



Upham Woods Adult Orientation

The Group Liaison should give the adult orientation. This orientation is generally given at the same time but at a different location than the youth orientation. All adults should be present but if this is not possible, please arrange for those adults that don't attend the adult orientation to read a copy of this document.

The adult orientation by Upham Woods staff clarifies our expectations for guests and serves as a good introduction to the facility.

Introduction

Upham Woods was donated to UWEX in 1941 by the Upham Sisters. The sister's goal was to have the youth of Wisconsin enjoy and appreciate the natural surroundings. Environmental Education and the acquisition of youth development skills have been the focus for the 9000 youth that use the 310 acres each year. The Upham Sisters also wanted 210 acres (Blackhawk Island) of the total 310 acres to remain in its natural state. To accomplish this goal, all participants are encouraged to develop a respect for themselves, for each other, and for the land and facilities that they will be using during their stay.

Upham Woods is owned and operated by UW-Extension. 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.
- Smoke Detectors- Let your Upham Woods liaison know if smoke detectors in cabins are beeping and they will replace the batteries.
- Exit Lights & Outside lights- Let Upham liaison know if the emergency exit lights or outside lights are burnt out and they will replace them.
- 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.
- Moving in to 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.
- Restroom Use- An adult should be made aware of any youth leaving the cabin to go to the restroom at night. The adult needs to accompany the youth to the restroom.
- Sleepwalkers- Sleepwalkers should be assigned to the lower bunks.
- 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.
- 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.

- Back Up Electric Heat (cold weather only)- 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.
- 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.
- 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 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, and both stairways. If the basement of the dorm was used, the floor must be swept as well. 3) Empty the trash into the trash and recycling containers located in the fenced area behind the kitchen. 4) If linens were used, pile the linens 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.

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- If camp bell or siren is sounded everyone should meet in lower level of lodge. 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- Upham staff calls 911 as soon as a lost participant is reported. Everyone should report to the Dining Hall and a confirming head count should be performed. If a participant is determined to be missing, the Group Leader, First Aid Coordinator, and (if possible) four adults should report to the Kiwanis Room to receive instructions on search procedures. Remaining adults should keep youth calm and in the Dining Hall until further notice.
 - 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.
- Contacting Upham Staff- Use your Upham Woods supplied walkie-talkie to communicate with your liaison. If your liaison can not be reached via walkie-talkie in an emergency situation, you should 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. Upham staff may also be reached in the duplex after normal operating hours.

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 under the age of 14 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. A bound medical report log is provided for each group. This medical report log must remain at Upham Woods.
- 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. University policy requires Upham Woods to keep a copy of all group health forms. Please provide the original health forms (or a copy) to your Upham Woods liaison before 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. Visiting group should notify their liaison if any activities will be going out of those boundaries. Groups wanting to go to Sunset Rock can access a throw ring that is stored on the front side of Varney Cabin, in an emergency situation.
- Fences- Fences are extremely delicate and should never be sat on or leaned upon. Adults should enforce the fences as boundaries and ensure that they are not used as benches.

Meal Procedures

- Meal Times- Standard meal times are: 7:30 or 8:00 am breakfast, 12:00 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. Upham staff will conduct an orientation for the dining hall supervisor 30 minutes prior to the first meal. This training will identify the responsibilities and expectations of the Dining Hall Supervisor. The liaison will lead the meal procedures for the first meal. The Dining hall Supervisor 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 scheduled meal. Students should NOT enter the dining hall until instructed to by Upham staff. The assigned clean up crew should stay when everyone is released.
- Announcements- Announcements should be given only after the clean up carts are moved into the dish room. This allows the kitchen staff to do their duties.

Smoking

Smoking is allowed only on the porch of the administration building; please make sure all ashes and cigarettes are placed in the ash can located directly in front of the camp map.

Programming specifics

- Orientations- Adults teaching the following classes using Upham equipment need to meet with an Upham staff member for an orientation on set up, clean up, and rules of equipment use: Archery, waterfront activities (fishing, canoeing), Wacky Water Critters, Peanut Butter Mountain, or any other class where Upham equipment is being used.
- 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.

****Remember to...**

- 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.
- In Winter: Give instructions for their use/control of cabin heaters and stoves.
- Give the Minority Log Form, User Evaluation, and Group Clean-up Checklist to the Group Leader. The Minority Log form must be filled out and returned to the Liaison or Doris prior to the group's departure along with the Health and Assumption of Risk forms.
- Meet with the First Aid Coordinator to:
 - Locate the key to the medication lock box (also the key for the bodily fluids clean up kit located in front of the bathhouse.) When leaving, the key should be left hanging in the lock.
 - Show the Medical log to the First Aid Coordinator. Minor injuries and medications dispensed must be recorded in this log. For major injuries, an Incident Report form and Accident Report form (located in the Infirmary) must be filled out and returned to the office before departure.
 - All group health forms (or a copy) must be left with the Liaison or Doris prior to the group's departure.