**ALL SAFETY AND SECURITY GENERAL POLICY**

In the course of events held by Adventures in Lifelong Learning (ALL), an attendee may fall ill or become injured. This policy addresses how these incidents should be handled by the appropriate ALL leaders.

Good Samaritan law in Wisconsin protects ALL members who seek to provide reasonable or common sense aid or care to an ill or injured ALL member or guest. ALL members who are physicians are also covered under this law. ALL is considered akin to a UWP student organization in the eyes of UWP, since we have elected officers and board members. As such, ALL officers and board members enjoy certain legal protections.

**Calling campus police at 262-595-2911 (or 262-595-2455 for non-emergencies) when on campus or 911 when off campus** is considered reasonable aid in many circumstances and may be preferable to attempting to treat the ill or injured person. Campus police officers will come to the site of the incident immediately to provide aid and will then call 911 as needed. Best judgement is to be used to determine whether such assistance is needed. Laminated sheets displaying the campus police phone number can be found in each campus classroom. **Please do not call 911 directly from a campus location; call campus police instead at 262-595-2911.**

In some less urgent situations, calling an emergency contact individual (if known) can be considered, but doing this should not delay obtaining urgent care. For those events where emergency contact information is not available due to lack of pre-registration requirements (e.g., lectures and focus groups), calling campus police 262-595-2911 when on campus or 911 when off campus, as necessary, is the best way to handle significant incidents.

During an incident, it will generally be the responsibility of the leader of the particular group, or an assistant or designee of the leader, to contact the campus police and emergency contact individual, if contact information is available..

**Notifying UWP of all incidents is required.** At the time of the incident, call Stefanie in the ALL office. Leaving a voice mail notifying the office of an incident may constitute sufficient notice if no further action is immediately required by UWP-DPCE staff. Crista Kruse will serve as back-up contact.

In addition, **all incidents must be documented in writing** as soon after the incident as possible, documenting dates, times, any phone calls and phone call attempts made (even if not answered), and actions taken. This “After Action Report” should be given to Stefanie or her counterpart in the DPCE office.

Each committee arranging for ALL activities should make it part of their routine event planning to assess likely hazards, if any, that a participant may encounter and take reasonable steps to deal with those hazards. This may include informing members prior to sign-up of the hazards involved, keeping a list of emergency contact information readily available during the event, and noting the location of nearby hospitals. Specific steps need not be documented for each event, but this practice should be a regular part of all event planning.

Routine use of first aid kits by ALL members is not required and is discouraged, due to problems with training, infectious disease transmission, and regular maintenance of the kit.

Checklists may be useful before and during certain events and are considered as guidance and recommendations, not strict policy.

ALL and UWP are not obligated to pay for any medical care required as a result of participation in an ALL event, unless there is a determination of negligence on the part of ALL or UWP.

A signed waiver and emergency contact information will be collected from each ALL member at the time they join ALL or at membership renewal. Online registration for guests will also gather this information.

Shelly Underhill

1/23/25