UNIVERSITY OF WISCONSIN GREEN BAY
CAMPS, CONFERENCES & YOUTH PROGRAMS OFFICE

OPERATIONS GUIDE

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INTRODUCTION TO THE OPERATONS GUIDE

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.

Camp protocols such as conduct and policy are outlined in this document and follow the UWGB Authorized Youth Activities SOP, also referred to as Youth Protection & Compliance SYS 625.

Any Camp Staff or Volunteer who violates the policies and procedures outlined in this procedure document may be subject to disciplinary action up to and including termination of employment, suspension of duties or removal from camp premises or UWGB campus. If a violation occurs by a third-party employee or volunteer, the entire third-party group may be asked to remove themselves from campus, and any future access to the UWGB campus requests by this group may be limited or prohibited.

Review of this procedure document is required to be completed by all camp employees and volunteers prior to the first day of all youth activities individual is assigned to.

CAMP OFFICE RESOURCES

The roles listed below will be provided by the Camps, Conferences & Youth Programs Office to ensure safety for your camp experience. These roles and the support they provide are part of the Administrative Fees you agreed to in your Camp Service Agreement.

Summer Housing Assistant:

Summer Housing Assistants (SHAs) are student workers from the University contracted during the camp season, which is from June 1 to August 16 annually. SHAs both provide support to the Camps, Conferences & Youth Programs Office and Housing-specific support during overnight camps. All residential camps will be assigned one SHA per building reserved for camp use. The SHA will typically be assigned a room on the first floor of the building where campers will reside. The SHA will serve as primary support for any maintenance and facility needs from 10 p.m.-6 a.m. during the overnight camp experience.

Community Center Service Desk:

The Community Center is the central hub for UWGB Housing. It is open 24/7 every day. All campers and camp staff can stop by the desk any time or reach the desk at this number: (920) 465-2040.

On-Duty & On-Call Staff:

There will be Housing Staff available, both student workers and professional staff members, who will be on duty and on-call 24/7 during the camp season. The best way to get assistance is to call the Community Center Service Desk. The worker at the desk will be able to contact the appropriate staff member for the situation at hand.

Camp Office Phone Access:

The Camps, Conferences & Youth Programs Office is accessible to all Camp Directors both physically and via phone for the duration of your camp experience. Whether it is a commuter camp or overnight camp, the Camps, Conferences & Youth Programs Office is available to troubleshoot as needed and to assist in emergencies. You can contact the staff directly during business hours, which are Monday-Friday from 7 a.m. to 4:30 p.m. at (920) 465-2040 Overnight Camps can get assistance at (920) 465-2843. This is our overnight camps on-call phone that can be used for emergency situations or if you run into any questions or facilities concerns.

CAMP SUPERVISION REQUIREMENTS

Camp Activity Tracking Software Use

All UWGB Sponsored camps utilize registration software called CampDoc. The Camps, Conferences & Youth Programs Office will provide each camp staff with access to CampDoc at least 2 weeks prior to the start of camp. Camp staff will want to log in and become familiar with the software. There are certain access levels that are only available to the Camp Director and Camp Health Supervisor, but all camp staff will be able to view and assist with the Attendance taking feature.

Camp Roles

Your camp must have a Camp Director, Camp Health Supervisor and Camp Staff/Volunteers in order to operate the camp. All camp staff (except for Limited Volunteers) responsible for the direct care and supervision of minors are required to complete all screening and training prior to camp start date. Any staff not completing the required screening or training will be asked to leave the camp premises.

Staff should be aware of other adults in the vicinity during camp activities and to monitor and report any prohibited conduct observed pursuant to University policy. Staff may not provide care to minors for more than 12 hours in any 24-hour period.

Role	Role Description	Required Trainings via Volunteer Matters
Camp Director	The Camp Director provides overall direction of the program from planning, preparation and lead-up to camp start. They also oversee day-to-day camp operations and post camp wrap-up. Other responsibilities include: ▪ Being primary contact for communication ▪ Providing guidance on hiring camp staff and volunteers ▪ Marketing needs ▪ Being responsible for procurement and supplies for camp. ▪ Creating a camp budget, including setting camp registration fees. ▪ Approving expenses related to the camp. ▪ Serve as point-person for camp behavioral needs and camper follow up. ▪ Provide overnight support to camp team by staying on campus overnight. This person must be approved by the supporting Department or College to run the camp. The Camp Director will have overall responsibility and oversight of the camp, including facilitation and instructional components. Camp Directors contact Camp Office and emergency response for any critical incidents or disease outbreaks. For overnight camps, the Camp Director is responsible for being present and living on campus for the duration of the program.	▪ Criminal Background Check ▪ Youth Agreement ▪ Operations Manual ▪ Preventing Sexual Harassment and Violence Video ▪ Mandated Reporter Video ▪ Youth Protection Video

Role	Role Description	Required Trainings via Volunteer Matters
Camp Health Supervisor	The Camp Health Supervisor is responsible for: ▪ Collecting medications from parent/guardian(s) and documentation receipt ▪ Safeguarding medication by keeping it in a designated location. ▪ Dispensing medications to campers per their CampDoc eMar profile notes. ▪ Administer basic first aid when needed for the duration of camp. For overnight camps, the a Camp Health Supervisor must stay overnight with the campers in case of an emergency. The Camp Health Supervisor works directly with Camp Director for any critical medical incidents or disease outbreaks. This role can be taken on by the Camp Director.	▪ Criminal Background Check ▪ Youth Agreement ▪ Operations Manual ▪ Preventing Sexual Harassment and Violence Video ▪ Mandated Reporter Video ▪ Youth Protection Video ▪ Medication Management ▪ CPR/First Aid Certification
Camp Staff/Volunteers	Camp Staff/Volunteers provide instruction, facilitation and supervisory needs for the camp. Those in this role may support camp functions, lead/instruct sessions, and may have supervisory oversight. This individual may or may not be counted in the supervision ratio.	▪ Criminal Background Check ▪ Youth Agreement ▪ Operations Manual ▪ Preventing Sexual Harassment and Violence Video ▪ Mandated Reporter Video ▪ Youth Protection Video
Limited Volunteers	Those in this role can be supportive to a camp or youth program in general terms with no direct contact with participants. They are not part of the supervisory ratio.	▪ Youth Agreement

Two-Deep Leadership Guidelines

At least two designated adults are required for all University programs, trips and outings involving minors (people under the age of 18). Designated adults must be 18 years of age or older and present for all activities, including parents and their children.

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 Camps, Conferences & Youth Programs Office immediately.

Adult to Student Ratio

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)	Overnight Camp	1:4
2nd – 4th (over age 6)	Classroom Setting	1:10
	Field Trip	Min of 2 adults, with a ratio of 1:10
	Day Camp	1:10
	Commuter	1:10
5th - 8th	Classroom Setting	1:18
	Field Trip	Min of 2 adults, with a ratio of 1:10
	Water Activities/Rec. Sports	1:10
	Overnight and Day Camp	1:10
9th - 12th	Classroom Setting	1:18
	Field Trip	Min of 2 adults, with a ratio of 1:10
	Water Activities/Rec. Sports	1:10
	Overnight and Day Camp	1:10

STAFF CONDUCT

Prohibited Conduct & Title IX

The 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 that are included in your training required prior to the first day of your youth activity:

- Any conduct or retaliation conduct that is outside of UW-Green Bay Harassment and Discrimination Policy
- Sexual harassment and sexual violence defined in *Regent Policy Document 14-2*;
- Child abuse and neglect as defined in *UW System Administration Internal Policy HR-7*;
- Bullying, grooming, and other predatory behavior;
- Adults infringing on youth participants' privacy in situations where privacy is expected (e.g., changing clothes, taking showers) except when a health or safety exception is necessary and appropriate;
- Adults showering, bathing, or undressing with or in the presence of youth participants;
- Adults sharing sleeping rooms with minors except in the case of familial relationships;
- Adults entering sleeping rooms assigned to youth participants except for room checks with at least two adults or in health or safety emergencies;
- Photographing or recording in areas where privacy is expected by youth participants (e.g., restrooms, changing rooms, showers); and
- Using or being impaired by alcohol, unauthorized drugs, or tobacco products when engaged in covered activities.
- One-on-one contact between adults and youth participants is prohibited except in the following circumstances:
    - One-on-one instruction is required for a covered activity (e.g., music lessons, tutoring, competitions, mentoring). The following restrictions shall apply for one-on-one instruction, including virtual activities:
        a. Interactions must always be observable and interruptible (e.g., location is documented, open door, other adults are aware of the interaction and can interrupt at any time).
        b. Parents/guardians must be informed in advance that the activity will include one-on-one interactions.
    - There is a familial relationship between the adult and youth participant.
    - A personal aid or other assistant has been approved by the university as a reasonable accommodation. Personal aides or other assistants may be required to meet youth protection screening and training requirements.
    - An emergency warrants it (e.g., accompanying a youth participant to the emergency room, locating a missing youth participant, youth reporting personal concerns to a trusted adult).
- Overnight Activities: room assignments will include one bed per participant.

