



Precollege Council
UNIVERSITY OF WISCONSIN-MADISON

Policies and Procedures

**for Camps, Programs, Clinics, and Events for Youth
Sponsored by University of Wisconsin-Madison**



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PRECOLLEGE COUNCIL

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Requirements for Youth Programs

Requirements by Program Type

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Terminology

Licensure

Educational and Recreational Camps are required to be licensed by the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP). A camp is defined as a planned program of recreation or education for more than 3 consecutive nights. UW-Madison Campus holds two licenses, one is for the Athletic Department and the other is for the Precollege Council. All camps/programs serving youth on campus MUST belong to one of these organizations, or they must obtain their own license.

UW Residential Programs

Some or all participants stay overnight, on or off campus, while attending the program. Requirements vary depending upon the program location and type of lodging as well as by the duration of the program.

UW Commuter Programs

No participants stay overnight; all participants leave at the end of each day. Programs are of 2 or more days in duration and can take place on or off campus. Requirements vary depending upon the location of the program and are grouped into the following categories:

Affiliate Programs

Programs that are managed and sponsored by organizations that are associated with the University. Examples include: Wisconsin Institute for Discovery, Alumni Association, and UW-Foundation.

Campus Visits

- 1 day, UW sponsorship, on campus
 - The University department sponsoring the event will be responsible for all administrative and financial obligations associated with the facility use.
- 1 day, UW co-sponsorship, on campus
 - Event that is sponsored by two parties, including at least one university group. The co-sponsoring university group/s will be responsible for all administrative and financial obligations.
- 1 day, UW Staff at Off-Campus Visit
 - UW Staff attends an event that is held off campus as part of their job/position responsibilities.

Third Party Camp/Program

A Third Party camp/program is an event that is being run by a non-university entity at the invitation of a UW-Madison department or school/college/division. Such camps must be related to the mission of the University as determined by the Dean or Director of the inviting School/college/division. The inviting school/college/division and the non-university entity are responsible for all administrative and financial obligations associated with the facility use and other requirements in this policy. All third party camps are responsible to provide a health supervisor and on-site health care providers as required by DATCP. A written contract with the third party will be necessary. Please contact the Office of Legal Affairs before engaging in substantial negotiations with the third party.

All Third Party programs AND programs not included in the UW-Madison Precollege Council are responsible for obtaining a license and following all licensing requirements.

Data Submission Checklist

RESIDENTIAL PROGRAMS

- By November 1:** Email a copy of your program brochure and the completed Program Information Sheet (see next page) to Housing, University Health Services, Risk Management, and the Precollege Council for upcoming program. Send 2-3 photos with captions to Precollege Council and a summary of data, outcomes, and testimonials for programs that have been completed. **This is a REQUIREMENT for all programs to be covered by the Precollege Council License.**
- By Individual Due Date:** Send signed confirmation letter to Housing
- Two Weeks Prior to Program Start:** Email Housing, University Health Services, and Risk Management a complete staff list with contact information
- Within Three Days of Program Completion:** Email Risk Management a complete program participant roster with names only. Include the program funding string in the email.

COMMUTER PROGRAMS

- By November 1:** Email a copy of your program brochure and the completed Program Information Sheet (see next page) to Risk Management and the Precollege Council for upcoming programs. Send 2-3 photos with captions to Precollege Council and a summary of data, outcomes, and testimonials for programs that have been completed. **This is a REQUIREMENT for all programs to be covered by the Precollege Council License.**
- Two Weeks Prior to Program Start:** Send room list and contact information for one staff member to Campus police for WEEKEND and/or EVENING programs only: routesecurity@mhub.uwpd.wisc.edu (room locations for residential programs are sent to Campus Police by Housing)
- Within Three Days of Program Completion:** Email Risk Management a complete program participant roster with names only. Include the program funding string in the email.

AFFILIATE PROGRAMS

- By November 1:** Email a copy of your program brochure and the completed Program Information Sheet (see next page) to the Precollege Council and Risk Management for upcoming programs. Send 2-3 photos with captions to Precollege Council and a summary of data, outcomes, and testimonials for programs that have been completed. **You are required to obtain your own license.**
- By Individual Due Date:** Send signed confirmation letter to Housing
- Two Weeks Prior to Program Start:** Email Housing and Risk Management a complete staff list with contact information
- Within Three Days of Program Completion:** Email Risk Management a complete program participant roster with names only. Include the program funding string in the email.

Precollege Program Information Sheet

Due to Housing, UHS, Risk Management, Precollege Council by Nov. 1:

Program	
Program Name	
Program Dates/Year -include details if more than one session is planned	
Sponsoring Department	
Contact Person	
Phone	
E-mail	
Program Website	
Program Overview	
Describe your program including the goals and relation to the mission of UW-Madison and/or your department	
Describe the target participants- ages, geographic distribution, other demographic characteristics, etc. Programs may not limit participation in a manner that violates applicable non-discrimination laws.	
Provide a brief description of the planned activities	
Describe the proposed program locations including any off-campus sites and planned field trips	
Detailed Program Information-Session 1 <i>Complete separate information for each planned session</i>	
Estimated number of commuter participants	
Estimated number of residential participants	
Planned Housing Facility	
Participant age range	
Check-in Dates/Times	

Adult to Student Ratios

<http://kb.wisc.edu/ohr/policies/page.php?id=69407>

UW-Madison Minor Protection and Adult Leadership Required Adult to Student Ratios

AgeGroup	Situation	Required Ratios (Adult : Student)
Age 3-4	Commuter	1:4 (for field trips meet ratio plus minimum of 2 adults)
Age 4-5	Commuter	1:6 (for field trips meet ratio plus minimum of 2 adults)
Age 5-9	Commuter	1:10 (for field trips meet ratio plus minimum of 2 adults)
10 years and over	Commuter	1:18 (1:10 for All Water Activities and Rec Sports and field trips. Field trips must have minimum of 2 adults)
6 and under	Residential - All	1:4 (for field trips meet ratio plus minimum of 2 adults)
Age 7-17	Residential - General	1:10 (for field trips meet ratio plus minimum of 2 adults)
Age 10-17*	Residential Classroom Setting and Transitional Situations*	1:18 * Must have another adult staff member (s) on duty at the camp/program during these times to call upon and respond within 5 minutes if assistance is needed.

