people with asthma. Listen to campers when they describe their symptoms. Take the necessary steps (as outlined below) to prevent an asthma emergency and to help kids achieve normal activity levels.</p> <p>For people with asthma, breathing can be a constant challenge. The bronchial tubes of a person who has asthma are sensitive. They may, for example, react to smoke, pollen, dust, air pollution, allergies, or other so-called "triggers", such as exercise, by tightening and becoming inflamed and swollen. This tightening or swelling makes it difficult for air to pass easily through the bronchial tubes</p> <table border="1" data-bbox="391 789 1461 974"> <thead> <tr> <th data-bbox="391 789 850 821">Symptoms Requiring Prompt Action</th> <th data-bbox="855 789 1461 821">Other Warning Signs</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 827 850 974"> <ul style="list-style-type: none"> ▪ Coughing ▪ Wheezing ▪ Difficulty breathing ▪ Complaints of chest tightness ▪ Drop in Peak Flow reading when running and playing ▪ Paleness, cyanotic (blue) lips or nails </td> <td data-bbox="855 827 1461 974"> <ul style="list-style-type: none"> ▪ Fatigue ▪ Stomach cramps ▪ Headaches ▪ Difficulty keeping up with friends </td> </tr> </tbody> </table> <p>Actions to Take During an Episode</p> <ol style="list-style-type: none"> 1. Stop the camper's current activity and make sure they remain calm. 2. Make sure quick-relief inhaled medicine is used properly. 3. Observe the camper to ensure they improves. <p>Get Emergency Help</p> <ol style="list-style-type: none"> 1. If the camper fails to improve. 2. If any of the following conditions are present (call 911): <ul style="list-style-type: none"> - camper's is hunched over with shoulders lifted, straining to breathe. - camper's has difficulty completing a sentence without pausing for breath. - camper's lips or fingernails turn blue. 	Symptoms Requiring Prompt Action	Other Warning Signs	<ul style="list-style-type: none"> ▪ Coughing ▪ Wheezing ▪ Difficulty breathing ▪ Complaints of chest tightness ▪ Drop in Peak Flow reading when running and playing ▪ Paleness, cyanotic (blue) lips or nails 	<ul style="list-style-type: none"> ▪ Fatigue ▪ Stomach cramps ▪ Headaches ▪ Difficulty keeping up with friends
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Anaphylaxis Allergic Reaction	<p>A severe allergic reaction (anaphylaxis) can produce shock and life-threatening respiratory distress. It can occur within seconds or minutes in sensitive individuals exposed to a specific allergy-causing substance. Almost any allergy-causing substance can cause the response, including insect venom, pollen, latex, certain foods and drugs. Some people have anaphylactic reactions from an unknown cause.</p> <p>Possible Symptoms:</p> <ul style="list-style-type: none"> • Hives • Eyes or lips may swell severely • Inside of the throat may swell, with possible progression to difficulty breathing and shock • Dizziness • Mental confusion • Abdominal cramping • Nausea • Vomiting <p>If you observe an allergic reaction with signs of anaphylaxis:</p> <ol style="list-style-type: none"> 1. Seek emergency medical assistance immediately by calling 911 2. Check to see if the person is carrying special medication to inhale, swallow, or inject to counter the effects of the allergic attack. 				

