

CAMPS & CONFERENCES

University of Wisconsin-Whitewater Youth Activity Emergency Plan

Emergency Type: FIRE / INCLEMENT WEATHER / MEDICAL / MISSING CHILD

Event Name	
Event Director	
Session Director(s)	
On-Campus Location(s)	
Event description	
Date(s)	

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Campus Contacts

Contact	Phone Number
Camps and Conferences Office	(262) 472-3165
Director of Camps and Conferences	(262) 472-1095 (715) 252-0392 (Emergencies Only)
Youth Protection Compliance Specialist	(262) 472-5209
University Housing	(262) 472-4200
Camp & Project Specialist (CPS)	(262) 472-3240 ext 8554 (7-11 pm)
Athletic Training Staff	(262) 472-8726 (262) 472-8736
Title IX Contact	(262) 472-2143
Warhawk Alley	(262) 472-1164 or 1439
University Center	(262) 472-1175 (Reservations)
Rec Sports & Facilities	(262) 472-1145 (262) 472-5305 (Grounds)
UW-W Dining & Catering	(262) 472-5094 (262) 472-5093 (Catering)
Emergency	911
Campus Police (Non-Emergency)	(262) 472-4660

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Event Emergency Communication Plan

- Fire Safety and evacuation plans
- A communication plan that involves a signal/alarm to notify program staff of an emergency
- Severe weather plan and communications (Emphasize lightning plan and lightning safety)
- Knowledge of designated emergency evacuation routes and alternate meeting locations
- Knowledge of appropriate shelter-in-place locations
- Missing child procedures
- Tips for changing location (head counts, take attendance, predictable routes, etc.)

Communication Plan

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Emergency Response Task Assignment

Program Director(s) and Designated Individuals are assigned emergency response tasks as follows:

Task	Assigned To (Name)	Backup
Activate campus emergency notification (Event Director)		
Lead event communications (Session/Event Director)		
Youth event roster tracking (Event Staff/Leads)		
Provide first aid (Certified Athletic Trainer or Camp Health Staff)		
Designated staff in medical emergency (Follow or ride in ambulance with youth)		
Inspect facilities and grounds (Event Staff/Leads)		
Emergency parental notification (Event Director or Director Camps and Conferences)		

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Plan Revision History and Review

If you have any revisions to your program's Youth Activity Emergency Plan, please document the revisions below and submit to the Youth Protection Compliance Specialist.

Revision Date	Description of Change	Author

Youth Activity Emergency Plan prepared by:

Name	
Title	
Signature	
Signature Date	