- *A VARIANCE from WI Department of Agriculture, Trade and Consumer Protection {ATCP} was required for this row's ratio level (approved 01/24/17 through 01/24/22). Contact UW-Madison Risk Management with questions.
- Note - The above ratios are in addition to the Minor Protection and Adult Leadership Policy one-on-one contact prohibition requirements.
- UWSA Requirements are factored into these requirements.
- Day Camps - Regulated by WI Department of Children and Families - DCF 252.
- Residential Camps Regulated by WI ATCP 78.18.
- NOTE: Camps have additional supervision and water activities requirements for minors in specific situations under DCF 252 and ATCP 78. In particular see DCF 252.09, throughout DCF 252.42, 78.18. Camps shall administer these requirements as applicable.
- UW-Madison programs may assess and increase number of adults to students as necessary.

Camp Staff must remain on premises until all campers have left the University of Wisconsin-Madison campus. Campers cannot be left on premises without Camp Staff.

03/01/17



University Policy Requirements

Purpose

To ensure the University of Wisconsin-Madison is a safe and secure environment for all students, employees and visitors.

Policy

UW-Madison will comply with the Board of Regent policy that UW institutions conduct a criminal background check on applicants for employment, certain current employees, and certain volunteers. In addition, UW-Madison will satisfy the criminal background check requirement for certain vendors/contractors, and certain users and lessees of university lands and facilities.

UW-Madison Criminal Background Check (CBC)

Required every other year for all adults working with minors and vulnerable populations, this includes administrative and instructional staff, UW students, and volunteers. Plan accordingly because this check can take some time to complete. Contact your HR.

<https://kb.wisc.edu/ohr/policies/page.php?id=53234>

Minor Protection and Adult Leadership Policy (formerly 2-Deep Policy)

The University of Wisconsin–Madison values the well-being, safety, and protection of minors who participate in programs sponsored by or associated with the University. This policy provides guidance for University of Wisconsin–Madison employees regarding appropriate levels of supervision of and contact with minors. The policy protects minors and members of the University of Wisconsin–Madison who supervise or interact with minors. Contact Randy Hentschel with questions. rjhentsc@uhs.wisc.edu

<https://kb.wisc.edu/ohr/policies/page.php?id=69407>

UW-Madison Mandatory Reporting Requirements

It is required that all UW employees and volunteers working with children complete a Mandatory Reporting training annually. As a UW-Madison employee, you are required to report child abuse or neglect immediately if in the course of employment you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and have reasonable cause to believe that child abuse or neglect has occurred or will occur. Contact Kate O'Connor for face-to-face training. kate.oconnor@wisc.edu

<https://uwpd.wisc.edu/services/reporting-child-abuse-neglect/>

for online Mandatory Reporting training:

<http://wcpds.wisc.edu/mandatedreporter/>

Reports to CPS or Law Enforcement

Emergency Phone Number: 911

Non-Emergency Phone Numbers:

- **University of Wisconsin–Madison Police Dept.:** 608-264-COPS or 608-264-2677
- **Madison Police Department:** 608-266-4275
- **Dane County Child Protective Services:** 608-261-KIDS or 608-261-5437
- **Wisconsin Telecommunications Relay System (WTRS):** To connect to WTRS, dial 7-1-1 from any phone in Wisconsin, or the appropriate WTRS toll-free number found here: <http://gab.wi.gov/elections-voting/voters/accessibility/wtrs>

Interpretation Services: Language interpretation services are available through the University of Wisconsin–Madison Police Department, the Madison Police Department, or Dane County Child Protective Services.

Additional Campus Reporting Expectations: If the incident or threat of child abuse or neglect involves an allegation against a University employee or agent (e.g. student, volunteer, etc.) and the suspected child abuse or neglect occurred on the UW-Madison campus or during a UW-Madison sponsored activity, you should also notify your immediate supervisor. Alternatively, you may notify one of the following UW-Madison offices:

- **The Office for Equity and Diversity:** 263-2378
- **The Dean of Students Office:** 263-5700
- **The Office of Administrative Legal Services:** 263-7400
- **UW-Madison Police Department:** 264-COPS (if not notified previously)

The purpose of such notification is to alleviate an ongoing threat of harm to a child or children. Such reports shall be maintained in a secure location, and the confidentiality of the reporter shall be maintained to the extent permitted by law or University policy.

If you have any questions, please contact:

Kate O'Connor

Division of Diversity, Equity, and Educational Achievement
608-263-2378

kate.oconnor@wisc.edu



Risk Management Requirements

Risk Management Policy: Camps & Clinic Requirements

UW-Madison camps/clinics/programs must be managed by UW employees. Students and registered student organizations can not manage a camp/clinic at UW-Madison. The State liability insurance extends to University “agents” acting under the direction and control of the University and within the scope of their assigned responsibilities. Payment is not required. Students **hired** to “work” the camp will be covered as employees and liability coverage extended to them for the duration of the camp.

Camps/Clinics must be held on UW property. That can be UW-Madison campus or it could be off the main campus. Contact Risk Management at 262.8926 to be sure.

All Camps &/or Clinics must have a brochure or website for marketing. The brochure must be forwarded to Risk Management; 21 N Park St, Ste 5344A; Madison, WI 53715 or emailed to Debbie Beich at debbie.beich@wisc.edu
The following are areas that must be included in the brochure (dependent on the type of camp/clinic):

Liability Waiver

In consideration of my child’s participation in the camp, I hereby release the University of Wisconsin System, Board of Regents, its officers, agents, and employees from any and all liability arising out of any injury or illness my child incurs while participating in camp activities. I understand the rigorous athletic activity in which my child will be involved. I understand that participation is voluntary and I choose freely to have my child participate. I understand that overnight accommodations for resident campers can be private facilities or University facilities.

Health Insurance - Campers should have their own health insurance to cover medical treatment that may be required while attending the camp. Limited accident insurance is provided by the University; illnesses are not covered by this policy.

By signing below, the parent/guardian understands and acknowledges that the Camp provides limited accident insurance, which is primary up to \$10,000.. The parent/guardian also understands that all bills for medical treatment that the child receives at the camp, including prescriptions, are ultimately his/her responsibility.

Health Care - The camp has qualified Medical Staff on duty 24 hours to evaluate minor illnesses and injuries, dispense medications brought by campers, and provide First Aid. Campers in need of further medical care will be transported to local medical facilities. Every effort is made to protect the health and safety of our campers. It is important that campers come physically prepared to take full advantage of their camp experience.