<p>Bullying</p>	<p>It is critical that you, as camp staff, recognize what bullying forms are, what tactics are used, signs of bullying going on, and how to handle issues if bullying comes up.</p> <p>Anti-bullying Policies We would be remiss to think that only 'good' kids come to camp and that we won't see any signs of bullying in our camps program. Though we see very little, if any evidence of bullying is going on, we must be prepared to address any issues that may surface, including verbal or physical disrespect, inappropriate behavior as a means of intimidating others, social laddering -- or what looks to be a pecking order on a floor, etc. It is important that YOU should first model respectful and appropriate behavior with your peers AND with the other camp staff on the team.</p> <p>Intervention protocols include the following</p> <ul style="list-style-type: none"> o Intervene immediately. Stop the bullying behavior as soon as you see it or hear about it. o Talk to the bully and the victim separately. If more than one child is involved, talk to each of them individually, in quick succession. o Consult with and refer all bullying issues to the Camp Director right away. This intervention must be documented. o Expect the bully to minimize or deny his or her actions. Inform all bullies of the camp policy and rules, and the expectations for behavior. o Reassure the victim. He or she needs to know that measures will be taken to address the bullying behavior. o Camp Director will inform the parents of all parties immediately about the incident. o Follow up until the situation is resolved. <p>Campers who are the victims of bullying</p> <ul style="list-style-type: none"> o Involve them in groups and situations to make friends and develop social skills (e.g., make sure that every camper is included in the activities we offer). Kids are not allowed to 'sit out'. It IS appropriate to facilitate connections with others for the camper. o Encourage them to practice being assertive. <p>Campers who bully:</p> <ul style="list-style-type: none"> o Re-educate them as to their behavior, its impact, and resulting consequences. o By letting campers know up-front, that intimidating and/or aggressive behavior is not acceptable and that they could: <ul style="list-style-type: none"> • lose an activity • parents would be called • be sent home • never be allowed back at camp again or all four, there will be no surprises if we need to initiate an intervention. <p>Campers who are witnesses: It is important for all to know the difference between 'tattling' and 'reporting.' No one wants to be known as the person who 'ratted' on someone else -- Campers will not know who reported an incident.</p> <ul style="list-style-type: none"> o Reporting an issue that jeopardizes someone's safety is not tattling. In line with our health and safety practices, we must enforce strict policies for everyone's well-being. This includes being informed by witnesses in the camp when unsafe or potentially unsafe practices are occurring. "Reporters" will be kept safe and their information will be kept confidential within the camp staff/administration. o Encourage witnesses to support victims rather than bullies. It is important that YOU support the victim and not the bully. Blowing off an incident that embarrassed or intimidated another camper is not only inappropriate but could put you at legal risk. All campers must feel safe and secure in our/your care.
<p>Diabetes</p>	<p>The Health History Forms of the campers should be checked at the time of their arrival, or prior to camp start via CampDoc software. This allows the Camp Health Supervisor to have an awareness of who is diabetic. Camp staff should then confidentially talk to the diabetic campers about their dietary and activity regimes as well as their insulin schedule. The Camp Health Supervisor should also provide each diabetic camper with a sharps container for the disposal of his or her used syringes and lancets. This must be provided prior to arrival to camp- please notify the Camps Office if you need this.</p> <p>Insulin Shock: is when a person has had too much insulin. This results in low blood sugar.</p> <p>When a person experiences insulin shock they will be:</p> <ul style="list-style-type: none"> ▪ Pale ▪ Sweating ▪ Weak, tired ▪ Hungry ▪ Nauseated <p>Treatment for insulin shock:</p> <ol style="list-style-type: none"> 1. Keep the person seated and stay with them. 2. Give them something to eat or drink (examples of what can be used): <ol style="list-style-type: none"> a. Orange juice with a packet of sugar b. Regular soda c. Hard candy <p>Call 911 and have EMT provide further assistance.</p>

Drug and Alcohol Abuse	<p>Warning Signs and Procedures for Handling Drug and Alcohol Abuse in campers</p> <p>PHYSICAL EFFECTS: Red and glazed over eyes, repeated health complaints, fatigue, lasting cough.</p> <p>EMOTIONAL EFFECTS: Personality change, sudden mood changes, irritability, irresponsible behavior, lower self-esteem, poor judgment, depression, lack of interest.</p> <p>SUBSTANCES AND THEIR WARNING SIGNS</p> <p>MARIJUANA:</p> <ul style="list-style-type: none"> • Curved leaves or flowered clusters. • Administration by joint, pipes, blunts, edibles, vaporizers • Warning signs include: short-term memory loss, red and blood-shot eyes, withdrawal from social activities, careless grooming, and odor. <p>ALCOHOL:</p> <ul style="list-style-type: none"> • A downer/depressant, increased sense of security and confidence. • Warning signs include: sunglasses to cover red blood-shot eyes - often worn indoors and in dark areas where sunglasses are not needed, excessive breath mints/sprays/mouthwash, increased perfume, cologne, or body sprays. <p>ECSTASY:</p> <ul style="list-style-type: none"> • Capsule or tablet form, often resembling medication. • Administration by ingestion, snorting, smoking, or injection. • Lasts 6-8 hours. • Warning signs include: hyper excitability, stimulation, increased heartbeat, sweating, dizziness, excessive talking. <p>INHALANTS:</p> <ul style="list-style-type: none"> • White out, hairspray, markers, glue, fingernail polish, etc. • Warning signs include: chemical smell on body, slurred speech, confusion, muscle tremors, headaches, convulsions, visual disturbances, excessive laughter, sores around nose and mouth. <p>FENTANYL:</p> <ul style="list-style-type: none"> • Fentanyl is a highly addictive synthetic opiate used to treat chronic and severe pain. Fentanyl is at least 50-100 times stronger than morphine. <p>Symptoms of fentanyl abuse and/or withdrawal may include:</p> <ul style="list-style-type: none"> • A rapid heartbeat • Pounding in the ears • Chest tightness • Mood changes • Poor balance or coordination • Hallucinations • Abnormal thoughts • Opening a fentanyl patch to eat its gel beads • Buying fentanyl illegally from people who may have a lawful prescription • Showing fear at the prospect of not having access to fentanyl <p>Warning signs of Overdose include: Shallow or slowed breathing</p> <ul style="list-style-type: none"> • Depression; feeling empty or discouraged • Loss of strength • Muscle stiffness • Lack of interest in activities • Back pain • Diarrhea <p>All residential buildings on campus have NARCAN available, continue to administer until person responds and call 911.</p> <p>All individuals attending summer camps may display some unrelated symptoms of drug use (i.e. attitude problems, irritability, excessive perfume, etc.) due to other factors that may not include drug or alcohol use. If you suspect that one of your campers is using drugs or alcohol, DO NOT CONFRONT YOUR CAMPER!</p> <p>DO NOT CONFRONT A CAMPER THAT YOU SUSPECT TO BE USING DRUGS OR ALCOHOL. CONTACT University Police 920-465-2300, 911 – and your CAMP DIRECTOR.</p>
Gastro-intestinal Difficulties	<ul style="list-style-type: none"> ▪ Isolate in a separate dorm room. ▪ If not better, within a few hours, call the parents/guardian to take the student home.
Injury or Accident w/Bleeding	<ul style="list-style-type: none"> ▪ Implement the Bloodborne Pathogen Standard and/or Emergency Medical Transport (see section above)

