

Upham Woods Adult Orientation

The adult orientation by Upham Woods staff clarifies our expectations for the participants and serves as a good introduction to the facility. Please arrange for those adults that don't attend the adult orientation to read a copy of this document.

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 (Black Hawk 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. Our goal is to give visiting youth a unique "learning by doing" educational experience that is fun and safe. To accomplish these goals we need your help in the following areas:

Cabin Hill:

- **Cabin Supervision-** No youth in cabins with out adult supervision at all times.
- **Smoke Detectors-** If smoke detectors in cabins are beeping the battery needs to be replaced. Let your Upham liaison know 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 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 will need to decide if the need 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. If you need additional bunks see your Upham liaison and they will arrange to have you get cots from a nearby storage area. Adults in the cabin need to make sure the cots are returned to their original storage area before leaving camp.
- **Campers Sleep Head to Toe** - State law requires that campers have their heads at opposite ends of the top and bottom bunks. (sneeze/spray/throw up factor)
- **Blocking doors-** Adult cabin & dorm supervisors should make sure that youth are not stacking bags and other gear in front of emergency doors.
- **Cabin Visits-** The assigned cabin or dorm room adults make sure that campers stay in their assigned cabins or dorm rooms and do not visit other cabins or dorm rooms.
- **Opposite Sex** - All campers and adults should be of the same sex in a cabin and floor of the dorm. There is an exception when it is a family camp.
- **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-** The circuit breaker box will be open for control of heat. The switches are marked with yellow or orange circles. Please note that the heat is either on or off - no adjustment exists.

- **Fans-** Each cabin is assigned certain fans. Please keep them in their proper cabins.
- **Brooms & Pans-** Each cabin is assigned brooms and pans. Please keep them in their proper cabins.
- **Clean up procedures (cabins)** – Clean up procedures are posted in each cabin. Four things should be done: 1) Sweep the floor, 2) Empty the trash into the Pelican, 3) Wipe down the mattresses with the soapy water buckets (set out by the Pelican by your liaison or in proper bath house side in cold weather), and 4) (**winter only**) empty the ashes from the wood stove into the ash bucket in your cabin, and spread ashes outside (away from buildings) when cooled completely.
- **Clean up procedures (dorm)** – For clean up of the dorm, four things should be done: 1) Sweep the bathroom, hallway, rooms, and basement (if used). 2) Empty the trash and any recyclables into the trash and recycling containers located next to the main lodge, 3) Wipe down the mattresses with soapy water, and 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.
- **Energy Conservation** – Please turn off lights and close doors when leaving a room. Close windows at the end of your stay.
- **Cabin and room assignments-** Adults in cabins & dorm floors should know the numbers and names of those assigned to their sleeping quarters.

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. (Please don't use air horns to wake campers up)

- **Lightening 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-**our staff will inform group what to do once the group is in the lower level of the lodge.
- **Tornado Warning-** our staff will inform group what to do once the group is in the lower level of the lodge.

Duplex:

Upham staff can be reached in the duplex building after normal operating hours. The duplex is the only building with a garage.

911:

You can call 911 from the phone in the lodge or use your cell phone. The telephone is in the first room on the right when you enter on the porch side of the lodge. Emergency services will ask for the address of Upham Woods. The address is on the wall by the phone. You can use your cell phone if life threatening.

1st Aid Coordinator:

Visiting groups will provide a health supervisor who is certified in a minimum of first aid and CPR. Ask if they have brought proof of certification, cards or copy.

- **Medications-** All meds for youth under age 18 are to be locked & a bound log kept by First Aid Coordinator. The only exceptions that can be used on the trails 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.
- **Health Form-** All health forms including the adult forms should be kept by the meds. University policy requires us to keep a copy of your health forms. Please give them to Upham staff before you leave, or make copies and mail them back.
- **Night Location-** Group leader and health supervisor should let the liaison know where they are sleeping at night so they can be reached in an emergency (and vice versa).
- **Tick checks**

Boundaries:

- **Set Boundaries-** North boundary is the Wisconsin River, South boundary is Highway N, West boundary is the cabin they are staying in or bath house (depending on which is further), and East boundary is the nature center. Visiting group should notify the liaison if any activities will be going out of those boundaries. Groups wanting to go to Sunset Rock will need to get a **throw ring** from Upham staff before they can go.
- **(Winter only)** - The frozen river is OFF-LIMITS at all times unless you are accompanied by Upham Staff.
- **Supervision in boundaries-** The youth should be under adult supervision at all times, including within the cabins. State law requires that a 1 to 10 ratio of adults to youth be kept at all times. Waterfront activities required a 1 to 8 adult to youth ratio.
- **Fences-** Fences are extremely delicate and should never be sat upon. Adults should enforce the fences as boundaries and ensure that they are not used as benches.
- **Appropriate dress-** Please check before leaving cabins and between meals to ensure that youth are properly dressed for the weather (rain gear, hats, gloves, boots, etc.) Inappropriately dressed youth will be sent back to the cabins before an activity begins. Also, please encourage youth to carry water bottles on hikes to prevent dehydration/overheating.

Adult Expectation Sheet:

- **Adults Read-** Adults need to read and sign the adult expectation sheets and keep them with the health forms.
- **Discipline procedure** - What is your group's procedure for discipline? What is your procedure for signaling the group's attention? We will try to remain consistent with your policy if possible.