By signing below, the parent/guardian understands and acknowledges that the confidential Consent for Medical Administration and Medical Treatment Form and Health History Questionnaire must be completed, signed and returned to the **(insert Dep’t. name)** prior to the child’s participation in the Camp activities.

The parent/guardian also understands that all bills for medical treatment that the child receives at the camp, including prescriptions, are ultimately his/her responsibility.

Signature of Parent (Guardian)

Photographs and Videos

By applying for this Camp I understand the University of Wisconsin-Madison may take photographs and or videos of camp participants and activities. I agree that the UW shall be the owner of and may use such photographs and videos relating to the promotion of future camps. I relinquish all rights that I may claim in relation to the use of said photographs and videos.

Signature of Parent (Guardian)

FOR RESIDENTIAL PROGRAMS:

Housing/Meals

If Campers will be staying and eating at **(insert name of facility)**, an off-campus private facility located **(insert where)**. Dorm counselors will monitor campers.

Room Assignments

(# of campers) campers are assigned per room with up to **(#)** roommate preferences requested at the time of application. You and your roommates must request each other to ensure correct rooming assignment and *must send in applications together for roommate requests*. We will try to accommodate all requests.

Refund Policy

Cancellations made prior to **(insert date)** will pay an administrative fee of **\$(insert dollar amount)** that will be deducted from your refund amount. After **(insert date)**, refunds (minus the administrative fee) will only be given for medical reasons when accompanied by a signed letter from a physician. All registrations must be received by two weeks before check in at the camp.

Supervision and Conduct

Campers will be supervised at all times to ensure a secure environment and are not permitted to leave **(insert facility name)** unsupervised. **(insert medical professional title)** staff will be on duty 24 hours a day during camp. Any misconduct by a camper is grounds for immediate dismissal from the camp without a refund.

What to Bring

Linens, blankets, alarm clock, towels, soap, socks, t-shirts and shorts.

Feel free to amend any of the items above from Housing/Meals down to suit your particular camp/clinic. The items above may call for you to insert a title or facility/department name otherwise wording must stay as is.

Any injuries incurred at the camp must be reported immediately to Risk Management via the injury report. Be sure to write clearly and include complete addresses. If you have any questions, please contact:

Debbie Beich
UW-Madison Assistant Risk Manager
21 N Park St, Ste 5301
Madison, WI 53715
Phone: 608.262.8926
Fax: 608.262.9082

debbie.beich@wisc.edu

http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html

The Camps and Clinics Insurance policy renewed as of 1/1 annually.

The current rates are \$0.32 for 2 days or less without an overnight stay or non-consecutive days without an overnight stay or

\$1.81 for 3 days or more or any overnight stays.

The limit is \$10,000.

Debbie Beich

Assistant Risk Manager
University of Wisconsin-Madison
21 N Park St, Ste 5301
Madison, WI 53715

Phone: 608.262.8926

Fax: 608.262.9082

Email: debbie.beich@wisc.edu

http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html

A risk foreseen is half avoided. ~ Anonymous

Driver Authorization Information

To be covered by the State's Liability Protection while driving on university business, all prospective drivers must complete the appropriate driver authorization request form. All drivers must be approved through Risk Management, regardless of whether you are driving your personal vehicle, a Car Fleet or DOA vehicle, or a rental vehicle.

Prior to applying for Driver Authorization, all potential drivers should read and understand the policies. Be sure to include the Fleet Driver Policies in the first bullet point under General Rules for All Potential Drivers. If there are any questions, you can contact Debbie Beich at Risk Management for assistance.

Links to: [Driver Authorization Policies and Forms](#)

http://www.bussvc.wisc.edu/risk_mgt/drivetable.html

[Driver Authorization Guidelines](#)

http://www.bussvc.wisc.edu/risk_mgt/draugdln.html

Once approved to drive, all drivers are listed in the [Approved Driver Database](#)

<https://www.busserv.wisc.edu/DrAuth/DriverAuth.aspx>

**NOTICE OF INJURY
CAMPS AND CLINICS**

NAME OF CAMP/CLINIC: _____

NAME OF PERSON INJURED: _____

DATE: _____ TIME: _____ A.M.
P.M.

LOCATION: _____

TYPE OF INJURY: _____

WHERE TREATED: _____

HOW DID INCIDENT OCCUR: _____

Name and Address of
Parent or Legal Guardian

Name of Coach/Coordinator Completing Form: _____

Phone Number: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:
RISK MANAGEMENT; 21 N PARK ST, STE 5301; MADISON, WI 53715

IMMEDIATELY FOLLOWING INCIDENT



Health Forms and Policies

Add 3 pdfs from UHS



Emergency Procedures

Lost Camper Procedures

These procedures should be followed by all faculty, staff, counselors, and anyone else who may be associated with the program.

0 - 10 Minutes

1. Program Director or staff member checks camper's room (if residential program) and calls camper's cell phone if available.
2. Program Director calls staff to begin searching typical areas where campers may go, speaks to close friends within program, etc.
3. Program Director calls Campus Police (UWPD) first; UWPS or Program Director contacts parents. (This is decided jointly by UWPD and the Program Director.)
4. Staff fills out a lost camper incident report (see next page).

11-20 Minutes

1. Program Director calls UW Housing (if residential program) and any staff or faculty who can help in the search.
2. The camper's cell phone is called every 10 Minutes if available; parents are continuously updated with any new developments.
3. All parties work together to keep one another updated so if the incident escalates, all necessary university officials have been notified.
4. Program Director alerts anyone who needs to be apprised of the incident, such as risk management or UW communications.
5. Staff updates incident report as needed.

When the camper has been located, it is recommended that the Program Director assess the camper's needs and/or behavior as every incident is different and could be very traumatic. Follow emergency procedures that are in place and utilize any university personnel that could help.

If it is determined that the camper chose to not follow camp protocol/procedures, it is up to the Program Director to establish any reprimands. For example: there are specific things you can establish with the camper who chooses to do things their own way:

1. Have them check in at the office every morning and at every break in the day, until you feel they have earned the right to be independent.
2. Escort them to class and activities until you are confident they will do it on their own.

Establishing guidelines at the beginning of the program is very important; following through on what you say is also very important, both in discipline and in every day interactions.

The Program Director should file the incident report and provide a copy to Campus Police if needed.

LOST CAMPER INCIDENT REPORT

NAME OF CAMP/CLINIC: _____

NAME OF MISSING/LOST PERSON: _____

DATE: _____ TIME: _____ A.M. P.M.

