



Central Wisconsin Environmental Station Facility Use Rules and Procedures for Visiting Groups

It is the responsibility of the group leader to orient all participants to these policies and procedures.

The Central Wisconsin Environmental Station (CWES) asks that visitors adhere to the following guidelines:

- 1) **Smoking and other drugs:** The possession and use of illegal drugs is not permitted. The University of Wisconsin-Stevens Point and its field stations, including CWES, are Tobacco Free Campuses. Use of any products containing tobacco (including cigarettes, e-cigarettes and chewing tobacco) is prohibited on CWES property. For more information, see the UW-Stevens Point policy at <http://www.uwsp.edu/stuhealth/Pages/Tobacco-Free/policy.aspx>.
- 2) **Firearms, Explosives, Fireworks and Weapons:** Firearms, explosives, fireworks, or weapons of any kind **are not** permitted at CWES.
- 3) **Pets/Animals:** Only trained service animals are allowed on camp property. No other pets/animals are allowed.
- 4) **Personal Sports Equipment:** Personal sports equipment is allowed, but CWES is not responsible for any loss or damage of the equipment. No firearms, hunting equipment, ATV's or other motorized sport vehicles are allowed on site.
- 5) **Vehicles:** Parking is allowed in designated parking lots. Park in the main CWES lot (see attached map: located between Badger Den & Residence (12) and Toelle Classroom (11)).
- 6) **Alcohol:** While alcohol is allowed on camp property for those of legal drinking age, we ask that it be kept and consumed only in sleeping areas or Sunset Lodge. Any illegal use by underage individuals or groups that are not drinking responsibly will be asked to leave the camp premises.
- 7) **First Aid:** User groups are required to bring a group member with the following certifications from a nationally recognized provider, who will be on-site during the length of their program:
 - a) User groups are responsible to provide their own First Aid and CPR/AED care, supplies and equipment. Medication administration is the responsibility of the Contract Group Leaders/Organizers. Medications must be locked up when minors are present. CWES staff can provide a lock box if needed. An AED is located in Sunset Lodge, Walker Lodge and the north bathhouse near Hemlock Cabin.
 - b) Calling 911 activates the EMS system in Portage County. Emergency phones are located at Sunset Lodge and the South Bathhouse. An EMS "hub" is located in Amherst and they normally can be at CWES within 10-15 minutes of a call. Have a group member meet the ambulance at the CWES main entrance (by the large, stone base sign).
 - c) User groups must provide their own arrangements for non-emergency medical transportation. The closest hospital is Aspirus Stevens Point Hospital, 900 Illinois Avenue, Stevens Point, WI 54481: 715-346-5000.
- 8) **Behavior:** CWES reserves the right to terminate any activity, behavior, or program and remove any person from the facility that is deemed potentially harmful to participants, facilities, our neighbors or the image of CWES.
- 9) **Building Usage:** Only facilities rented are available for your group as other facilities and equipment may be reserved for other visitors. Thank you for respecting their privacy. Entry into the kitchen is prohibited, unless user groups have made arrangements in advance and paid for CWES staff to facilitate these areas with your group.
- 10) **Wireless Access:** We have wireless access available in Sunset Lodge, with cabin spaces having limited service. Guests visiting CWES will need to use the UWSP_Unsecure_Guest wireless network: open a web browser, select UWSP_Unsecure_Guest, and enter a personal email address. Once you submit this, the internet should be accessible.

- 11) **Boundaries:** Please refer to the CWES map at the end of this document to identify living area boundaries and restricted areas (i.e. challenge course, waterfront).
- 12) **Tent Camping:** Tent camping is not allowed on the property.
- 13) **Challenge Course/Teambuilding:** Challenge course areas are restricted, unless user groups have made arrangements in advance and paid for CWES staff to facilitate these areas with your group. Safety rules and procedures for the challenge course will be reviewed before usage.
- 14) **Swimming and Boating:** The CWES Waterfront is closed to user groups for swimming and boating. Sunset Lake County Beach is a 5 minute walk from CWES if your group would like to swim. We strongly recommend that your group have an individual with current certification as a waterfront lifeguard by a recognized certifying body.
- 15) **Firewood/Campfires:** Firewood is provided in Sunset, Walker and Anderson Lodges. Outdoor fires are **only** allowed at the fire bowls.
 - a) There are two fire bowls at CWES: the Walker Fire Bowl (behind Walker Lodge) and the Sunset Lake Fire Bowl (down the Web of Life Trail behind Fir Cabin). Campfires are only permitted in these fire bowls, nowhere else.
 - b) Sunset Lodge also has an outdoor fireplace located in the corral.
 - c) Limited firewood is provided at the fire bowls. For more firewood, have each group member take 1-2 pieces of firewood from one of the lodges.
 - d) When you are finished, please put the fire out with water to make sure hot coals are not left to burn. A red bucket for water is located at each fire bowl. This can be filled from the lake, bathhouse locations, or ask a staff member for additional guidance.
 - e) If CWES is in a high fire danger area, campfires will not be permitted.
- 16) **Natural Disasters:**
 - a) If a Tornado warning is issued for the area, please seek shelter in interior hallways, or in the bathhouses, away from windows.
 - b) User groups must provide their own arrangements for natural disaster emergency transportation.