Mandatory Reporting

All mandatory reporting Incidents with minors **shall be reported immediately** to the Title IX Coordinator or University Police at 920-465-2300 and follow the covered activity Safety Plan. All staff or volunteers must comply with obligations within this section and Mandatory Reporting of Child Abuse and Neglect Policy (Executive Order 54) that include but are not limited to, a threat of child abuse or neglect or learns of an incident or threat of child abuse or neglect, and the staff has reasonable cause to believe that child abuse or neglect has occurred or will occur. All staff/volunteers will receive reporting training prior to the first day of participation at the covered activity.

The primary contact is responsible for documenting the covered activity's response to incidents and providing such documentation to Risk Management upon request.

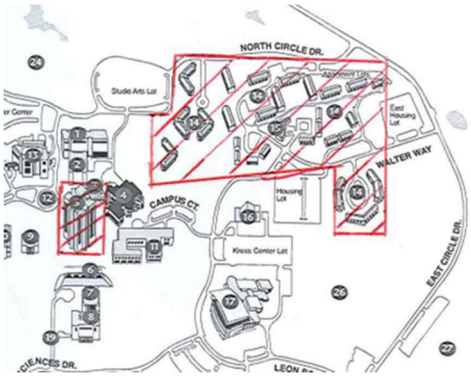
- **Incidents of prohibited conduct that have been observed or disclosed**
- Any suspected physical abuse, neglect or sexual abuse of a minor pursuant to EO 54's reporting procedures
- Sexual harassment or sexual violence as defined by the University's Title IX policy
- Incidents resulting in serious harm requiring professional medical attention
- Incident involving a missing or unaccounted for youth participant
- Illegal or unauthorized use of alcohol, drugs, or tobacco products
- Suspicious or observed inappropriate behaviors by either an adult or youth participant.
- Behavior issues or accidents not involving physical harm.

Any acts of retaliatory actions against an Incident Reporter are prohibited. After reporting, all incidents are to be further documented on an Incident Report that may be obtained from the Activity Primary Contact.

Mandatory Reporting does include incidents of lost participants or behavior issues or accidents not involving physical harm, of which these should also be documented as described in the *Incident Reporting Section*.

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. **To the left, an image of restricted airspace on UW-Green Bay campus.**



Campus Map of Drone Fly Zones [Drones - Restricted or Prohibited Items - University Police - UW-Green Bay (uwgb.edu)]

[Guidelines-University-Purpose-Post-May-4,-2016-Modification.pdf (uwgb.edu)]

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 camp staff via social media after they have graduated from high school.

Transportation

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. If a camp staff member is an Authorized Driver, they can only drive campers in a vehicle with proper insurance coverage.

CAMPER CONDUCT

Camper Behavior

Lewd and offensive speech or actions that undermine camp decorum are strictly prohibited.

Camper Dress Code

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.

Campus Computer Usage

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.

Cell Phones

Campers may bring cell phones, but they must be turned off during the camp to avoid distraction. The Camp Staff should model appropriate and discreet use if they need phones during camp.

CAMP PROTOCOLS

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.

Dismissal from Camp

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

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 that 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 via Maxient; there will be no refunds given to campers who are dismissed from a camp.

Visitors

All visitors must:

- Contact the Camps, Conferences & Youth Programs Office and Camp Director to obtain permission prior to arriving at camp, email preferred camps@uwgb.edu or by calling (920) 465-2843
- The Camps, Conferences & Youth Programs Office will contact the Camp Director to determine if a visitor is approved and/or Trusted Contact.
- If a visitor is approved, they will be escorted to the camp by Camp Office or camp staff.
    a. Guests and visitors (parents/guardians and other immediate family members) must check-in with photo ID at the Camps, Conferences & Youth Programs Office before visiting a camper during class sessions.
- If a visitor is NOT approved, they will be asked to leave campus and University Police will be notified.
- An Incident Report via Maxient is to be completed to note any visitors that are visiting campus/camp.

Visitors may check out campers with Camp Staff ONLY if on an approved list through CampDoc. Any exception must be reported to the Camps, Conferences & Youth Programs Office via email camps@uwgb.edu .

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.

Food Safety Rules - Outside of the Marketplace Dining Area

On campus, the University Union/Chartwell's will provide meals. Camps not having meals must follow food safety and best practices as determined by Wi. Stat. 252.44 (5), Wi. Ch. ATCP 78.18 and 78.23, minimum operating standards. These include, but are not limited to the following:

- Exclusions must be approved by the University Union Director or designee.
- Participant food allergies shall be reported.
- Staff should refer to a participant's health form for food allergies prior to serving any consumables.
- All food items purchased and provided to campers must be in single serve wrapping, and non-perishable.
- If food items for consumption are perishable it must be ordered through Union/Chartwells or an approved catering vendor.
- Food may be served at flexible intervals, but no minor may go without nourishment for longer than three hours.
- Barehand contact with ready-to-eat foods is prohibited.
- 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.
- Daily cleaning and sanitizing of the serving area will be the responsibility of the event staff.

DAY CAMP OPERATIONS

The content within this section requires action by Camp Staff during the camp program, with the exception of safety protocols. Within the first hour on the first day of camp you can expect a member of the Camps, Conferences & Youth Programs Office to conduct a safety presentation for all staff and available participants. Camp operational procedures in this section include:

- Camp Activity Tracking Software
- Staff Arrival / Departure Time
- Check In / Check Out - Day Camp
- First Aid & Medication Dispensing

Emergency response protocols are located within the *Emergency Response Plan* section.

Staff Arrival / Departure Times

The Camp Director will provide an itinerary of camp activities to all staff and to the Camp, Conferences & Youth Programs Office (via email) no later 14 days before the start of camp.

- Camp staff should be on-site for camp at least 30 minutes prior to camper arrivals and stay at least 15 minutes past advertised camp conclusion. Any staffing adjustments or arrangements should be made with the Camp Director prior to the start of the camp. Parent drop-off & pick-up for campers needs to be within 15 minutes of the start and end of camp. Camp Staff should wait until all campers are picked up before leaving the premises.
- A *camp staff member will be the last person to depart from any activity*.

To summarize, this means that there must be two adults present when in the company of a minor. There is no one on one interaction allowed, unless both are visible to others (e.g. cannot be in a room or closed space). This is to both ensure the safety of the minors and for the protection of the camp staff.

Check In

Camp Director will provide details to their camp staff/volunteers about the check-in location, time, and any other items or staff needed to run the check-in process.

For security purposes, housing and campus buildings are kept locked until your designated check in time.

1. At check-in the Camp Director will clearly indicate to all camp staff and volunteers the person designated as the Camp Health Supervisor. As outlined in the *Camp Supervision Requirements* section, the Camp Health Supervisor is the only person allowed to handle/disperse medications and will collect all medications from parents/adults upon check-in.
2. The Camps, Conferences & Youth Programs Office will provide staff with rosters and name tags prior to check-in.
3. Camp Staff will 'check-in' campers as they arrive, within CampDoc attendance feature or on a pre-printed check-in sheet. This sheet must be completed for all check in/out and returned to Camp Director for retention purposes.