LAST KNOWN LOCATION: _____

CAMPER DESCRIPTION:

- AGE: _____ HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____
- CLOTHING DESCRIPTION: _____
- DISTINGUISHING FEATURES/HABITS: _____

HOW DID INCIDENT OCCUR: _____

Name and Address of
Parent of Legal Guardian

Name of Person Completing Form: _____ Phone Number: _____

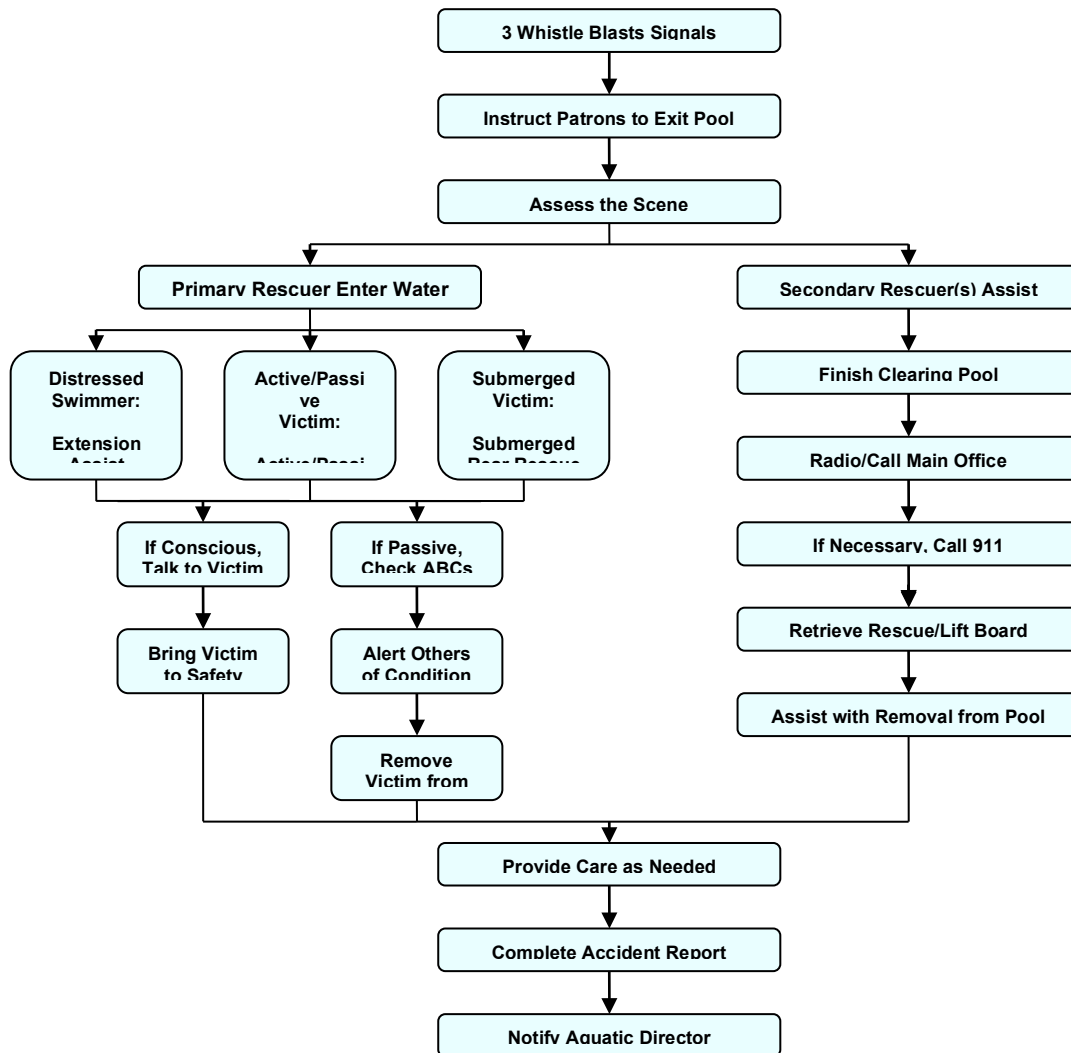
THIS FORM MUST BE COMPLETED

IMMEDIATELY FOLLOWING INCIDENT

Lost Swimmer Procedures (UW Pools)

Emergency Action Plan Flowchart

(from Division of Rec Sports)



Lost Swimmer Procedures (Outdoor/Lakes)

UW Lifesaving Station Emergency: 608-262-3505 Business: 608-262-5865

Missing or Abducted Children from UW Recreational Pools

1. If a child disappears, particularly if under suspicious circumstances, **lifeguards on duty will immediately call the University of Wisconsin Madison Police Department then contact the Facility Supervisor on duty and the professional staff.** Information for the police department- provide the child's name, date of birth, height, weight, and any other unique identifiers such as eyeglasses and braces. Tell them how long the child has been missing and what clothing he or she was wearing.
2. Volunteers can then be contacted to immediately mobilize to look for the missing child. Places to check:
 - Pool deck
 - Locker Rooms
 - Hallways
 - Concessions
 - Bleachers – downstairs and upstairs

If appropriate, the police department will issue an Amber Alert.

Emergency Procedures Guide

Developed by: UW Police and UW-Madison Safety

This guide has been prepared to provide you with a quick reference guide that can be used in preparation for an emergency on campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are **PREPARED**.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available from your facility manager, the University Police, or the Safety Department.

In some of the informational sections of this guide, there are blanks that should be filled in by you. Once you have filled in these blanks and the procedures have been reviewed, this guide should be kept in a readily accessible location, such as hanging on the wall near your phone.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in your building, please ask your facility manager, contact the University Police at 264-COPS (2677), or the Safety Department at 262-8769. Be sure to check with your facility manager for building specific emergency guidelines and procedures.

Reporting Emergencies

WHEN TO CALL 911:

You should call 911 in ALL emergencies.



WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call 911 when an immediate response is needed.

WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a through description of the incident to assure appropriate resources are dispatched.

Phone Numbers

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Police: 264-COPS (2677)

www.uwupd.wisc.edu

Safety Department: 262-8769

www2.fpm.wisc.edu/safety

Physical Plant/CARS (Central Answering & Response Service): 263-3333 Voice

265-4550 TTY

Facility Access: 263-3021 Voice

265-5147 TTY

265-3139 Fax



Persons with Disabilities




Individuals who need assistance during an evacuation should identify and discuss with someone, in advance, who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

Persons with Disabilities should inform their Program Director at the time of registration. Program Directors provide information to emergency personnel and first responders during emergencies on campus.

