



Upham Woods Adult Orientation

Introduction

Welcome to Upham Woods Outdoor Learning Center! The purpose of this Adult Orientation is to familiarize you with the policies and procedures in place during your stay at Upham Woods. We hope by the end you will better understand your responsibility and role as an adult volunteer chaperone or group leader and that you'll have answers to questions related to programs, boundaries, emergencies, medical information, and any equipment that your group may utilize while at Upham Woods.

Upham Woods is operated by the University of Wisconsin Division of Extension under the Natural Resources Institute. The land now called Upham Woods was donated by Elizabeth and Caroline Upham in 1941 to the University of Wisconsin, who specified in the deed that "these lands are to be used as an outdoor laboratory for youth, such as 4-H and others cooperating with the University of Wisconsin, in the advancement of conservation, agriculture, and rural culture." Our mission is to provide, "educational opportunities to youth, youth leaders, and adults through programs focused on environmental and leadership education."

Being a part of the University System, Upham Woods must follow all university and state government regulations. Therefore, we need your help in the following areas:

Cabin Policies and Procedures

- Youth Supervision- Youth must be under group adult supervision at all times, including within the cabins. State law requires that a one to ten ratio of adults to youth be kept at all times. Waterfront activities require a one to eight adult to youth ratio.
- Buddy System – Anytime youth travel they should be with a buddy. Groups of two are acceptable, but groups of three are preferred. Ideally, a buddy pair should consist of two youth and one adult if possible.
- No Food in Cabins or Dorm- To keep mice from entering cabins or dorms the youth should keep food out of the cabins or dorm rooms. All snacks should be kept in the refrigerator that is located in the back of the dining hall. The cabins have electric traps for mice under center room bunks which turn green when a mouse is trapped. If you see a green light, please notify your liaison.
- Moving into Cabin Hill– Participants may use the paved service road ONLY to move possessions up to cabin hill. At all other times, participants should use the lighted stairs to cabin hill near the craft building.
- Night time Restroom Use- An adult should be made aware of any youth leaving the cabin to go to the restroom at night. Youth should take a buddy with them to the restroom.
- No Moving Bunks- The bunks are set up to meet state guidelines and should not be moved.
- Campers Sleep Head to Toe– State law requires that campers have their heads at opposite ends of the top and bottom bunks.
- Blocking Doors- Adult cabin & dorm supervisors should make sure that youth are not stacking bags and other gear in front of emergency doors.
- Let your liaison know if any of the following need to be fixed:
 - Smoke Detectors (fast beeping indicates low battery)
 - Exit lights/outside lights
- Fans- Each cabin is assigned fans. Please make certain that they stay in the assigned cabin.
- Brooms & Pans- Each cabin is assigned brooms and pans. Adults should make sure that the labeled brooms and pans stay in their assigned cabin.



- Winter Only:
 - Back Up Electric Heat- There are circuit breaker boxes in each cabin with circuit breaker switches marked that turns the wall mounted electric heaters on and off. Please note that the heat is either on or off - no temperature adjustment exists.
 - Wood- Wood can be hauled by campers but fires are started and tended by adults only. Adults should have youth keep combustibles at least 3 feet away from the stove. Burn ONLY wood and paper, NO TRASH.
- Clean Up Procedures (cabins)- For clean up of the cabins, five things should be done: 1) Move all personal belongings and luggage out of the cabin, 2) Sweep the floor, 3) Empty the trash into the Pelican, 4) Wipe down the mattresses with the soapy water buckets (set out by the Pelican by your liaison), and lift up mattresses on lower bunks to remove food items or garbage stored there. 5) (winter only) empty the ashes from the wood stove into the ash can next to the Pelican.
- Clean Up Procedures (dorm) - For clean up of the dorm, four things should be done: 1) Move all personal belongings and luggage out of the dorm, 2) Sweep the floor in each room used, the hallway, stairways, and basement (if used) 3) Place garbage outside the dorm door entrance nearest the parking lot, 4) If linens were used, place linens in a pillowcase and leave at the end of the hallway nearest the parking lot. Please leave the doors of the used dorm rooms OPEN when you leave, so cleaning staff knows to mop.
- Cabin and Room Assignments- Adults in-charge should know the names and lodging location of all group members in case of an emergency (distributing a roster to adult participants and Upham staff is the best method for this).