Heat Stroke	<p>Signs:</p> <ul style="list-style-type: none"> ▪ High body temp (103F or higher) ▪ Hot, red, dry, or damp skin ▪ Fast, strong pulse ▪ Headache ▪ Dizziness ▪ Nausea ▪ Confusion <p>Losing consciousness (passing out)</p>	<p>Procedure:</p> <ul style="list-style-type: none"> ▪ Call 911 right away – heat stroke is a medical emergency ▪ Move the person to a cooler place ▪ Help lower the person’s temperature with cool cloths or a cool bath <p>Do not give the person anything to drink</p>
Heat Exhaustion	<p>Signs:</p> <ul style="list-style-type: none"> ▪ Heavy sweating ▪ Cold, pale and clammy skin ▪ Fast, weak pulse ▪ Nausea or vomiting ▪ Muscle cramps ▪ Tired or weakness ▪ Dizziness ▪ Headache ▪ Fainting (passing out) 	<p>Procedure:</p> <p>Move to a cool place Loosen their clothes Put cool, wet cloth on their body or take a cool bath Have them sip water</p> <p>Get medical help right away if: They are throwing up Their symptoms get worse Their symptoms last longer than 1 hour</p>
Heat Cramps	<p>Signs:</p> <ul style="list-style-type: none"> ▪ Heavy sweating during intense exercise <p>Muscle pain or spasms</p>	<p>Procedure:</p> <ul style="list-style-type: none"> ▪ Have them stop physical activity and move them to a cool place ▪ Have them drink water or a sports drink <p>Wait for cramps to go away before they do any more physical activity</p> <p>Get medical help right away if:</p> <ul style="list-style-type: none"> ▪ Cramps last longer than 1 hour ▪ They’re on a low-sodium diet ▪ They have heart problems
Sunburn	<p>Signs:</p> <ul style="list-style-type: none"> ▪ Painful, red, and warm skin <p>Blisters on the skin</p>	<p>Procedure;</p> <ul style="list-style-type: none"> ▪ Have them stay out of the sun until their sunburn heals ▪ Put cool cloths on their sunburned areas or have them take a cool bath ▪ Put moisturizing lotion on sunburned areas ▪ Do not break blisters
Heat Rash	<p>Signs:</p> <ul style="list-style-type: none"> ▪ Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases) 	<p>Procedure:</p> <ul style="list-style-type: none"> ▪ Stay in a cool, dry place ▪ Keep the rash dry ▪ Use powder (like baby powder) to sooth the rash
Homesickness	<p>This one is tricky. With the common use of cell phones by campers, kids are calling their parents more often than they used to. We’ve had parents show up to pick up their child early, without us knowing there was a homesick issue. Camp staff: It is your responsibility to know your campers! Establish a rapport with them right away. Learn all of your camper names-- engage your campers in the camp programming. The sooner they engage into the camp program, the sooner they will overcome any homesickness issues. Keep encouraging them. NOTE: There is no refund if a camper goes home due to homesickness --- encourage them to stay!</p> <p>Clues:</p> <ul style="list-style-type: none"> ▪ Unpacking, then packing ▪ Not unpacking ▪ Eating meals alone or sits alone at activities ▪ Sleeping a lot ▪ Writing a lot of letters ▪ Calling home a lot ▪ Crying a lot ▪ Complaints of “false” sickness, such as stomachache 	<p>Suggestions:</p> <ol style="list-style-type: none"> 1. Check it out, talk to the camper and find out what's going on. 2. If the situation seems serious, talk with Camp Director 3. Spend time engaging them in activities 4. Listen to their stories from home 5. Encourage all campers to support each other 6. Find out what their interests and hobbies are 7. Keep them busy!