Dining Hall:

- **Upon arrival** - Please get updated meal count to the Food Service Director or your Upham Woods Liaison as soon as possible after arrival. This will assure that the correct amount of food is prepared for the groups first meal.
- **Hours** - 7:30 am breakfast, 12:00 pm lunch, 5:00 pm dinner in spring, fall and winter. 8:00 am breakfast, 12:00 pm lunch and 5:30 pm dinner during the summer.
- **Table occupancy** - Cook Staff will determine the number of place settings per table based upon the group size. Normally there should be a maximum of 10 people at a table. If youth are high-school age, ask leader if they are mature to be at a table without an adult. Otherwise there must be at least one adult at each table.

- **First meal-** Upham staff can give the dining hall procedures at the first meal. The Dining hall Supervisor will lead the procedures for every meal after.
- **Set Up-** The Dining Hall Supervisor (DHS) and set up youth need to report to the Dining Hall 15 minutes prior to the meals. Michelle counts out the plates needed, if you need more ask Michelle. Make sure the youth take only what they can carry. If items are dropped on the floor they weaken and will eventually break, also it creates extra washing.
- **Meal Time-** Everyone else should report to the dining hall about 5 minutes before scheduled meal, with hands washed or use of hand sanitizer. PLEASE be on time! Students should NOT enter the dining hall until instructed to by DHS. Peanut butter and jelly is available for those who need protein supplement (i.e. vegetarians) and those who absolutely can't stand any other food. Greatly encourage consumption of other provided food first. Salad and cereal will be dismissed by tables, adults help keep it going. Everyone should take their time at the salad bar, so food doesn't get crossed over. Also, take small portions so everyone gets some and to eliminate waste.
- **Clean up-** Announcements (i.e. Lost and Found) should be given after the clean up carts are moved into the dish room.

Tobacco Products/Smoking: Allowed only on the porch of the Welcome Center.

Programming specifics :

- **Orientations-** Adults teaching any class or activity where Upham equipment is being used need to meet with an Upham staff member for an orientation on set up, clean up, and rules of equipment use.
- **Foot wear-** Youth should wear close-toed shoes for Peanut Butter Mountain and Blackhawk Island hikes.
- **Check-In/Check-Out procedure for waterfront** - State law requires a check-in/check-out procedure for all waterfront activities. This applies to Blackhawk Island hikes, Voyageur Canoe, and canoeing. Please provide Upham staff a list of your group's participants if possible.
- **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. This includes intentionally scaring kids with ghost stories, playing practical jokes, pranks, or traditions such as the "Walk of Shame" or "Under the blanket in the desert." Activities where campers may be surprised, singled out or put on the spot are not appropriate for the goals of camp.

Liaison will:

- Hand out radios to the Group Leader and 1st Aid Coordinator; instruct them in use and location of new batteries.
- 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 prior to group departure.
- Meet with the 1st Aid Coordinator to:
 - Decide where the Health forms and medications will be located (911 room or 1st Aid room in the Welcome Center.)
 - The 1st aid person should keep the key to the medication lock box. When leaving, the key should be left hanging in the lock.
 - Show the Minor Injury log and Medication log to the 1st Aid Coordinator. Minor injuries and medications dispensed must be recorded in these logs. For major injuries, an Incident Report form (located in the 1st Aid room) must be filled out and brought with the Health form of the injured to the nearest care facility.

Upham Woods Youth Orientation

While you are here at Upham Woods Environmental Education Center, one word should guide all your behavior. That word is **RESPECT**.

RESPECT YOURSELF:

- Before you do something be sure it is safe.
- Don't run (or an ankle grabber will get you) so you won't trip over a root\rock.
- If you are hurt or sick, tell an adult.
- Stay within the boundaries described by the staff. Boundaries are the cabins, the Nature Center, the road and the river. (PBM with staff members only!)
- Stay off the docks and beaches
- Use the stairs to go to the cabins

RESPECT EACH OTHER:

- Help each other when you can.
- Be careful not to do any thing that would hurt the feelings or injure another.
- Come to programs and meals prepared. Being prepared means having on the proper clothing for activities; washing hands before entering the dining hall.
- Be on time for meals and activities.
- Table setters arrive 15 minutes before the meal.

RESPECT YOUR TEACHERS and ADULTS:

- Listen carefully to instructors.
- Always let an adult know where you are.
- Raising your hand when you have a question or comment allows everyone to hear.

RESPECT the BUILDINGS and EQUIPMENT:

- Keep food, gum, and beverages out of the cabins and dorms. Food should be stored in the dining hall.
- Be careful not to break anything.
- Please tell us about anything that is broken.
- Do not sit on the fences; they are not strong enough to hold your weight.
- Do not ring the camp bell. It is for emergency purposes only (such as tornadoes, fire, etc.) The staff will continuously ring the bell in these situations.

RESPECT the NATURAL ENVIRONMENT:

- Stay on the trails (erosion, poison ivy, etc.)
- Turn off trail lights and close doors to save electricity and fuel.
- Observe and share pieces of nature, but no collecting.
- Pick up any litter you see.
- Stay away from wildlife, enjoy from a distance. If an animal approaches acting aggressive or docile, tell a staff member.