In case of Building Evacuation (Fire Alarm, Chemical Spill, Bomb Threat, etc...)

- EXIT the building immediately using the most direct route.
- If unable to do so on your own – Ask for assistance to the nearest EXIT or room near a stairway with a window. Note the room Number.
- Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.

 If a phone is available, call **911**. Answer all the 911 operator's questions and the police dispatcher will relay your location to first responders.

To Shelter in Place (Tornado, Severe Weather, Building Intruder, etc...)

- Seek shelter in a room with no windows, on the interior of the building if possible. Note the room number.

 Call **911**. Answer all the 911 operator's questions and the police dispatcher will relay your location to first responders.

Criminal Activity

If you observe a crime in process or behavior that you suspect is criminal, immediately notify University Police (Dial **911**). Please be prepared to provide as much of the following information as possible:

- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.

Report things that are unusual or suspicious!

Suspicious Package

If a suspicious package is received notify the University Police Immediately



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



1 Handle with care. Don't shake or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:

Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:

Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:

Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

Bomb Threats

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. **Remain Calm.** When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
 - a. **DO NOT put the caller on hold**
 - b. **DO NOT attempt to transfer the call**
2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
3. Pay close attention to the caller and his/her words and speech:
 - a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
 - b. Is the caller angry, excited, irrational or agitated?
 - c. Is the caller a man or woman, young, middle-aged, old?
 - d. If you have caller ID, please note the phone number of the caller
4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

The Checklist should be immediately available. Keep one under your phone or other accessible location. (See next page.)

All personnel should become familiar with the following Bomb Threat Checklist. It may become the only means of determining what happened and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

After receiving a bomb threat of any kind, immediately contact the UW Police at **911**. The UW Police Department will notify all appropriate officials and will assist in the evacuation as needed.

BOMB THREAT CHECK LIST

(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN)

NAME OF PERSON

Who Received Threat: _____

DATE & TIME _____ A.M.

Threat Received: _____ P.M.

How was THREAT REPORTED: Telephone _____ E-mail _____ Give Phone Number (include Area Code): _____

In Person _____ Voice-Mail _____ Fax _____

By MAIL Carrier (e.g. FED EX): _____ Campus _____ US Mail _____ Courier _____

LOCATION THREATENED:

(Give name of Bldg/dept/site/agency, etc.) _____

EXACT WORDS USED to make the threat (if possible): _____

QUESTIONS TO ASK THE PERSON MAKING THE THREAT:

1. WHEN IS THE BOMB GOING TO EXPLODE? _____
2. WHERE is the bomb located? _____
3. WHAT kind of bomb is it? _____
4. WHAT does it look like? _____
5. WHO placed the bomb? _____
6. WHY was the bomb placed? _____
7. Where are you calling from? _____

DESCRIPTION OF THE CALLER'S VOICE (Give Identity if known):

Caller's Name: _____ Male _____ Female _____

Young _____ Old _____ Middle-Aged _____ Accent _____ Race _____

Tone of voice (e.g. excited, calm, angry, loud, stuttered) _____

Was Voice-Language: Taped _____ Well-spoken _____ Irrational _____ Is voice familiar _____

if so, who did it sound like: _____

Other Voice characteristics: _____

Background or Other Noises: _____

REMARKS: _____

Completed by: _____ Phone: _____



UW Madison Police Department
(608) 264-COPS (2677)

911



Fire Know what to do in case of fire



Take time to get prepared now – because there is no time in an emergency.

Know the location of:

Fire extinguishers:

Understand the types and how to use them.

Fire alarms:

If an alarm is sounded immediately, it can protect property and save lives.

Fire exit:

Know where they are, and be sure they open easily and are free of obstructions.

Upon discovering smoke, fire, or flames in the building.

- Evacuate and activate the fire alarm system by pulling the nearest fire alarm.
- Use nearest exit or alternate safe route
- From a safe location (assembly point) call **911** and be prepared to give:
 - Building Name
 - Floor
 - Room Number
 - Type of Incident
- **Do not** use elevators during a fire emergency.
- When the fire alarm sounds, immediate evacuation of the facility is required. Walk, do not run to the nearest stairway exit and proceed to ground level. If the stairway contains smoke or fumes, use an alternative stairway exit. If it is safe to do so, close all doors and windows as you leave.

*****NOTE***** *The alarm may not sound continuously.* If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter building until given the all clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.



Before a fire: Planning & Preparation

- Know the location of the nearest fire extinguisher
- Know the location of the fire alarm pull stations in your area
- Know the location(s) of the nearest exit
- Know alternative evacuation routes out of building
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.
- Report potential hazards or refer fire prevention questions to the Safety Department at 262-8769.

The nearest fire extinguisher is located at: _____

Medical Emergencies

Remember!

DO NOT approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.

DO NOT move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.

DO NOT bend or twist the injured person's body.

Call 911 *Be prepared to give the 911 dispatcher the following information:*

- Location of the emergency
 - What happened?
 - Number of persons injured
 - Is the injured person conscious?
 - Is the injured person breathing?
 - Is there severe bleeding?
- After calling **911**, stay with the victim until help arrives.
 - Restore or maintain breathing and heartbeat.
 - Stop severe bleeding with direct pressure when possible.
 - Keep victim warm.
 - Persons in your building trained in CPR should be listed here:
- A first aid kit is located at: _____



Remember Universal Precautions (Protect yourself from blood and bodily fluids).

Chemical Spills



DO NOT attempt to contain or clean up any chemical spill unless you know what the spilled material is, its hazards and you have been trained in safe cleanup methods.