<p>Suicidal Thoughts, Attempts</p>	<p>The effects of suicide are not limited to those who die. Suicide is a series public health problem that has shattered the lives of millions of individuals, families and communities nationwide. We can all act to reduce its toll. Suicidal thoughts can affect anyone regardless of age, gender, or background, and, although common, should not be considered normal and often indicates more serious issues.</p> <p>Keep in mind that no matter what, anyone making a comment (whether they think they are joking or not) will be speaking with Camp Director and Camps Office and they would be referred to the on-call Camps Physician and parents will be notified.</p> <p>Our Summer Camp Suicide protocol is simple in that you would inform the Camp Director or Public Safety. If a suicide is imminent, you would dial 911, and finally, contact the Camps Office and they can complete the rest of the protocol.</p> <p><u>Warning Signs of Suicidal Behavior</u> You can play a role in preventing suicide by being aware of the warning signs of suicidal behaviors:</p> <ul style="list-style-type: none"> ▪ Talking about wanting to die or kill themselves; feeling hopeless, trapped, or in unbearable pain; being a burden to others ▪ Looking for a way to kill oneself ▪ Increasing the use of alcohol or drugs ▪ Acting anxious, agitated, or reckless ▪ Sleeping too little or too much ▪ Withdrawing or feeling isolated ▪ Showing rage or talking about seeking revenge ▪ Displaying extreme mood swings 	<p><u>What can you do?</u></p> <p>If you believe someone is at risk of suicide:</p> <ul style="list-style-type: none"> ▪ Ask them if they are thinking about killing/hurting themselves. (This will not put the idea into their heads, or make it more likely that they will attempt suicide). Take seriously all suicide threats and all suicide attempts. A history of suicide attempts is one of the strongest risk factors. ▪ Keep them safe – remove any objects that could be used in a suicide attempt; if possible, do not leave the person alone. ▪ Be there – listen without judgement and with compassion and empathy. ▪ Help them connect – help them connect to a support system – family, friends, clergy, coaches, coworkers, therapists; or reach out to the National Suicide Prevention Lifeline. <p>Follow up – make contact in the days and weeks after a crisis. Check in regularly</p>
<p>Seizures</p>	<p><u>What to look for:</u></p> <ol style="list-style-type: none"> 1. Loss of consciousness 2. Eyes that blink, stare or roll back 3. Jerking movements of the body, especially the arms and legs 4. Loss of ability to control urine or bowels 	<p><u>Treatment:</u></p> <p>DO NOT:</p> <ol style="list-style-type: none"> 1. Move the person unless in a dangerous area (i.e., water, street) <ul style="list-style-type: none"> o Put something in the person's mouth. o Put something under the person's head. o Try to stop the person's body movements. 2. Clear the area around the person 3. Roll the person on their side, maintain adequate airway 4. Time the episode. 5. If the person has a history of seizures, notify the parent. Assist the person to their room or the isolation room to rest, stay with the person initially (30 minutes) then check periodically (every 15 minutes) 6. If the person has no history of seizures, call University Police 920-465-2300, 911 and the camper's parents/guardians.
<p>Shock</p>	<p>Shock may result from trauma, heatstroke, allergic reactions, severe infection, poisoning, or other causes.</p> <p><u>Symptoms:</u></p> <ol style="list-style-type: none"> 1. The skin is cool and clammy and may appear pale or gray. 2. The pulse is weak and rapid, and breathing is slow and shallow. Blood pressure is below normal. 3. The eyes lack luster and seem to stare. Sometimes the pupils are dilated. 4. The person may be conscious or unconscious. If conscious, the person may feel faint or be very weak or confused. Shock sometimes causes a person to become overly excited and anxious. <p><u>If you suspect shock, even if the person seems normal after an injury:</u></p> <ol style="list-style-type: none"> 1. Have the person lie down on his or her back and elevate the feet higher than the head. Keep the person from moving unnecessarily. 2. Look for the signs of shock noted above. 3. Keep the person warm and comfortable. Loosen tight clothing and cover the person with a blanket. Don't give the person anything to drink. 4. If the person vomits or bleeds from the mouth, place the person on his or her side to prevent choking. <p>Dial 911 or call for emergency medical assistance if appropriate.</p>	

Lost Camper

If the camper is not found in 20 minutes, the camper will be presumed lost.

The camps office will institute a public search that will include contacting the University Police; and camper's parents at the 30-minute mark.

There are two ways to call the police.

- For non-emergencies (suspected lost camper) call police non-emergency line **465-2300 and select option #2.**
- If it is an emergency (child injured or suspected abduction) **call 911.**

Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper.
 - a) Was he/she/they depressed or angry, threatening to run away?
 - b) Did they fall behind on a tour, or leave to use the restroom?
 - c) A camper who does not wish to be found will require a wider and more careful search.
3. **If there is a suspicion of foul play, contact University Police (911) right away.**
 - In addition to being lost, other concerns are runaways and child abductions.
 - In the event of an abduction, minutes can mean all the difference in the world.
4. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.)
 1. Ask nearby campers and staff if they have seen or know where the camper is.
 2. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
5. Check any known accomplices. (Friends in other groups, the camp office, etc.)
6. Camp Director will stay in a central location and assign staff of the camp to the following areas:
 - a) Check restrooms
 - b) Check hallways, classrooms, Garden Café and Phoenix Park
 - c) Open areas of camps
 - d) Parking lots
 - e) Arboretum trail including Comm-University Park
 - f) Drive along main roads surrounding camp
 - g) All assigned staff to thoroughly check facilities and property leave NOTHING unchecked
 - h) All staff report back to Camp Director
7. Contact the Camps Office, Camp Director, and University Police about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing.
9. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
10. When found, camper should be returned to Camp Director.
 - Should camper be injured:
 - Do not move camper.
 - Depending on severity of injury, Camp Director will decide on what action to take.
 - If necessary, Camp Director will instruct staff to call proper authorities.
 - Care must be taken to avoid any additional injury to camper.
 - The situation and outcome shall be documented in writing.
 - If due to social/emotional concerns:
 - Camp Director and staff will discuss events leading up to run away.
 - These items will be discussed with the camper.
 - At the discretion of the Camp Director the camper will be returned to the group or sent home.
 - Corrective measures are to be outlined with the camper and the counselor by the Camp Director.
 - Follow-up with the parent/guardians will take place concerning the nature of the situation, the action taken and recommendations. This follow-up shall be documented in writing.
11. **Complete an Incident Report** and any other reports requested by Camps Office and University Police.

PROHIBITED CONDUCT

Prohibited Conduct & Title IV

Privacy of youth must be respected. Prohibited Conduct is considered any conduct according to University's [Title IX | Compliance & Integrity \(wisconsin.edu\)](#) and the following prohibited behaviors:

- a) Conduct that violates the law (e.g., child abuse, child sexual abuse, protected class discrimination, emotional abuse, hazing, indecent exposure, child pornography, neglect, physical abuse, sexual abuse, and sexual harassment)
- b) Conduct that violates UW System policies
- c) Actions that are found to constitute Bullying or Grooming
- d) Infringement on privacy of Youth Participants in situations where they are using restroom facilities, changing clothes or taking showers except in situations where health and safety are required
- e) One on One Conduct: Staff should never be with a youth participant in a one-on-one setting. Exception: Designated Individuals may have one-on-one in an instruction, if activity is observable and interruptible.
- f) Restroom Use: If accompanying a single child to a restroom, check first for suspicious activity in the restroom, then exit and permit the child to use the restroom alone
- g) Use of Cameras/Video Devices: Inappropriate use of cameras, imaging, or digital devices are prohibited. Use of such devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited and may be subject to search if suspected prohibited conduct activity occurs
- h) Use of alcohol when engaged in Covered Activities. Minor serving staff may not consume alcoholic beverages or any non-prescribed controlled substance specified on the premises of the program, or be under the influence of the same during the program's hours of operation
- i) Any conduct that is outside of NCAA Recruitment Compliance
- j) Any conduct or retaliation conduct that is outside of UW-Green Bay Harassment and Discrimination Policy
- k) Overnight Activities: Designated Individuals will directly supervise youth in overnight activities. Entering a youth participant's room, bathroom facility, or similar area without another Designated Individual in attendance except in emergency situations is not permissible, nor is it permissible to share a bed or sleeping bag with a minor.
- l) Exceptions to prohibited conduct may occur where a familial relationship exists and in emergency situations to the extent that health and safety require. Adult volunteers must protect their own privacy in similar situations.

Mandatory Reporting – Child Abuse

On December 19, 2011, the Governor signed Executive Order #54 requiring all agents of the University of Wisconsin System report child abuse or neglect immediately if the individual, during agency, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. A child means a person who is less than 18 years of age.

The individual Camp Director shall be required to inform all employees who will be present on the campus of UWGB that if during execution of a camp, they observe an incident or threat of child abuse or neglect or learn of an incident or threat of child abuse or neglect, the individual is required to report it immediately to University Police at 920-465-2300. Thereafter, University Police will work directly with the campus unit to gather any further required information.

REPORTING POLICY

- a) Report the abuse to your supervisor if your supervisor was not involved in the incident.
- b) It is important that the report be from the person who heard or saw the suspicious activity, behavior or heard the comments.
- c) If your supervisor was involved in the incident, report directly to University Police by phone or in person. Do not send an email.
- d) If you wish, your supervisor may accompany you when you make the report.
 - a. The report should be made directly to University Police Office. It is NOT our job to investigate...just report.
 - b. University Police will investigate the claim and bring it to the attention to the child protection and/or law enforcement office with jurisdiction where the incident occurred.
- e) Maintain confidentiality at the level of 'who needs to know' to protect the victim.
- f) Do not talk about this with the rest of the staff.
- g) If you want or need counseling support in coping with the incident, UWGB Wellness Center & Dean of Students Office is available for you. Your supervisor will assist with arrangements if you need support.
- h) You will not be reprimanded or discharged from your job if the report was made in good faith. All employees have immunity if they report in good faith.
- i) This information was provided to all staff during the required training prior to camp.

Dismissal from Camp

The decision to send a camper home will be made by a trained health care provider and/or Camp Director, and will be final. The UWGB campus legal department will be contacted if a parent is unwilling/unable to pick-up their camper. Camps Office must be notified immediately of this decision.