Emergencies

- 911 Telephone- There is an emergency phone located in the Infirmary in the Lodge (look for the Red Cross). This phone is only available for emergency use. Emergency services will ask for the address of Upham Woods. The address is posted on the wall next to the phone.
- Camp Bell & Siren- Upham Woods has established emergency action plans for most situations. If the camp bell or siren is sounded, everyone should meet in lower level of the lodge (dining hall). Adults or counselors should count the number of campers.
 - Lightning and thunder- the camp bell or siren may sound for lightning and thunder. Bring youth indoors. If on the water, get off as soon as possible. Normal programming will commence 20 minutes after the last lightning is seen or the last thunder is heard.
 - Lost Participant- In the event a participant is suspected of being lost or missing, one adult and an Upham staff member will conduct a five-minute quick search. If not located, all participants reporting to the dining hall for a confirming headcount, followed by a 20-minute campus-wide search. At that point if a participant is not located, 9-1-1 will be called.
 - Fire- Upham staff will inform group what to do once the group is in the lower level of the lodge.
 - Tornado Warning- Upham staff will inform group what to do once the group is in the lower level of the lodge (the tornado shelter).
 - Active Threat/Violent Intruder- If someone is known to be on camp property with violent intentions 911 should immediately be called and as many details provided to the 911 dispatcher as possible. An emergency signal will sound over the radio that includes emergency repeated three times: "Emergency, emergency, emergency," followed by the location of the violent intruder and instructions to take action to run, hide or fight.
- Contacting Upham Staff-
 - During the day: Use your Upham Woods supplied radios to communicate with your liaison or walk up to the office for support.
 - At Night: Try both the radio and the liaison phone number. If your liaison cannot be reached, knock on the door of the duplex building. The duplex is the brown building with a garage, located immediately across the driveway from the Welcome Center.



First Aid Coordinator

Visiting groups will provide a health supervisor who is certified in emergency first aid and CPR. A copy of their certifications must be left at Upham Woods in the group's file.

- Medications- All meds for youth must be collected from youth and are to be kept in a locked and secure location. A med lock box is provided for each group. Exceptions to this rule are prescription inhalers, epi-pens, insulin syringes or other medication or device used in the event of life-threatening situation.
- Adult meds- Should be kept at a location separate from the youth medications and inaccessible to youth at all times.
- Medical log- Each time the group first aid coordinator or another group member treats a person or administers medications, a written report of treatment must be made by the by First Aid Coordinator. You bring your own log and keep it with you.
- Health Form- All health forms including the adult forms should be kept by the First Aid Coordinator adjacent to the location of the locked youth meds. You keep these forms when you leave.
- Night Location- The group leader and First Aid Coordinator should let the Upham Woods liaison know where they are sleeping at night so they can be reached in an emergency.

Boundaries

- Upham Woods Boundaries- Boundaries are the Wisconsin River, County Highway N, Varney cabin and the Nature Center. Groups going to Peanut Butter Mountain should always be accompanied by trained staff.
- Fences- Fences on property are to be considered visual boundaries and should never be sat upon or used as benches.

Meal Procedures

- Meal Times- Standard meal times are: 8:00 am breakfast, 12:30 pm lunch, 5:30 pm dinner. Groups do have the option of requesting alternate times but this must be done before arrival.
- Dining Hall Supervisor- Each group must provide an adult to serve as the Dining Hall Supervisor (DHS). Upham staff will conduct an orientation for the DHS 30 minutes prior to the first meal to outline the responsibilities of the role. The liaison will lead the meal procedures for the first meal. The DHS will lead meal procedures for meals thereafter.
- Dining Hall Set Up and Clean Up- Groups eating "Family Style" must assign 5-10 participants to dining hall set up and clean up duty for each meal. The set up crew should report to the Dining Hall 15 minutes before the scheduled time of the meal. The set up crew should wash their hands with soap and water as well as use the hand sanitizer located below the dry erase board. Everyone else should report to the Dining Hall 5 minutes before the scheduled meal. Youth should NOT enter the dining hall until instructed to by Upham staff. The assigned clean up crew should stay when everyone is released at the end of the meal to sweep and wipe down tables.
- Announcements- Announcements should be given only after the clean up carts are moved into the dish room.

Smoking

The designated smoking area is the main parking lot.



Programming specifics

- Orientations- Adults leading any activity where Upham equipment is being used should meet with Upham staff (archery, fishing, Wacky Water Critters, canoeing, or Peanut Butter Mountain).
- Foot wear- Youth should wear close-toed shoes for Peanut Butter Mountain, Archery, Blackhawk Island and North Shore hikes.
- Hazing/Harassment- Please do not engage in any initiations, skits, or activities that might be detrimental to the emotional health and safety of a camper. Activities or skits where campers may be surprised or put on the spot are not appropriate for the positive youth development goals of camp.
- Evaluation - Invite all adults to complete the evaluation of their Upham experience via the QR Code posted on the wall or the paper evaluation provided at the end of their stay.

Liaisons Remember to...

- **Get** a roster, final numbers, Assumption of Risk & Photo Release forms from the group leader to put in group folder.
- **Give** the demographic form and Group Clean-up Checklist to the group leader. The demographic form needs to be turned in before the group departs.
- Hand out radios to the Group Leader and First Aid Coordinator and instruct them on their use. We are currently using channel 7, sub channel 11.
- Meet with the First Aid Coordinator, Dining Hall Supervisor and adults teaching classes using Upham Equipment.
 - Locate the key to the medication lock box.
 - The First Aid Coordinator should have brought an electronic or paper Medical log. **The First Aid Coordinator should take the Med log with them when they leave!** Minor injuries and medications dispensed must be recorded in this log. For major injuries, a Non-Employee Incident Report form (located in the Infirmary) must be filled out and returned to the office before departure.