If there is a need for any special set-up for the camp, the Camp Director is responsible for making a formal request at least 14 days prior to camp start. This includes any tables, chairs, and/or any other set-up needs.

Check Out

The Camp Director is responsible for providing a check-out time to the Camps, Conferences & Youth Programs Office. If there are any modifications or adjustments and any communication to be sent to parent/guardians of campers, clear and concise communication to the Camps, Conferences & Youth Programs Office is expected.

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

- Camp Health Supervisor will return all medications to the campers/guardians at the end of each day.
- Camp staff will 'check out' campers as they depart, and only to 'Trusted Contacts' noted in each campers' profile within CampDoc attendance feature or on a pre-printed checkout sheet. This sheet must be completed for all check in/out and returned to Camp Director for retention purposes at the end of the program.

The Camp Director will return any items that were borrowed to the Community Center at the end of the camp. The Camps, Conferences & Youth Programs Office will forward an invoice within 14 days of the camp's completion. Any profits made by the camp after all administrative, food, and room reservations costs are paid will be reflected on the invoice. All profits made by the camp will be transferred to the funding string provided or forwarded a check to the Camp Director after camp.

If no profit is made, the Camps, Conferences & Youth Programs Office will submit a bill to the Camp Director within 30 days of camp completion.

First Aid / Medication Dispensing

Staff may ensure youth participants are taken to the First Aid Room while the Health Supervisor will evaluate and administer first aid and medications and document each within CampDoc.

If camper is not escorted to the Health Supervisor Office at an appropriate time, reach out to Camp Director immediately.

The Health Supervisor will administer all first and aid or medication during camp and document within CampDoc per the *Health Supervisor Requirements section*.

OVERNIGHT CAMP OPERATIONS

The content within this section requires action by Camp Staff during the camp program, with the exception of safety protocols. Within the first hour on the first day of camp you can expect a member of the Camps, Conferences & Youth Programs Office to conduct a safety presentation for all staff and available participants. Camp operational procedures include:

- Camp Activity Tracking Software
- Staff Arrival / Departure Time
- Check In / Check Out - Day Camp
- First Aid & Medication Dispensing

Emergency response protocols are located within the *Emergency Response Plan* section starting on page 32.

Pre-Check in Tasks

Camp Office Responsibilities

The Housing & Residential Education Department will supply one Summer Housing Assistant (SHA) per building for those occupied by campers. The SHA will be a point of contact for any building emergencies during the camper's stay.

- Make residence hall access cards available to Camp Director the day prior to camp start date. These may be picked up at the Community Service Front Desk.
    - If applicable, meal cards will also be provided.
- Manage/input room assignments into housing software (StarRez) upon receiving necessary information from the Camp Director.
- Provide Camp Director and/or staff with check-in rosters and name tags prior to check-in.

Camp Director Responsibilities

- The Camp Director will determine roommate assignments of campers and staff, including any special requests, and submit them to the Camps, Conferences & Youth Programs Office no later than ***14 days prior to the start of camp***.
- Camp Staff will "check-in" campers as they arrive, within CampDoc attendance feature or on a pre-printed check-in sheet. This sheet must be completed for all check in/out and returned to Camp Director for retention purposes.
- Providing the allocated room access card to campers, and meal card if applicable.
- Overnight Camp Staff will reside at the end of the hallway of each floor where there are camper room assignments with at least one staff member on every floor.

The Housing & Residential Education Department will supply one Summer Housing Assistant (SHA) per building for those occupied by campers. The SHA will be a point of contact for any building emergencies during the camper's stay.

Check In

It is important that your group arrives on time for scheduling reasons. The Camps, Conferences & Youth Programs Office will provide the Camp Director with residence hall access and meal cards (if applicable). The Camp Director will provide access cards to participants at check in. These cards must be returned upon check out to avoid additional fees.

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.

Camp Staff Responsibilities

- Camp Staff will "check-in" campers as they arrive, within CampDoc attendance feature or on a pre-printed check-in sheet. This sheet must be completed for all check in/out and returned to Camp Director for retention purposes.
- Providing the allocated room access card to campers, and meal card if applicable.
- Overnight Camp Staff will reside at the end of the hallway of each floor where there are camper room assignments with at least one staff member on every floor.

The Housing & Residential Education Department will supply one Summer Housing Assistant (SHA) per building for those occupied by campers. The SHA will be a point of contact for any building emergencies during the camper's stay.

Health Supervisor Responsibilities

All medications are collected by Camp Health Supervisor, at check-in and provided back to parent/guardian at check-out. The UWGB Camp Office Health Supervisor does not collect epinephrine or dispense this medication.

- Gather all camper medications or prescriptions from parent/guardian.
  - ALL medications 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.
  - If you find that a camper has "Over the Counter" (OTC) medications on hand, they must be turned into the Camp Health Supervisor, noted in CampDoc profile, and picked up when a camper checks out.
  - Injectable medication should be properly handled and stored. The Camp Health Supervisor will confirm if any injections will be able or will be provided at Camp. If not, alternative arrangements must be made with the Camp Office and Camp Director.

- 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.

Check – Out

Camp Office Responsibilities

The Camp Office will provide information sheets to each camper's room about how to leave the room upon their departure.

Camp Director Responsibilities

The Camp Director is responsible for providing a check-out time to the Camps, Conferences & Youth Programs Office. If there are any modifications or adjustments and any communication to be sent to parent/guardians of campers, clear and concise communication to the Camps, Conferences & Youth Programs Office is expected.

Due to the limited turnaround time between groups, it is important that your group vacate the building at the agreed up on time. This time must be arranged with the Camps, Conferences & Youth Programs Office before camp begins.

Camp Staff Responsibilities

- Camp Staff will review with campers the check-out list for how to leave the room on departure.
- Camp staff will 'check out' campers as they depart to "Trusted Contacts". Said "Trusted Contacts" noted in each campers' profile within CampDoc attendance feature or on a pre-printed check out sheet. This sheet must be completed for all check in/out and returned to Camp Director for retention purposes at the end of program.
- Camp Directors and camp staff are responsible for checking all rooms used by the camp prior to leaving to the residence hall(s).
- Collect all key cards and return them to the Camps, Conferences & Youth Programs Office. If a key card is not returned, the Camp Director's Department will be billed at $25/per card.
- Return any items that were borrowed to the Community Center and notify the Camp Office of any items, or charges that will need to be added to the final invoice.
- Camp staff will 'check out' campers as they depart to "Trusted Contacts". Said "Trusted Contacts" noted in each campers' profile within CampDoc attendance feature or on a pre-printed check out sheet. This sheet must be completed for all check in/out and returned to Camp Director for retention purposes at the end of program.
- Camp Health Supervisor will return all medications to the campers/guardians at the end of the camp.

Camper Responsibilities

- Leave the residence hall spaces exactly as they found them.
- Empty all drawers of belongings
- Close the windows.
- Remove 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
- Return key card to Camp Staff. This card will be documented to ensure camper is not charged a fee

The Camps, Conferences & Youth Programs Office will forward an invoice within 14 days of the camp's completion. Any profits made by the camp after all administrative, food, and room reservations costs are

paid will be reflected on the invoice. All profits made by the camp will be transferred to the Sponsoring Department. If no profit is made, the Camps, Conferences & Youth Programs Office will submit a bill to the Camp Director and Sponsoring Department within 30 days of camp completion.

First Aid / Medication Dispensing

Staff may ensure youth participants are taken to the First Aid Room while the Health Supervisor will evaluate and administer first aid and medications and document each. Within CampDoc.

If camper is not escorted to the Health Supervisor Office at an appropriate time, reach out to Camp Director immediately.

The Health Supervisor will administer all first aid or medication during camp and document within CampDoc per the *Health Supervisor Section*.

Keys/Card Access

The 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, it will be billed to the Camp Director at $25/per card.

Laundry

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

Room Assignment

The Camp, Conferences & Youth Programs Office will work with the Camp Director on residential room assignments for a camp. Please be aware that maintenance projects and conflicts with other camps and conferences may necessitate relocating camps. If relocation were to occur, the Camps, Conferences & Youth Programs Office will notify the Camp Director as soon as possible.