A camper may be sent home in the following circumstances:

- If the required health form (in CampDocs) is not completed.
- If camper has been found to be involved with prohibitive conduct
- If a health care provider deems the camper either mentally or physically unable to participate
- If a health care provider diagnoses a communicable disease or suspects the camper has a communicable disease.
- If a health care provider finds that the mental health status of the camper is potentially disruptive to camp
- If a health care provider finds that the mental health status of the camper is a potential safety concern.

For any dismissal from camp - **Complete an Incident Report**, there will be no refunds given.

Sexual Abuse/Assault

In compliance with Prohibited Conduct policy and Mandatory Reporting, for any suspected or confirmed case of sexual abuse or assault, refer to the following table. As part of the camp's protocol, parents are to be notified prior to taking a minor child to the hospital.

- a) Ensure the victim is safe. If there is an immediate risk of additional violence, contact UW-Green Bay Public Safety – 911.
- b) If the victim needs immediate, medical assistance, contact Green Bay Rescue Squad: 911.
- c) Call the Camp Director and/or Camps Office
- d) Complete a confidential Sexual Assault Report Form (this form is completed by: Camp Director and/or Camps Office)
- e) Complete an Incident Report as per established procedures.
- f)

In the event of an assault requiring immediate medical assistance, a call can be made to parents as the minor child is being transported. This call will be made by the Camp Director.

In all cases, complete **an Incident Report**.

Issue	Procedure
Sexual Assault	Implement the Sexual Assault Policy Standard that includes, but not limited to reporting to Camp Health Supervisor and the Camp Office, who will report to internal parties and involve University Police. Complete an Incident Report
Suspected or Confirmed Case of Abuse	Implement the procedure used for sexual assault, utilizing campus resources when appropriate, e.g., Health Services, Counseling Services, Public Safety, with referrals to the county office where the alleged abuse took place.

RESIDENTIAL CAMPS

Housing Rules & Regulations

It is the Camp Director's responsibility that the housing policies and regulations are shared with campers on the first day of camp. It is a requirement for all campers to participate in camp, that they are aware and have informed of these rules and regulations on the first day. These policies have been developed to assure the health, safety, and well-being of every camper as well as staff. The Camp Director reserves the right, upon notification of parents/guardians to dismiss any camper during camp for a variety of reasons. Some of those reasons could include; improper dress, conduct, language, or attitude which, in the judgment of the administrative or counseling staff, is deemed detrimental to the other campers or smooth operation of the camp. Furthermore, if in the judgment of the administrative or counseling staff, camper conduct violates the following rules and regulations, a camper may be dismissed without refund of fees and/or referred to appropriate authorities.

1. Campers may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons (including knives), or fireworks. Any violation of this will result in the camper being sent home immediately.
2. Campers may not possess or use any tobacco products while in attendance at camp. E-cigarettes are also banned at camp. This regulation also applies to campers who are 18. If a camper is found tampering with any fire equipment (i.e., fire extinguishers, fire alarms, smoke detectors, etc.) the camper will be dismissed from camp immediately. Also, University officials are required by law to report the responsible individual(s) to local authorities who will fine and may prosecute them under State Statute 941.13 (which calls for a fine of up to \$500 or imprisonment of not more than one year or both).
3. Campers may not interfere with any security system or tamper with locks in camper rooms and other areas.
4. Lewd and offensive speech or actions that undermine camp decorum are strictly prohibited.
5. Campers shall not be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, and/or drugs. Campers will be asked to change clothes if found wearing something that is inappropriate. Because of the potential danger to others and University property, vandalism and pranks will not be permitted.
6. No pets of any kind are allowed at camp.
7. Commuter campers are not allowed in the University Housing area.
8. Guests and visitors (parents/guardians and other immediate family members) must check-in with photo ID at the Camp Director's Office and be approved before visiting a camper during class sessions.
9. Campers who bring a vehicle to camp (and plan to stay on campus for 5+ days) are required to submit their license plate number at check-in. Failure to do so will result in a parking ticket.
10. Campers are not allowed to use campus computers unless the campers are in a supervised setting. Computer kiosks located on campus are off-limits to campers.
11. Overnight campers who leave their assigned room during camp or their University Housing building after lights out without permission will be sent home immediately.
12. Overnight campers are not encouraged to bring vehicles to camp. If campers must use a vehicle to transport themselves to and from camp, their vehicle must be parked in a designated lot, locked, and left unused for the duration of the camp session. Campers are not permitted to drive or ride in private cars or any type of motor vehicles except under the supervision or authorization of a counseling staff member. Campers' car keys will be stored with the Camp Director for the duration of the camp week and returned upon final check-out.
13. Under no circumstances are boys allowed to visit girls' rooms or vice versa. A camper's counselor or another counselor of the same gender may check rooms at any time.
14. Doors on all residence halls will be scheduled to lock at 10:30 p.m. Camp Directors must work with the Education & Outreach Executive Manager to request exceptions to the door schedule.
15. Campers must be accounted for each night in the residence halls at bed check-in time. Bed check-in time can be no later than 10:00 p.m. for middle school camps and 10:30 p.m. for high school camps. At that time, camp staff shall check each room to account for each participant. Any campers

not accounted for at that time must be located and the camp staff should contact camps office immediately. If they cannot be located, University Police will be contacted.