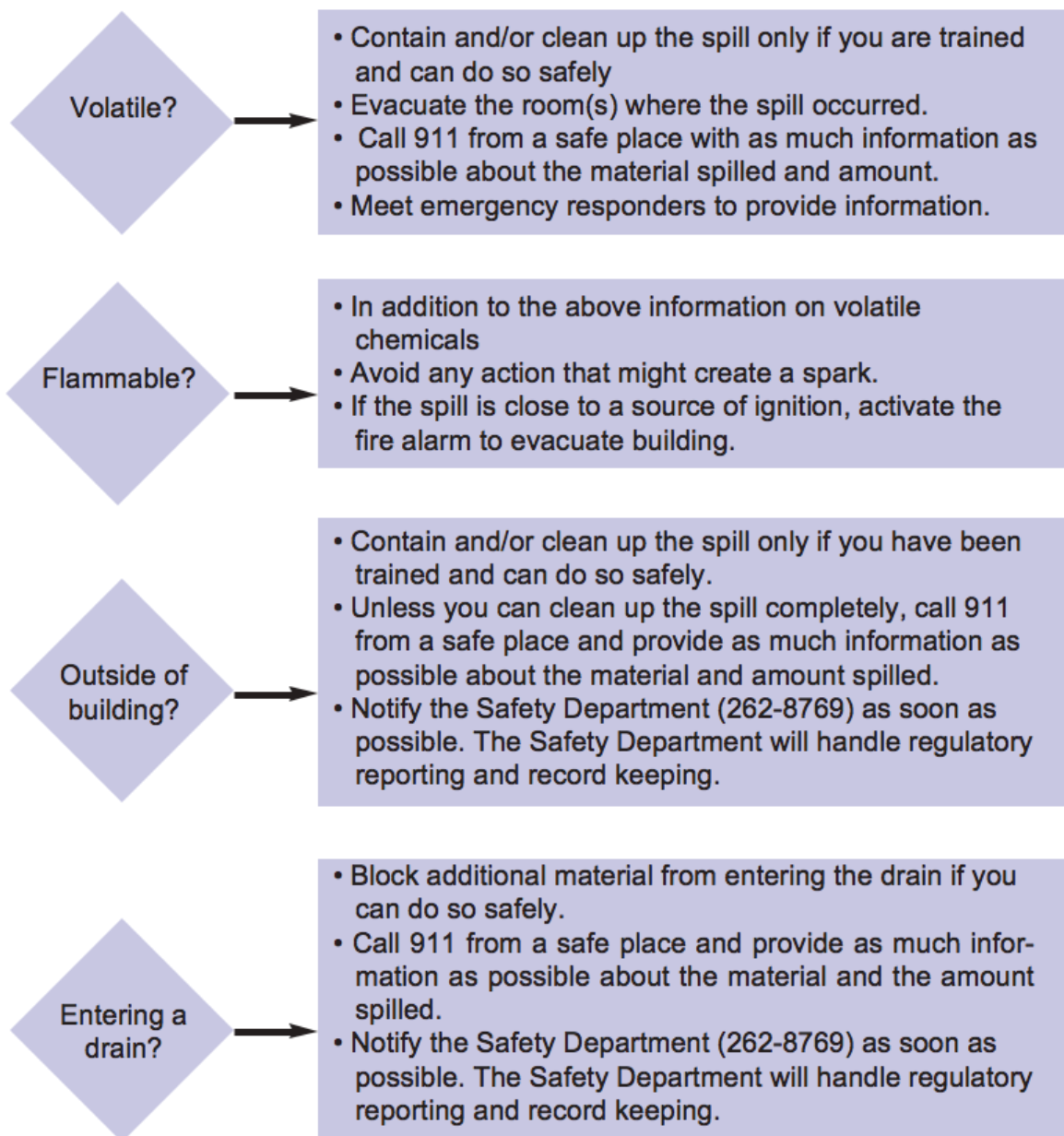
Minor Spills

(Inside building, not escaping to drain and not an inhalation hazard)

Anyone who knows what was spilled, its hazards and safe cleanup methods may clean up a minor spill. If you do not know how to clean it up, contact someone who does.

Major Spills

A major spill is one which you cannot safely clean up or one that has occurred outside of a building



Report any hazardous gas leaks to UW Police by calling **911**.

Be prepared to provide the following information:

- Your Name
- Building name
- Nature of the incident
- Floor or area which is affected
- Room Number
- Type of incident
- The name of the chemical or gas, if known

Suspicious Odors or Leaks

Should you detect any suspicious odors or a suspected slight odor of gas, dial **911** and report it to the UW Police. They will send someone to check on the problem.

IN THE EVENT OF GAS LEAKS OR VISIBLE FIRE FROM GAS CYLINDERS OR PIPING:

- Evacuate the area and dial **911** to notify the UW Police of the incident and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (eg. natural gas), **DO NOT** use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.

Evacuation:

- If it is necessary to evacuate the building, activate the building's fire alarm and leave the building (Note: DO NOT activate the fire alarm if it is an explosive gas such as natural gas).
- If it is an explosive gas, such as natural gas, exit the building via the stairwell. **Do not use an elevator.**
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- Notify others in the immediate area and as you exit knock on office doors and inform as many people as possible if you are unable to activate the building's fire alarm.
- Upon exiting the building, get a safe distance from the building (at least 100 feet away).
- Remain upwind of the leak.
- Leave adequate room for police and other emergency responders.
- **Do not** return to the building until given approval by fire or police personnel.
- If you have information about the source of the odor or leak, give the information to any police officer or fire fighter at the scene.

Utility Failures

Report any Utility Failure to Physical Plant / CARS (Central Answering and Response System) by dialing 263-3333 (Voice) or 265-4550 (TTY). Be prepared to provide the following information:

Your name

Phone number where you can be reached

Building name

Nature of the incident Floor(s) or area affected Room number



Electrical Failure:

- The UW Electricians will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator (if so equipped) will provide limited electricity to crucial areas of the building, including emergency lighting.
- Turn off all electrical equipment including computers.
- Do not turn any electrical equipment back on until given the approval of your supervisor or facility manager.
- Some buildings' emergency lighting power source is provided by battery, and will have a limited amount of time the emergency lighting remains on. In this instance, you should evacuate the building when the emergency lighting comes on. This is especially important if there is limited or no natural lighting available along your path.



- **DO NOT** re-enter the building until all power has been restored.
- Remember: The elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If trapped in an elevator, use the elevator's emergency phone to notify the UW Police Dispatcher. If there is no emergency phone in the elevator, trigger the elevators emergency alarm button.



Steam Leaks:

- If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have determined the problem is a steam leak, exit the building immediately.

Water Leaks / Flooding:

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the area where water has accumulated, and wait for help.
- Remember: Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.



- Immediately cease use of all electrical equipment.
- If the leak is from an unknown source, avoid contact with leaking material. It may be hazardous. In case of accidental contact, wash immediately and thoroughly with soap and water.

Weather Emergencies

Know the location of the nearest emergency shelter for your facility!
Check with your Facility Manager or check building postings for the location of emergency shelters.