It will be up to the Camp Director, at least 14 days prior to the start of camp, to provide the Camps, Conferences & Youth Programs Office a roommate assignment roster. The details for the overnight camp, including room assignments, card access and billing, will be based off these rosters. The Camp Director is responsible for ensuring the accuracy of this information by the set deadline. 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.

Evening Bed Checks

Campers must be accounted for each night in the residence halls at bed check time. Curfew can be no later than 10 p.m. for middle school camps and 10:30 p.m. for high school camps. At curfew, 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 the Camps, Conferences & Youth Programs Office immediately. If they cannot be located, the University Police will be contacted.

Room Lockouts

Outside doors in all residence halls are locked and can only be opened with an access card. The Camp Director must work with the Assistant Director of Camps, Conferences and Youth Programs to request exceptions to the door schedule.

If campers are locked out, they must contact the Housing Community Center. Front Desk staff will assist in the manner that is deemed best. If a camper needs to come to the Housing Community Center Front Desk to gain assistance with a lockout, a Camp Counselor needs to accompany the camper.

Number for the Community Center Front Desk: (920) 465-2040

Room Concerns

Rooms have been checked by Housing staff prior to the camper's arrival. However, if a problem is identified with the room at check-in, report it to the Camp Director and/or Housing Community Center Front Desk immediately.

Room Provisions

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

Dining Locations/Vending Machines

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

- Exclusions to this rule must be approved by the University Union Director or designee.
- Granted exceptions must follow standard guidelines from the above statutes, including, but not limited to Brown County and Wisconsin DHS Handwashing as noted in *Food Safety Rules Section* of this guide.

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.

Mealtime Period	Mealtime
Breakfast	7:30 a.m. - 8:30 a.m.
Lunch	11 a.m. - 1 p.m.
Dinner	4:30 p.m. - 5:30 p.m.* *with prior approval from the Union, until 6:30 p.m.

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 available to the campers via their access key card.

- Campers/staff/volunteers are required to wear/show their camp nametag, so the meal is billed to the correct camp.
- Camps will be billed post camp for meals charged on this card. If the number is lower than what was provided when planning meals, the Camp Director will be billed for the number given. If the number is higher, the Camp Director will be billed for the number of meals swiped on the card.

NOTE: Meal services are not available on Marinette, Manitowoc, or Sheboygan campus locations.

There are vending machines in the Community Center near the mail room at the lower level. These machines will take credit cards.

HEALTH SUPERVISOR REQUIREMENTS

The Health Supervisor is responsible for providing and documenting all first and medication to youth participants within CampDoc via the eMar feature. These process requirements are followed regardless of whether camp activity is on or off campus, day or overnight.

Camp Staff and Volunteers ARE NOT APPROVED to dispense first aid or medication. **The Camp shall have a basic First Aid kit available on camp premises at all times.**

First Aid

The Camp shall have a basic First Aid kit available on camp premises at all times.

The Camp Health Supervisor will assess the camper and follow standard first aid protocols. First Aid may be in the form of wound washing and/or bandages.

General First Aid Procedure:

- Camp Staff will present campers to the Health Supervisor Office or call.
- The Health Supervisor will consult the camper's health profile within CampDoc prior to administering first aid.
- Health Supervisor will record all incidents and first aid dispensing within CampDoc.
- Confirm identify of camper
- Verify medication per CampDoc health form
- Obtain medication from locked storage area
- Provide to camper following the procedures outlined on the container
- Record date, time, and dose in CampDoc eMar
- Record all conversations or notes within CampDoc

For headaches, rashes and minor first-aid, Camp Health Supervisor can address basic first aid:

- Contact parent/guardian with any questions and prior to giving treatment.
- Document via CampDoc profile and complete an Incident Report.
- Camp Staff will record incidents within Maxient Link if first aid is dispensed because of an incident.

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

Medication

Administer medications during camp at appropriate times per the camper's health profile and record dispense date/time within CampDoc. Youth participants will be escorted to the Health Supervisor Office at an appropriate time. Regardless if first aid event or medication dispensing is required and Health Supervisor will:

- Confirm identify of camper
- Verify medication per CampDoc health form
- Obtain medication from locked storage area
- Provide to camper following the procedures outlined on the container
- Record date, time, and dose in CampDoc eMar or pre-approved medication list log
- Record all conversations or notes within CampDoc or on pre-approved medication list log

INCIDENT REPORTING

Camp Staff and volunteers are required to report incidents to the Camp Director directly after the incident occurs. After an incident has evolved or concluded, Camp Staff and Volunteers must complete an Incident Report within 24 hours.

An Incident Report must be made from the person who heard or saw the incident. This includes but is not limited to:

- Bullying
- Lost campers
- Prohibited conduct/Campus Policy Violation
- Sexual assault/abuse, either confirmed or suspected
- First aid or Medical care
- Camper injuries (including those that did not require first aid)
- Camper withdraws from the program
- Behavioral issues

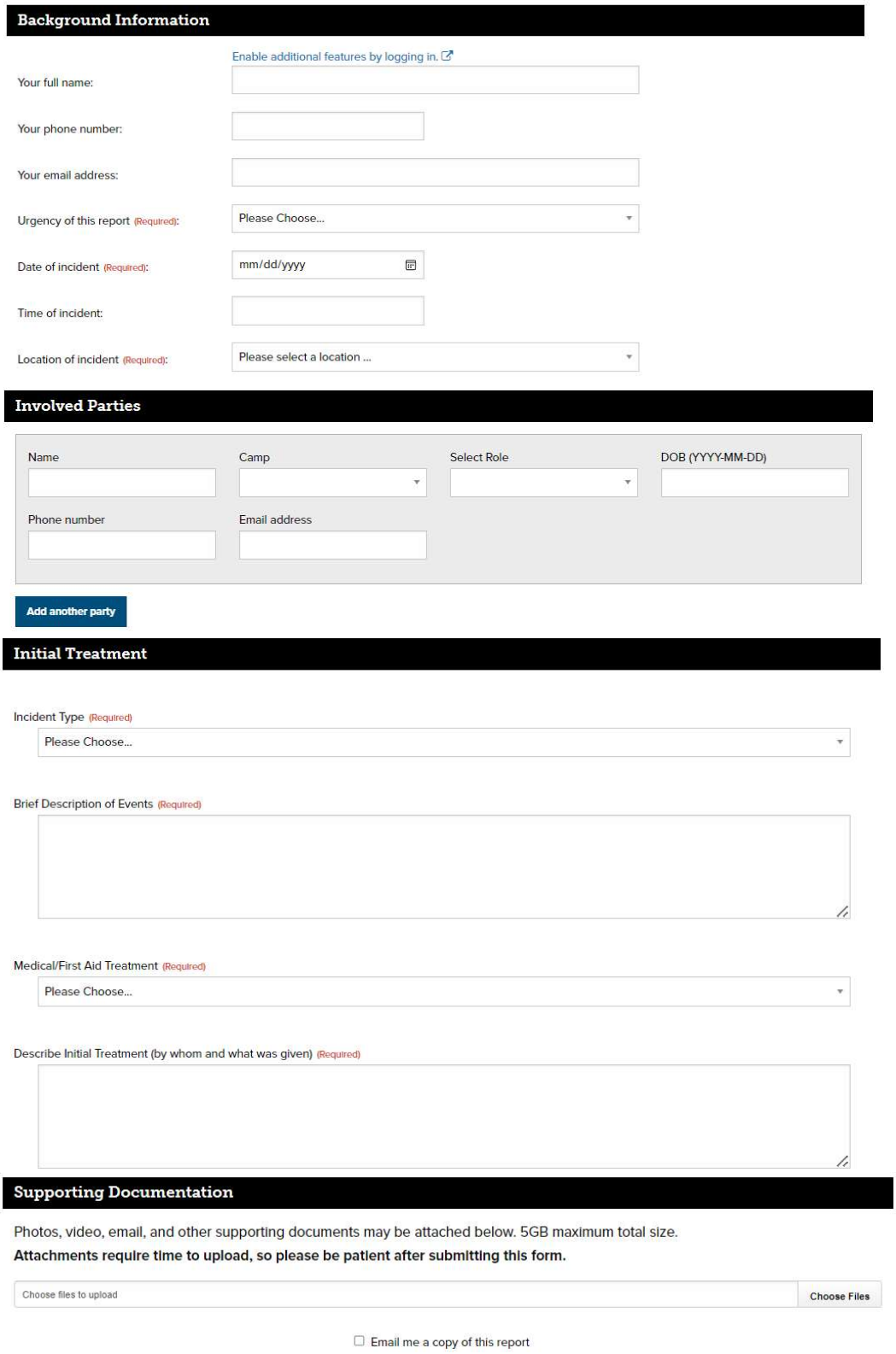
Any acts of retaliatory actions against an Incident Reporter are **prohibited**. All incidents should follow protocols established within the program *Emergency Response Plan* section.