What to Bring to Camp?

Campers are required to bring their own personal items, including pillows, sleeping bag/twin long sheets, bath towel, washcloths, shampoo, soap, toothbrush, toothpaste, clothes, shoes, electronic device charger, an umbrella, hat, sunscreen, bug spray, jacket, extra shoes, swim suit, beach towel, and items that you need to be comfortable for your stay and for your specific camp.

If staying in a residence hall, there is no air conditioning so it is recommended to bring a box fan

Laundry

Each building has a washer and dryer which are free to use. Campers must bring their own detergent.

Vending

There is vending machines in the Community Center near the mail room in the lower level. These machines will take both credit card or cash.

Provided in the Room

Each room is designated to sleep two, unless otherwise indicated. There are two beds, two chairs, two desks, two dressers, two closets, and a private bathroom with shower.

Room concerns

Rooms have been checked by Housing staff prior to camper arrival, however, if a problem is identified with the room at check-in, it should be reported to the Camp Director and/or Housing Community Center immediately.

Keys/Card access

Camp Director will provide all camper room access cards for rooms upon check-in. Cards need to be returned to the Camp Director at check out. If a key card is not returned will be billed to the Camp Director at \$25/card.

Room Lock-outs

If campers are locked out, they must contact Housing Community Center, (920) 465-2040, staff at Community Center will assist in the manner that is deemed best. If a key card is issued, the camp/Camp Director will be billed \$25/card.

Room Assignment

The Camps Office will work with Camp Director on residential room assignments and the availability of rooms for a camp. Please be aware that maintenance and conflicts with other camps and conferences may necessitate relocating camps. If this were to occur the Camps Office will notify the Camp Director as soon as possible. It will be up to the Camp Director, prior to the start of camp, to provide Camps Office within (14) days of camp a roommate assignment roster. The details pertinent to the residential camp experience will be based off these rosters, including card access and final billing.

CAMPS OFFICE ON-SITE STAFF & ROLES

The following roles will be provided by the Camps Office to ensure the safety of your camp experience, these roles and their support are included as part of the Administrative Fees you have agreed to in your Camp Service Agreement.

- **Summer Housing Assistant:** All residential camps will be assigned (1) Summer Housing Assistant per building reserved. This person will typically be roomed in the first floor of a building where campers are roomed. This person serves as a primary support person in the event of any maintenance and facility needs from 10:00pm- 6:00am during the

overnight camp experience. There are Summer Housing Assistants that provide support to the Camps Office 24/7 during the camp season (June 1- Aug 16) and there are Summer Housing Assistants that provide Housing specific support during overnight camps.

- **Community Center Service Desk:** The hub of housing is the Community Center, which is open 24/7/365. All campers can reach this desk for general questions, help, or assistance (920) 465-2040 or they can stop by anytime.
- **On-Duty & On-Call Staff:** There are Housing Staff on-duty and on call 24/7/365, both professional and students. The best place to find assistance is to first call the Community Center Service Desk, they can get ahold of the student and professional staff that are on-call and on-duty.
- **Camps Office:** The Camps Office has both physical and phone access available to all Camp Directors for the duration of their camp whether commuter & residential. They are on site and available to support a Camp Director in the case of an emergency, or if the need arises to troubleshoot any situations that may arise. The number that can be called is (920) 465-2843- if you have an overnight camp this number will be available 24 hours during your residential camp experience. If you have a commuter camp you can reach a Camps Office staff person during business hours of, **Monday – Friday, 7:00 a.m. – 4:30 p.m.**

FACILITY EMERGENCY

Follow the established protocols below and complete an Incident Report following any facility emergency.

Contact Information

Office/Group:	Phone Number:	Additional Notes:
Public Safety	911	
UWGB Police / University Police	920-465-2300	Option #1 Emergency Option #2 Non-Emergency
UWGB Community Center	920-465-2040	There is always someone available at this number, 24/7/365. They can dispatch all other contacts on campus & University Police
UWGB Camps Office	920-465-2843	Transferred to Camps Office Manager when camps are in session.
UWGB Power Plant	920-465-2523	Heat or A/C

Designated Reporting Location: For any emergency that occurs in a facility, the Camp Director should have a designated place determined and make all camp staff aware of that location. It is expected that all camp staff and campers report to the designated location during a shelter-in-place or building evacuation situation.