Severe Thunderstorms

Watch:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

Warning:

Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
-  Report any injuries or damage by Calling **911**.
- Be prepared to give the following information:
 - Your name
 - Building Name
 - Type of injury or damage
 - The location of injured person(s) or building damage
 - Room number you are calling from

Tornado

Watch:


Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

Warning:

Radar or weather spotters have identified a tornado. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Take the following actions:

- SEEK IMMEDIATE SHELTER (Individuals with disabilities: follow the same procedures) When the warning siren sounds, seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced concrete building will provide some protection.
- In a multistory building, seek shelter in an interior hallway or a lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. DO NOT open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.
- After the all clear, leave badly damaged buildings if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- DO NOT attempt to return to the building unless directed to do so by University Police.
- DO NOT attempt to turn on or off any utilities or other equipment.

-  Report all injuries and damage to the University Police by calling **911**.
Be prepared to give the following information:

- Your name
- Building Name
- Type of injury or damage
- The location of injured person(s) or building damage
- Room number you are calling from



Additional Preparedness Resources

Dane County

Department of Emergency Management

Room 2107 Public Safety Building
115 West Doty Street
Madison, WI 53703-3202
Phone: (608) 266-4330
Fax: (608) 266-4500
TTY: (608) 267-1597 <http://www.co.dane.wi.us/ems/>

Wisconsin Emergency Management

2400 Wright Street
PO Box 7865
Madison, WI 53707-7865
Phone: (608) 242-3232
Fax: (608) 242-3247 <http://www.emergencymanagement.wi.gov/>

American Red Cross Badger Chapter

4860 Sheboygan Ave. Madison, WI 53705-0905
Phone: (608) 233-9300 <http://www.arcbadger.org/>

National Oceanic & Atmospheric Administration (NOAA)

14th Street & Constitution Avenue, NW Room 6217
Washington, DC 20230
Phone: (202) 482-6090
Fax: (202) 482-3154 <http://www.noaa.gov>

Federal Emergency Management Agency (FEMA)

500 C Street SW Washington, DC 20472
Phone: (800) 621-FEMA (3362)
<http://www.fema.gov/>

U.S. Department of Homeland Security

Washington, DC 20528
Phone: (202) 282-8000
Comment Line: (202) 282-8495 <http://www.dhs.gov/dhspublic/>



Volunteers

Volunteers working on a camp at the University of Wisconsin-Madison can be a very helpful addition to staff. However, all volunteers must be “official” volunteers with the attached letter and fact sheet.

This is important as the State’s Liability Program extends to volunteers. Documentation stating that and the duties of the volunteer will help with a claim should there be negligence on the part of the volunteer. When the volunteer duties change, the letter should also be changed and updated at a minimum of annually.

The volunteer letter is also important in informing the potential volunteer that they have no benefits from the University. The letter also serves to inform the volunteer they are not covered for Workers’ Compensation and should have personal health insurance.

The volunteer letter at the link below should be copy and pasted to departmental letterhead. Include the date/times and job duties of the volunteer in the letter, tweaking it for each volunteer occasion. Have a meeting with the volunteer(s) and go over the letter with them. Both the department and the volunteer should keep a copy of the letter.

The Fact Sheet at the link below will help you with that volunteer(s) meeting.

[Volunteer Letter](#)

<http://www.ohr.wisc.edu/Employment/volunteerltr.html>

[Volunteer Fact Sheet](#)

http://www.ohr.wisc.edu/polproced/UPPP/0108_B.htm

If there are any questions, please contact [Debbie Beich](#)



Third Party Program/Event

Third Party Program Requirements

A Third Party camp/program is an event that is being run by a non-university entity at the invitation of a UW-Madison department or school/college/division. Such camps must be related to the mission of the University as determined by the Dean or Director of the inviting School/college/division. The inviting school/college/division and the non-university entity are responsible for all administrative and financial obligations associated with the facility use and other requirements in this policy. All third party camps are responsible to provide a health supervisor and on-site health care providers as required by DATCP. A written contract with the third party will be necessary. Please contact the Office of Legal Affairs before engaging in substantial negotiations with the third party.

All Third Party programs AND programs not included in the UW-Madison Precollege Council are responsible for obtaining a license and following all licensing requirements.

REQUIREMENTS:

- Negotiate and sign comprehensive contract with UW-Madison**
Contact Office of Legal Affairs
Rachel Jeris
rachel.jeris@wisc.edu
608-263-7400

- Provide Certificate of Insurance**
Contact Risk Management:
Debbie Beich
debbie.beich@wisc.edu
608-262-8926

- Purchase Licensure from Health Services Licensing**
Contact Health Services Licensing:
Randy Hentschel
rjhentsc@uhs.wisc.edu
608-262-0924



Additional Resources

Division of Recreational Sports

Policies and Procedures for Youth Camps

1. All campers and supervisors, chaperones, counselors must provide the Division of Recreational Sports with a valid ID card which shows the person's name, picture, and grants access to our facilities.
2. Supervisors, chaperones, counselors must be readily identifiable through a badge or uniform that clearly identifies them as a staff member of the camp.
3. The ratio of supervisors to camp participants is a minimum of 1 supervisor to 10 camp participants (2 supervisors is preferred.)
 - a. All camp participants **MUST** be supervised at all times. Supervisors must be present in all rooms where campers are participating in any recreational or fitness activities.
 - b. **IN ORDER TO ENTER THE FACILITY, THERE MUST BE A MINIMUM OF 1 SUPERVISOR TO 10 CAMP PARTICIPANTS!**
 - c. Participants that come to the facility **MUST** be here for recreational or health related purposes. No horseplay, running through hallways or locker rooms.
4. Our pools are not designed for leisure use. Pools are to be used only for swimming laps. They will not be used for rough play, splashing, water games, etc.
5. Exercise room usage (Free Weights, Machines, Cardio Equipment) will be strictly monitored. To enter these areas, the camp participants must be at least 16 years old, must be wearing close toed shoes and shirt that covers torso.

A supervisor must be present with camp participants in these areas at all times. There is absolutely **NO HORSEPLAY** allowed in these rooms. There is a major safety issue and camp participants not adhering to these policies will be removed from the facility.
6. Please do not interrupt or use the reserved areas where instruction is taking place. There are fitness and academic classes being taught throughout the day in the facility. Please check room cards to determine whether area is available for use.
7. Try to limit your use to hours other than our Peak Use Hours of 11:00a-1:00p and 3:00p-6:00p.
8. All camp participants must adhere to all policies and procedures in all facilities. Rec Sports reserves the right to remove individuals/groups/camps from the facility for delinquent behavior.
9. For supervisor, chaperone, counselor access to use the facility when not accompanying a camper, the camp needs to purchase memberships for the staff. Please contact one of our Coordinators of Member Services and Operations at least two weeks prior to the camp starting to arrange memberships and payment:
Sandy Terhune (sandy.terhune@wisc.edu or 608-262-9568)
Suzanne Merrill (suzanne.merrill@wisc.edu or 608-890-2863)
10. To make a gym, multipurpose room or pool reservation for the camp, please contact Karen Lux, Coordinator of Special Events at karen.lux@wisc.edu or 608-262-9565.