1. Open Incident Report using QR Code or Link

2. Enter Incident Details
    - Your full name
    - Contact number and email address
    - Date and time
    - Location of incident
    - Involved parties
        a. Full name
        b. Camp name
        c. DOB
        d. Phone and Email (if known)
    - Description of incident
    - Description of medical/first aid treatment administered
    - Attach any photos, videos, and/or documents

3. After the Incident Report is submitted, the Camp 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.

Incident Report Form Example:



Background Information

Enable additional features by logging in.

Your full name:

Your phone number:

Your email address:

Urgency of this report (Required): Please Choose...

Date of incident (Required): mm/dd/yyyy

Time of incident:

Location of incident (Required): Please select a location ...

Involved Parties

Name | Camp | Select Role | DOB (YYYY-MM-DD)

Phone number | Email address

Add another party

Initial Treatment

Incident Type (Required): Please Choose...

Brief Description of Events (Required)

Medical/First Aid Treatment (Required): Please Choose...

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.

Choose files to upload | Choose Files

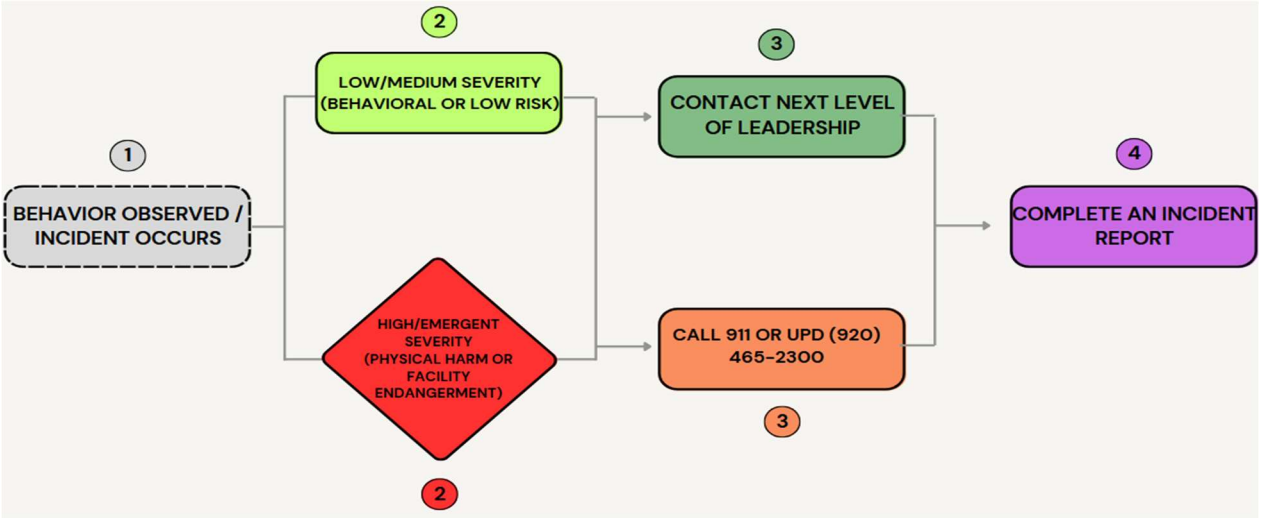
Email me a copy of this report

EMERGENCY RESPONSE PLAN

All staff must adhere to situation-dependent emergency protocols that identify incident escalation, reporting of prohibited conduct, mandated reporting, and other behavioral or facility incidents.

Response Flow Chart

Camp Staff or Volunteer must assess the immediate severity and act accordingly by either contacting 911 followed by your next level of leadership. Your supervisor or Camp Director will contact the Camp Office.



Emergency Medical Care Transport

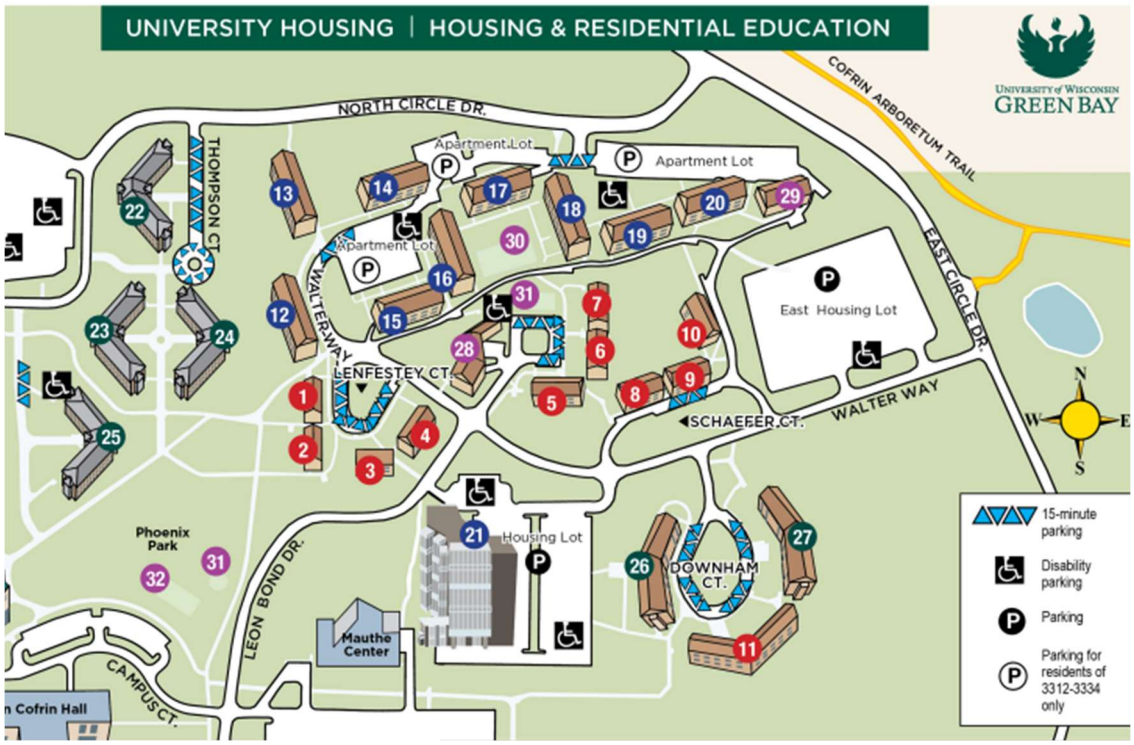
There are emergency protocols in place for the UW-Green Bay campus. In compliance with the Department of Health and Family Services Camp Licensing code, the Camp Health Supervisor will be available by cell phone in the event of an injury or medical emergency.

AEDs are located in the Community Center, ETH, and RDH Residential Building.

- 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.
- Regardless of the time of day, camp staff are to implement UWGB Emergency Response Protocol.
    - The UWGB Emergency Response Protocol is to call 911.
    - 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.
- All emergency transport must be reported to the Camp Director immediately. When possible, parents will be called **before** the child is taken to their hospital of choice.
    - Parents must meet the camper and Camp Health Supervisor at that hospital and assume all legal responsibility at that time.
- Camp Health Supervisor travels with or transports camper to hospital emergency room. Have the campers' Health Form available.
- Once parent/guardian(s) arrive, they will be required to take over and then the Camp Health Supervisor may depart from hospital.
- The Camp Health Supervisor will then fill out an Incident Report via Maxient.
    - QR Code for this can be found on page 25.
- The Camps, Conferences & Youth Program Office will submit both a letter and an accident claim form to parent/guardian(s) to use at their discretion.