SAFETY ISSUE	DETAILS	CONTACT
Evacuation & Reunification	All staff/volunteers will escort participants out of building. Contact Camp Director or Camps Office to report incident and group location. Wait for further instructions. As part of your camp orientation, Camp Director should identify with staff where a designated staging area and reunification point is on campus.	(920) 465-2040 Community Center
Facility Emergency	<p>Electrical / Gas</p> <ul style="list-style-type: none"> ▪ Check breakers in the apartment and/or basement. You will need to get the master key from the, University Police or Facilities. ▪ Contact the Camps Office, they will contact the Assistant Director of Residence Life to get approval to call maintenance personnel. ▪ If you cannot reach Facilities, contact a maintenance person via Community Center. ▪ If the entire building is without electricity, contact Wisconsin Public Service. ▪ Let the Assistant Director of Residence Life or a maintenance person know what action was taken. ▪ Fill out an incident report. <p>Fire or Smoke</p> <ul style="list-style-type: none"> ▪ Activate the nearest fire alarm. ▪ Notify all occupants. ▪ If you are in danger, get yourself out. ▪ Escort participants out of the building to adopted staging area and verify accounting of participants ▪ CALL 911 ▪ Notify Camp Director, Camps Office and/or On-Duty Staff person, report location of group during an evacuation. ▪ Fill out an incident report. <p>Fire Alarm Response</p> <ul style="list-style-type: none"> ▪ Check out buildings for alarms and/or beacons. ▪ Check building for fire by going floor to floor/stairwell to stairwell. ▪ If a fire is found, follow the above steps under <i>Fire or Smoke</i> ▪ If no fire is found, call University Police and tell them that it was a false alarm. ▪ Contact the On-Duty Staff; they will silence the Alarm system. ▪ Call University Police and have then reset their control board. ▪ Fill out an incident report. <p>Gas Problems/Emergencies</p>	<p>(920) 465-2040 Community Center</p> <p>9-1-1 (920) 465-2040 Community Center</p> <p>9-1-1 (920) 465-2040 Community Center</p> <p>(920) 465-2040</p>

SAFETY ISSUE	DETAILS	CONTACT
	<ul style="list-style-type: none"> ▪ Escort participants out of the building to adopted staging area and verify accounting of participants ▪ Call the Housing Service Desk - 920-465-2040, they will page the On-Duty staff. ▪ If you cannot reach the On-Duty Staff call a maintenance person. ▪ If no one can be reached, call Wisconsin Public Service. ▪ Let an On-Duty Staff or a maintenance person know what action was taken. ▪ Notify Camp Director location of group and incident ▪ Fill out an incident report. <p>Heat Advisory</p> <ul style="list-style-type: none"> ▪ Camp Director & Camps Office will notify you through text/call/email. ▪ Upon notification, you may prop all room doors open and start fans. ▪ A supply of water will also be given. ▪ The participants may also turn their showers on cold for periodic intervals. <p>Intruder</p> <ul style="list-style-type: none"> ▪ If in progress call 911 to notify police. ▪ Consider safety of group to intruder and potentially lock-down ▪ Notify the Camp Director ▪ Do not panic! Try to keep your participants calm by talking to them and telling them what to do. Depending on the situation, you may have them close their windows (outside intruder), lock their doors (hallway or building intruder), etc. Use your best judgment! ▪ Do not attempt to follow or "catch" the person. ▪ After the intruder has been apprehended or has left the scene, allow the participants to talk about their fears. Try to decompress the situation. <p>Sewage</p> <ul style="list-style-type: none"> ▪ Call the Housing Service Desk - 920-465-2040, they will contact the On-Duty Staff. ▪ If you cannot reach the On-Duty Staff they will call a maintenance person ▪ Let an On-Duty Staff or a maintenance person know what action was taken. ▪ Fill out an incident report. <p>Tornado</p> <ul style="list-style-type: none"> ▪ WATCH means tornado may develop. ▪ WARNING means that a tornado has been detected-Take Shelter. ▪ If there is a WARNING try to get participants in basement areas or in the hallways of the first floors of the residence halls but away from windows. Get as close to a solid wall as possible (preferably a wall on the side from which the storm is approaching). ▪ Cover your head and face. ▪ Do not pull the fire alarm. 	<p>Community Center</p> <p>(920) 465-2040 Community Center</p> <p>9-1-1</p> <p>(920) 465-2040 Community Center</p> <p>(920) 465-2040 Community Center</p> <p>Your Camp Director</p> <p>(920) 465-2040 Community Center</p> <p>Watch for alerts via your mobile device.</p>

CAMP STAFF/VOLUNTEER ACKNOWLEDGEMENT:

I hereby acknowledge receiving and reviewing this Camp Operations Manual and information included. As a condition of my employment as a staff member or camp volunteers, I agree to abide by all of the policies and procedures included in this manual. I fully understand the duties assigned and will ensure that all procedures and protocols are followed and I will report as outlined in this document.

Violations of any of the policies and procedures within this Camp Operations Manual shall constitute a breach of my employment and/or volunteer agreement. If it is determined by the UWGB Education & Outreach Executive Manager, my employment will be terminated and I will be restricted from the UWGB campus and premises.

By signing, I agree with these terms, and will abide by the processes, procedures, and responsibilities stated. I further agree to fully indemnify and defend UWGB from any action stemming from a violation of these terms.

Date: _____ Name (Printed): _____

Signature _____