Precollege Council Contacts

EMERGENCY PROCEDURES

Captain Jason Whitney

University Police Department

608-265-3082

jason.whitney.wisc.edu

Lieutenant Ruth Ewing

608-265-6362

ruth.ewing@wisc.edu

Bill Curtis

EM Supervisor

608-890-1397

wjcurtis@wisc.edu

HEALTH SERVICES

Jennifer Baird

UHS Nurse Manager

608-890-2804

jlbaird@uhs.wisc.edu

Tara Cordes

UHS Risk Mgt Special

608-622-9763

tjcordes@uhs.wisc.edu

Carlotta Soeder

UHS Nurse Clinician

cmsoeder@uhs.wisc.edu

HOUSING

Sharon Seagren

Director of Conference Services

608-262-2545

sharon.seagren@housing.wisc.edu

Faye Reber

Assistant Director of Conference Services

608-262-7528

faye.reber@housing.wisc.edu

LICENSING AND COMPLIANCE

Randy Hentschel

UHS Regulation and Licensing

608-262-0924 rjhentsc@uhs.wisc.edu

MANDATORY REPORTING

Kate O'Connor

Division of Diversity, Equity, and Educational Achievement

608-263-2378

kate.oconnor@wisc.edu

PRECOLLEGE COUNCIL

Nancy Blake

Precollege Council Co-Chair

608-852-7714

nancy.blake@wisc.edu

Ruby Paredes

Precollege Council Co-Chair

Division of Diversity, Equity, and Educational Achievement

608-262-5175

ruby.paredes@wisc.edu

RISK MANAGEMENT

Debbie Beich

Assistant Director, Risk Manager

608-262-8926

debbie.beich@wisc.edu

Jeff Karcher

Director, Risk Management

608-262-8925

jhkarcher@wisc.edu

UNIVERSITY RESOURCES

Karen Lux

Division of Recreational Sports

608-262-9565

karen.lux@wisc.edu

OFFICE OF LEGAL AFFAIRS

Rachel Jeris

Administrative Legal Services

608-263-7400

rachel.jeris@wisc.edu

University Resources

- **Campus Construction:** <http://transportation.wisc.edu/resources/construction.aspx>
- **Campus Event Services:** <http://www.union.wisc.edu/eventservices.htm>
- **Campus Safety Reports:** <http://www.safeu.wisc.edu/>
- **Facilities Campus Map:** <http://map.wisc.edu/>
- **Facility/Building Managers:** <http://www.fpm.wisc.edu/smoasp/FacilityName.asp>
- **Libraries:** <http://www.library.wisc.edu/libraries>
- **Madison Metro Transit:** <http://www.cityofmadison.com/metro/>
- **McBurney Disability Resource Center:** <https://mcburney.wisc.edu>
- **Recreational Sports:** <http://www.recsports.wisc.edu/>
- **Space Management:** <https://fpm-www3.fpm.wisc.edu/spacemanagementoffice/Default.aspx>
- **Transportation Services:** <http://transportation.wisc.edu/home.aspx>
- **WisAlerts Emergency Notification System:** <http://www.safeu.wisc.edu/wiscalerts/>

Department Websites

- **Office of Legal Affairs:** <http://legal.wisc.edu/>
- **Campus Police:** <http://www.uwpd.wisc.edu/>
- **Housing:** <http://www.housing.wisc.edu/summerprograms/planners>
- **Precollege Council:** TBD
- **Risk Management:** http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html
- **University Health Services:** <http://www.uhs.wisc.edu/>

SETTING STANDARDS

In the spring of 2011, licensing authority for precollege programs and youth camps at UW-Madison transferred to the University Health Services (UHS).

To address the licensing requirements and, as importantly, the issues concerning the safety and wellbeing on campus of these vulnerable populations, the Precollege Council co-chairs from the Provost's Office and the School of Education, with the College of Engineering Precollege Director, took a lead role in creating a plan with procedures for these campus programs

The plan and procedures are to cover standards in two main areas of precollege programming: the environment and the personnel.

MEETING HIGH STANDARDS

The Precollege Council reached out to staff in key campus units, for their expertise and advice on setting standards and controls, to create a safe, healthy and nurturing environment; and to ensure a well-trained, certified and committed precollege workforce.



Co-Chairs

Nancy B. Blake

Director of Education Outreach and Partnerships, School of Education
nblake@education.wisc.edu

Ruby Paredes

Assistant Vice Chancellor for Diversity and Climate
rparedes@cdo.wisc.edu

For the Health and Safety of Precollege Students: Cross Collaboration on a Decentralized Campus



Precollege Council

UNIVERSITY OF WISCONSIN-MADISON



MISSION

Improve campus-wide communication and collaboration in the planning, and implementation of Precollege programming through partnerships and linkages within the UW-Madison. This council will support centralized resources, policies, procedures, and data concerning Precollege students and programs.

A NETWORK FOR COLLABORATION

Initial discussions made it clear that addressing an aspect of a program's environment or personnel required cross-conversations with key units.

At the Precollege Council's table of consultants, therefore, were campus experts from the key units shown on the Centerfold at left, for health requirements and medical services, risk management, staff training, reporting, employment and background checks.



UW PRECOLLEGE PROGRAMS

- Accelerated Learning Program
- Camp Badger Exploring Engineering™
- College Access Program
- College for Kids
- College for Kids II
- Earth Focus Day Camp
- Engineering Career Academy
- Engineering Summer Program
- Grandparent's University
- Information Technology Academy
- Latino Youth Summit
- Movin' Minds
- Precollege Enrichment Opportunity Program for Learning Excellence
- Saturday Enrichment Program
- Science on Wheels
- Summer Music Clinics
- Summer Science Institute
- Summer Transitional Enrichment Program
- Technology & Arts
- WCATY Academy
- Winds of Wisconsin
- Young Student Summer Program
- Youth Entrepreneur Program