Campus Housing Addresses

HOUSING BUILINGS	MAP #	ABBREVIATION	ADDRESS
Arlene Walter	(#2)	AWH	3344 Lenfestey Court
Cort Condon	(#21)	CCH	3390 Walter Way
Donald Harden	(#27)	DHH	3376 Downham Court
Josephine Lenfestey	(#4)	JLH	3348 Lenfestey Court
Roy Downham	(#11)	RDH	3374 Downham Court
Ted Lenfestey	(#1)	TLH	3342 Lenfestey Court



Behavior

For any behavioral or emotional emergency refer to the table below. **In all cases contact the Camp Director and complete an Incident Report via Maxient following the initial action steps.** Camp Staff and Volunteers need to be able to assess and think intuitively in the moment for each situation.

Issue	Symptoms/What to Look For	Action Steps
Behavior or Mental Health	Any serious behavior, emotional stress or outburst, self-harm, or observed camper in mental health crisis. This may include any anti-social behavior such as fighting, destructive behavior. Camp Staff and Volunteers are not to act as counselors. Mental health treatment is under the direction and control of a qualified professional or licensed emergency responder, not Camp Staff or Volunteers. *Available Resources to Parent/Guardian* **Sexual Assault Center (24 hours)** 300 Crooks Street, Green Bay, WI 920-436-8899 **Golden House** **(Domestic Abuse Program and Shelter- 24 hours)** 1120 University Ave, Green Bay, WI 920-435-0100 **Suicide & Crisis Lifeline** Call or Text 988	DO NOT PUT YOURSELF IN DANGER. If urgent action required call 911 first. Suicide & Crisis Lifeline Call or Text 988. General Mental Health First Aid Camp Volunteers are not to diagnose or treat minors. Volunteers may observe and interact with minors where behavior is questionable to: ▪ Listen nonjudgmentally ▪ Observe behavior and appearance ▪ Support and/or connect with Camp Director who will make determination if participation remains in the program ▪ Fill out an incident report via Maxient Emergency Treatment Responding staff may including Housing staff after hours ▪ Pull camper from group and take to a quieter place (if staff alone with camper must be in an observable and interruptible location OR bring another staff member with you) ▪ Call University Police at 911 who will determine if Crisis Response or Hospital transport is necessary ▪ Contact Camp Director who will contact parent/guardian and/or have participant removed from program ▪ Camp Director will assign 2 staff members to remain with camper until parents arrive if no hospital transport required ▪ Fill out an incident report via Maxient
Bullying	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. 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.	In all bullying situations, fill out an incident report via Maxient and document in CampDoc Intervention Protocols ▪ Intervene immediately. Stop the bullying behavior as soon as you see it or hear about it. ▪ Talk to the aggressor and the victim separately. If more than one child is involved, talk to each of them individually, in quick succession. ▪ Contact Camp Director will contact parent/guardian and/or remove camper from program *Victim* ▪ Reassure the victim. Victim needs to know that measures will be taken to address the bullying behavior. ▪ 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. ▪ Encourage them to practice being assertive. *Aggressor* ▪ Expect the aggressor to minimize or deny his or her actions. Inform all bullies of the camp policy and rules, and the expectations for behavior. ▪ Discussion should include informing aggressor that intimidating and/or aggressive behavior is not acceptable and that they could: o lose an activity o parents would be called o be sent home o never be allowed back at camp again or all four, there will be no surprises if we need to initiate an intervention. o Contact Camp Director immediately for further guidance o Camp Director will inform the parents of all parties immediately about the incident. o Follow up until the situation is resolved.
Emotional	Any emotional stress or outburst observed by a camper that requires them to be pulled from the group.	Refer to Behavior or Mental Health above. Volunteer/Staff may speak with camper privately; determination will be made in conjunction with Camp Director if participant should be removed from the program and parent/guardian contacted.

Issue	Symptoms/What to Look For	Action Steps
Homesickness	With the common use of cell phones by campers, kids are calling their parents more often than they used to. **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! ▪ Not unpacking; unpacking, then packing ▪ Eating meals alone or sits alone at activities ▪ Sleeping a lot ▪ Calling home or crying frequently ▪ Complaints of "false" sickness, such as stomachache	▪ Check it out, talk to the camper and find out what's going on. ▪ If the situation seems serious, talk with Camp Director ▪ Spend time engaging them in activities ▪ Listen to their stories from home ▪ Encourage all campers to support each other ▪ Find out what their interests and hobbies are ▪ Keep them busy! If it is determined to send camper home, contact Camp Director who will contact parent/guardian. Fill out an incident report via Maxient
Sexual Assault, Harassment, Stalking	Any Title IX behavior (sexual assault, sexual harassment, stalking, or domestic violence) that occurs on campus or during a program is required to be reported immediately. Sexual Assault that may have happened to Camp Staff or Volunteer may report to Wellness Center for services at their discretion for additional support. Additional available resources for staff: Do not share resources unless asked; advising law enforcement agency may provide to victim. *Available resources to parent/guardian* **Sexual Assault Center (24 hours)** 300 Crooks Street, Green Bay, WI 920-436-8899 **Golden House** **(Domestic Abuse Program and Shelter- 24 hours)** 1120 University Ave, Green Bay, WI 920-435-0100 **Suicide & Crisis Lifeline** Call or Text 988	Always alert individual (if possible) that you are a confidential reporter and must report all incidents that come into your knowledge from a victim of sexual misconduct (you cannot promise you will not report what they tell you). **Incident Occurs On Campus, During Program or Recent Disclosed Event** Responsible volunteer/staff will: ▪ Contact Title IX Office via Sexual Assault Employee Reporting Form to alert Title IX or phone call at 920-465-2210 ▪ Title IX Office will contact University Police (to investigate) and Youth Protection; University Police may be called from a responder previously ▪ Contact Camp Director but remain confidential (do not share finer details) ▪ Complete an Incident Report **via Maxient** Camp Director will ▪ notify Camp Office and contact parent/guardian **Past Incident of Sexual Assault** Responsible volunteer/staff will: ▪ Contact University Police (911) (regardless if individual needs medical attention); UP will refer to County office where alleged abuse took place if not on campus ▪ Contact Camp Director but remain confidential (do not share finer details) ▪ Complete an Incident Report **via Maxient** Camp Director will y Camp Office and contact parent/guardian Camp Office will contact Risk Management / Youth Protection Liaison
Sexual Abuse or Neglect	In compliance with Prohibited Conduct policy and Mandatory Reporting, for any **suspected** or **confirmed** case of sexual abuse or assault or neglect falls under EO 54 Mandatory Reporter.	**Abuse or Neglect (occurred on campus, during program or past event)** Responsible volunteer/staff will: ▪ Contact University Police (911) (regardless if individual needs medical attention); UP will refer to County office where alleged abuse took place if not on campus ▪ Contact Camp Director but remain confidential (do not share finer details) ▪ Complete an Incident Report **via Maxient** Camp Director will y Camp Office and contact parent/guardian Camp Office will contact Risk Management / Youth Protection Liaison
Suicidal Thoughts, Attempts	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. Keep in mind that no matter what, anyone making a	**Preventive**: If you believe someone is at risk of suicide: ▪ 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.

