

Meeting minutes ALL Safety and Security Subcommittee
Jan. 23, 2025 1 pm Tallent Hall Room 182

Present: Robert (Bob) Grieshaber, UWP Risk Management; Alysse Hargrove (UWP Emergency Management); Shelly Underhill, ALL President; Merrilee Unrath, Classes co-chair; Joyce Gyurina, Social chair; Don Cress, Lecture committee representative; Frances Kavenik, Day Trips co-chair.

Excused: Wendi Schneider (Hiking Focus Group coordinator)

A general informational discussion was held explaining waiver forms and liability. Bob noted that ALL participants volunteer to participate in ALL events and take on the risks associated with them. 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.

Good Samaritan law in Wisconsin protects ALL members who seek to provide reasonable common sense aid or care to an ill or injured ALL member. Even ALL member physicians are covered under this law. Calling campus police at 262-595-2911 (or -2455 if non-emergency) 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 call 911 as needed. Laminated sheets displaying the phone number for campus police can be found in each campus classroom.

A procedure to obtain a signed waiver and emergency contact information from each ALL member at time of membership renewal or sign-up is in the works online, including for those attending ALL events as a guest. Bob will discuss these waivers with Stefanie.

Each committee arranging for ALL activities should make it a part of their planning to assess all likely hazards a participant may encounter, if any, and take reasonable steps to deal with those, including informing members prior to sign-up as needed. Specific steps taken to address hazards need not be documented for each event, but this practice should be a regular part of all event planning.

ALL needs to determine who should be notified in the event of an incident. Notification of all incidents is required. Most likely this would be Stefanie in the ALL office. ***A secondary contact must be determined if there is no answer or it is after hours.*** Leaving a voice mail notifying the office of an incident may be sufficient notice if no further action is immediately required by UWP.

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.

There was a discussion of whether ALL chairs, officers, and/or coordinators should keep and maintain emergency first aid kits for use at ALL events. Bus companies typically have their own such kits. Because of risks of infectious disease transmission, large variations in training, the need for regular replacement of expired items, and other concerns, it was decided that routine use of such kits by ALL members is discouraged. In addition, members are encouraged to call 262-595-2911 when on campus or 911 when off campus if treatment is needed or considered.

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

For certain events where emergency contact information is not able to be made 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 suggested. Best judgement is to be used to determine whether such assistance is needed.

Finally, it was noted that all incidents should be documented in writing as soon after the incident as possible, documenting dates, times, any phone calls made (even if not answered), and actions taken. This "After Action Report" should be given to Stefanie in the DPCE office.

Shelly will write up a general policy that would apply to most ALL events, for consideration at the next Board meeting on Feb. 3, 2025. This policy would be published on the ALL website and distributed to all committee chairs and focus group coordinators after board approval.

The Day Trip co-chairs will work on a policy to include items specific to Day Trips.

Respectfully submitted,
Shelly Underhill
ALL President