Issue	Symptoms/What to Look For	Action Steps
	comment (whether they think they are joking or not) will be speaking with Camp Director and Camp Office and they would be referred to the on-call Camps Physician and parents will be notified. 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 Camp Office and they can complete the rest of the protocol. Warning Signs of Suicidal Behavior You can play a role in preventing suicide by being aware of the warning signs of suicidal behaviors: ▪ 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	▪ 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. Suicide & Crisis Lifeline Call or Text 988 ▪ Follow up – make contact in the days and weeks after a crisis. Check in regularly. **Attempted Suicide** ▪ Call 911 ▪ Stay with camper until emergency responders arrive ▪ Call Camp Director ▪ Camp Director contact parent/guardian and pull camper from program ▪ Fill out an incident report via Maxient *Available Resource for Parent/Guardian* **Brown County Crisis Center (24 hours)** 3150 Gershwin Dr, Green Bay, WI 54311 920-436-8888 **Suicide & Crisis Lifeline** Call or Text 988
Drug and Alcohol Abuse	**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.** ▪ **Camp Director will notify parent/guardian to pick up participant** ▪ In all drug related situations (or potential), fill out an incident report via Maxient. ▪ All residential buildings on campus have NARCAN available, administer as directed by University Police or Camp Director until person responds ▪ 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! **Warning Signs and Procedures for Handling Drug and Alcohol Abuse in campers** PHYSICAL EFFECTS: Red and glazed over eyes, repeated health complaints, fatigue, lasting cough. EMOTIONAL EFFECTS: Personality change, sudden mood changes, irritability, irresponsible behavior, lower self-esteem, poor judgment, depression, lack of interest. **SUBSTANCES AND THEIR WARNING SIGNS** MARIJUANA: ▪ 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. ALCOHOL: ▪ 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. ECSTASY: ▪ 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. INHALANTS: ▪ 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. FENTANYL: Fentanyl is a highly addictive synthetic opiate used to treat chronic and severe pain. Fentanyl is at least 50-100 times stronger than morphine. Symptoms of fentanyl abuse and/or withdrawal may include: ▪ A rapid heartbeat ▪ Pounding in the ears ▪ Chest tightness ▪ Mood changes ▪ Poor balance or coordination ▪ Hallucinations	

Issue	Symptoms/What to Look For	Action Steps
	▪ 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 Warning signs of Overdose include: Shallow or slowed breathing ▪ Depression; feeling empty or discouraged ▪ Loss of strength ▪ Muscle stiffness ▪ Lack of interest in activities ▪ Back pain ▪ Diarrhea	

Communicable Disease Response

For any suspected or confirmed case of communicable disease, refer to the following table. Camper will be taken to the designated isolation room. In all cases the Camp Director will notify the Camp Office and:

Issue	Procedure
Suspected or confirmed case of a communicable disease (i.e., chicken pox, whooping cough, COVID)	▪ 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 via Maxient
Suspected Food Borne Illness	Camp Office will contact Brown County Public Health. Follow the protocols for handling the identified illness. Camp Director will: 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 the 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 via Maxient
Potentially dangerous viral or biological outbreak	Camp Office will contact Brown County Public Health. Follow the protocols for handling the identified illness. Camp Director will: ▪ Contact Brown County Public Health. ▪ Activate campus emergency response ▪ Facilitate communication to the camp population and parents ▪ Complete an Incident Report via Maxient

Lost Camper

If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Office will institute a public search that will include contacting the University Police; and camper's parents at the 30-minute mark.

Do not panic! Camper may have wandered off to the edge of the activity. Use the Call List below:

Non-Emergent	Suspected Lost Camper	Camp Director University Police 920-465-2300 #2
Emergent	Child Injured or Suspected Abduction	911

1. Conduct a quick search of immediate area with available staff. Ask nearby campers and staff if they have seen or know where the camper is.
2. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers. Acknowledge their fears and move on to some activity.
3. Contact Camp Director who will initiate search and contact University Police about situation
   - name of the missing camper
   - when and where last seen
   - Description of child:
     - Hair /eye color
     - Weight / height
     - Clothing they were wearing
   - Campers state of mind (e.g. was camper depressed or angry, threatening to run away, did they leave to use restroom)
   - If there is suspicion of foul play; in event of an abduction, minutes can mean all the difference in the world

4. Camp Director will assign staff to the following search areas:
   - Check any known accomplices (e.g. friends in other groups)
   - Check restrooms
   - Check hallways, classrooms, Garden Café and Phoenix Park
   - Open areas of camps
   - Parking lots
   - Arboretum trail including Comm-University Park
   - Drive along main roads surrounding camp
   - All assigned staff to thoroughly check facilities and property leave NOTHING unchecked
   - All staff report back to Camp Director

5. When found, camper should be returned to Camp Director.

   Injuries
   - 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.

   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 on an Incident Report and in CampDoc.

6. **Complete an Incident Report** via Maxient and any other reports requested by Camp Office and University Police.

Physical/Medical

For any physical emergency please refer to the following table. **In all cases contact the Camp Director and complete an Incident Report via Maxient following the initial action steps. Any first aid or medical treatment is under the direction and control of Health Supervisor or licensed emergency responder.**

Issue	Symptoms/What to Look For	Action Steps
Injury or Accident with Bleeding		Implement the Bloodborne Pathogen Standard as included in First Aid/CPR training and/or *Emergency Medical Transport* section above.
Asthma	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. 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 ▪ Coughing ▪ Wheezing ▪ Difficulty breathing ▪ Complaints of chest tightness ▪ Drop in Peak Flow reading when running and playing ▪ Paleness, cyanotic (blue) lips or nails Other Warning Signs ▪ Fatigue ▪ Stomach cramps ▪ Headaches ▪ Difficulty keeping up with friends	▪ Stop the camper's current activity and make sure they remain calm. ▪ Make sure quick-relief inhaled medicine is used properly. ▪ Observe the camper to ensure they improves. **Get Emergency Help** ▪ If the camper fails to improve. ▪ If any of the following conditions are present (call 911): o camper's is hunched over with shoulders lifted, straining to breathe. o camper's has difficulty completing a sentence without pausing for breath. o camper's lips or fingernails turn blue.
Anaphylaxis Allergic Reaction	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. ▪ 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	▪ Seek emergency medical assistance immediately by calling 911 ▪ Check to see if the person is carrying special medication to inhale, swallow, or inject to counter the effects of the allergic attack.
Diabetes	The Health History Forms of the campers should be checked at t he 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 provide each diabetic camper with a sharps container for the disposal of his/her used syringes and lancets. This must be provided prior to arrival to camp- please notify the Camp Office if you need this. Insulin Shock: is when a person has had too much insulin. This result is low blood sugar. **When a person experiences insulin shock they will be:** ▪ Pale ▪ Sweating ▪ Weak, tired ▪ Hungry ▪ Nauseated	▪ Keep the person seated and stay with them. ▪ Give them something to eat or drink (examples of what can be used): ▪ Orange juice with a packet of sugar ▪ Regular soda ▪ Hard candy ▪ Call 911 and have EMT provide further assistance.

Gastro-Intestinal Difficulties		▪ Isolate in a separate dorm room. ▪ If not better, within a few hours, call the parents/guardian to take the student home.
Heat Stroke	▪ High body temp (103F or higher) ▪ Hot, red, dry, or damp skin ▪ Fast, strong pulse ▪ Headache ▪ Dizziness ▪ Nausea ▪ Confusion ▪ Losing consciousness (passing out)	▪ 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 ▪ Do not give the person anything to drink
Heat Exhaustion	▪ Heavy sweating ▪ Cold, pale and clammy skin ▪ Fast, weak pulse ▪ Nausea or vomiting ▪ Muscle cramps ▪ Tired or weakness ▪ Dizziness ▪ Headache ▪ Fainting (passing out)	▪ Move to a cool place Loosen their clothes ▪ Put cool, wet cloth on their body or take a cool bath ▪ Have them sip water ▪ Get medical help right away if: They are throwing up ▪ Their symptoms get worse ▪ Their symptoms last longer than 1 hour
Heat Cramps	▪ Heavy sweating during intense exercise ▪ Muscle pain or spasms	▪ Have them stop physical activity and move them to a cool place ▪ Have them drink water or a sports drink ▪ Wait for cramps to go away before they do any more physical activity Get medical help right away if: ▪ Cramps last longer than 1 hour ▪ They're on a low-sodium diet ▪ They have heart problems
Heat Rash	▪ Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)	▪ Stay in a cool, dry place ▪ Keep the rash dry ▪ Use powder (like baby powder) to sooth the rash
Seizures	▪ Loss of consciousness ▪ Eyes that blink, stare or roll back ▪ Jerking movements of the body, especially the arms and legs ▪ Loss of ability to control urine or bowels	If the person has no history of seizures, call University Police 920-465-2300, 911 and the camper's parents/guardians. DO NOT: ▪ Move the person unless in a dangerous area (i.e., water, street) ▪ Put something in the person's mouth. ▪ Put something under the person's head. ▪ Try to stop the person's body movements. ▪ Clear the area around the person ▪ Roll the person on their side, maintain adequate airway ▪ Time the episode. ▪ 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)
Sexual Assault	Refer to *Behavior* Section	
Shock	Shock may result from trauma, heatstroke, allergic reactions, severe infection, poisoning, or other causes. ▪ The skin is cool and clammy and may appear pale or gray. ▪ The pulse is weak and rapid, and breathing is slow and shallow. Blood pressure is below normal. ▪ The eyes lack luster and seem to stare. Sometimes the pupils are dilated. ▪ 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.	**<u>If you suspect shock, even if the person seems normal after an injury:</u>** ▪ Have the person lie down on his or her back and elevate the feet higher than the head. Keep the person from moving unnecessarily. ▪ Look for the signs of shock noted above. ▪ Keep the person warm and comfortable. Loosen tight clothing and cover the person with a blanket. Don't give the person anything to drink. ▪ If the person vomits or bleeds from the mouth, place the person on his or her side to prevent choking. Dial 911 or call for emergency medical assistance if appropriate.
Sunburn	▪ Painful, red, and warm skin ▪ Blisters on the skin	▪ 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

EMERGENCY PLAN - FACILITY EMERGENCY

Follow the established protocols below and complete an Incident Report following any facility emergency. Primary response is to alert Camp Director, Camp Office, or Community Center, followed by completing an Incident Report.

Contact Information

Office/Group	Phone	Notes
Public Safety	911	
University Police	920-465-2300	
UWGB Housing Community Center	920-465-2040	There is always someone available at this number 24/7/365. They can dispatch all other contacts on campus and University Police.
UWGB Camp Office	920-465-2843	Calls transferred to Camp Office Manager when camps are in session.
UWGB Power Plant	920-465-2523	Contact for Heat or A/C concerns

Evacuation & Reunification

Contact Community Center (920) 465-2040

All staff/volunteers will escort participants out of the building. Contact Camp Director or Camp Office to report any incidents and the group location. The reunification location for any major incidents is Redsmith Elementary School. The address is 2765 Sussex Road, Green Bay WI 54311. Wait for further instructions once you get to the school.

As part of your camp orientation, Camp Director should identify with staff where a designated staging area and reunification point is on campus.

Designated Staging Area

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 will report to the designated location during a shelter-in-place or building evacuation situation.

Facility Emergency Protocols

SAFETY ISSUE	DETAILS	CONTACT
Electrical / Gas	▪ Contact Community Center Desk ▪ Evacuate building as instructed to designated staging area and use your roster to verify everyone is accounted for ▪ Notify Camp Director to report location of group during an evacuation	Housing Service Desk 920-465-2040
Fire or Smoke	▪ Activate the nearest fire alarm ▪ Evacuate building as instructed to designated staging area and verify accounting of participants ▪ CALL 911 ▪ Notify Camp Director to report location of group during an evacuation. ○ Camp Director will notify Camp Office ▪ Complete an Incident Report via Maxient	● 9 1 1 ● Camp Director
Fire Alarm Response	▪ Evacuate building as instructed to designated staging area and verify accounting of participants ▪ Notify Camp Director to report location of group during an evacuation. ▪ Complete an Incident Report via Maxient	Camp Director
Gas Problems	▪ Evacuate building as instructed to designated staging area and verify accounting of participants ▪ Call the Housing Service Desk and they will page the On-Duty staff or maintenance staff member. ▪ Notify Camp Director to report location of group during evacuation ▪ Complete an Incident Report via Maxient	Housing Service Desk 920-465-2040
Heat Advisory	▪ Camp Director & Camps, Conferences & Youth Programs 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.	▪ Camp Director ▪ Housing Service Desk 920-465-2040
Intruder	▪ 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. ▪ Wait until notification by University Police or Camp Director danger has passed. ▪ Notify Camp Director to report location of group ▪ After the intruder has been apprehended or has left the scene, allow the participants to talk about their fears. Try to decompress the situation.	▪ 9 1 1 ▪ Camp Director
Sewage	▪ Call the Housing Service Desk, they will contact the On-Duty Staff or Maintenance Staff. ▪ Let an On-Duty Staff or a maintenance person know what action was taken. ▪ Evacuate building as necessary due to smells, to designated staging area and verify accounting of participants	Housing Service Desk 920-465-2040

SAFETY ISSUE	DETAILS	CONTACT
	▪ Notify Camp Director to report location of group during an evacuation ▪ Complete an Incident Report via Maxient	
Tornado	**WATCH means tornadoes 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. ▪ Wait until notification by University Police or Camp Director (or mobile device alert) that danger has passed before leaving shelter area ▪ Notify Camp Director to report location of group	Watch for alerts via your mobile device.

UNIVERSITY POLICIES TO OBSERVE

UW-Green Bay and Housing Rules & Regulations

It is the Camp Director's responsibility to ensure that the housing policies and regulations are shared with campers on the first day of camp. It is a requirement for all campers to be aware of these rules and regulations in order to participate in the camp. These policies have been developed to ensure the health, safety, and well-being of every camper as well as staff. Youth compliance is strictly monitored through the UWGB Authorized Youth Activities SOP.

The Camp Director reserves the right, upon notification of parent/guardian(s) to dismiss any camper during camp for reasons deemed detrimental to the other campers or smooth operation of the camp. Some of those reasons could include:

- Improper dress
- Conduct
- Language/Attitude

If in the judgment of the administrative or counseling staff, the camper's conduct violates any of the following rules and regulations — a camper may be dismissed without a refund of fees and/or referred to appropriate authorities.

Alcohol Use
Possession or consumption of alcohol by persons under the age of 21 is strictly prohibited on the UW-Green Bay campus. Any violation of this will result in the camper being sent home immediately.

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.

Drug Policy
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. For events sponsored by UW-Green Bay, administration of medications will take place in a manner consistent with the State of Wisconsin Department of Health and Social Services Policy regarding collecting, securing, and dispensing prescription medications. Any violation of this will result in the camper being sent home immediately.

Housing
Staff living in university housing may not allow campers in their room or apartment at any time. This could result in the students' and staff members' dismissal. Campus living quarters are provided for staff, and it is expected that they will remain intact and in order upon staff departure. Commuter campers are not allowed in the University Housing area. Overnight campers who leave their assigned room during camp or their University Housing building after lights out without permission will be sent home immediately.

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 . Failure to do so will result in a parking ticket. There is no fee to park at Marinette, Sheboygan, or Manitowoc campuses. 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 vehicle 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.

Pets
According to the 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. Campers may not possess or use any tobacco products while in attendance at camp. E-cigarettes are also banned at camps. This regulation also applies to campers who are 18

Tampering/Vandalism/Hazing
Anyone found tampering with fire safety equipment (fire extinguishers, fire alarms, smoke detectors, etc) will be dismissed from campus immediately. 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). Anyone found vandalizing University property or tampering with security systems including door locks 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.

Weapons
Campers may not possess, use, distribute, or sell weapons. Specific prohibited weapon examples include but are not limited to:

- firearms
- bb/pellet/paintball/airsoft/replica guns
- bows and arrows
- knives
- swords
- nun-chucks
- mac
- stun guns
- tasers

Any violation of this will result in the camper being sent home immediately.

TRAINING ACKNOWLEDGEMENT

I hereby acknowledge receiving and reviewing this Camp Procedure Guide. 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 reported as outlined in this document.

Violations of any of the policies and procedures within this Camp Procedure Guide shall constitute a breach of my employment and/or volunteer agreement. If it is determined by the UWGB Assistant Director of Camps, Conferences & Youth Programs, my employment and/or volunteer status will be terminated and may 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 _____