In addition, CWES also recommends the following guidelines for best practice while using our facilities per Chapter ATCP 78 of the Wisconsin Administrative Code:

- 1) **Health and Wellness:** User groups are required to obtain health history forms and records for administration of medication. User groups will be responsible for maintaining those histories.
 - a) CWES recommends complete health history forms be completed for each participant. An example of a general Health Information form can be found using the attached QR Code or at: <https://www.uwsp.edu/wp-content/uploads/2024/08/Health-History-for-OVERNIGHT-field-trips.pdf>
 - b) User groups must secure and maintain records for administration of medication via a bound book, electronic administration records with date and time stamps for each entry or a combination of the two. A bound booklet can be made available at CWES if requested. Please follow the guidelines outlined by the Wisconsin Department of Public Instruction video on Basic Medication Principles for Wisconsin Schools found using the attached QR Code or at: <https://media.dpi.wi.gov/sspw/av/bmap/story.html>
- 2) **Supervision:** It is the group leader's responsibility to supervise the group and its behavior. CWES recommends that groups maintain a ratio of 1 adult per 8 youth, ages 9 and up, and a minimum of 1 adult per 6 youth, ages 6-8. For youth ages 5 and under a ratio of 1 adult per 4 youth is recommend. Youth and persons with special needs must be supervised at all times. CWES recommends that groups train adult staff to never be in a one-on-one situation with youth.



- 3) **Staff:** CWES screens our paid and volunteer employees using the following:
- a) Upon Hire:
 - i) Criminal background check conducted by the Human Resource department at UWSP
 - ii) Check of the National Sex Offender Public Registry
 - iii) Check of the Wisconsin Sex Offender Public Registry
 - b) Annually:
 - i) A voluntary disclosure statement
 - ii) Check of the National Sex Offender Public Registry
 - iii) Check of the Wisconsin Sex Offender Public Registry
 - c) User groups that are serving minors are required to have a screening policy in place for any staff or volunteers you may bring (follow guidelines of parent organization if applicable). Those staff should be a minimum of 16 years old and two years older than the minors they are supervising.
- 4) **Insurance Coverage:** Groups are encouraged to have their own liability and accident insurance coverage. CWES is not able to provide benefits for illness or injury incurred by program participants. If your group wishes to purchase a short-term, special event insurance policy through the University of Wisconsin-Stevens Point, please contact Risk Management at 715-346-2053 at least one month in advance of your event.
- 5) **Food Preparation:** If you will be preparing food and/or storing food in the refrigerator in Anderson Lodge during your stay at CWES, review the food safety protocols found by using the attached QR Code or at: https://www.fsis.usda.gov/sites/default/files/media_file/2021-02/Cooking_for_Groups.pdf. User groups should follow the food safety protocols outlined below:
- a) Check the temperature of the refrigerator daily when in use. The temperature should stay below 40°F.
 - i) If the refrigerator rises above this temperature and is not working correctly, please send a representative to the office. If no staff is on site, purchase ice to keep food cool for the rest of your stay and make note of the malfunction on your evaluation form.
 - b) Minimize the time that potentially hazardous foods (meats, eggs, anything that can spoil, etc.) remain in the temperature danger zone of 40°F - 140°F.
 - c) Clean and sanitize food contact surfaces after each use.
- 6) **Cooking utensils, plates, and silverware:** You are required to bring your own cooking equipment, plates, silverware and cups. Only clean and sanitized utensils and equipment should be used during food preparation.
- 7) **Water/Dishwashing:** Water jugs may be filled and dishes washed in the three-bin sink on the washroom side of the north bathhouse if agreed upon before your arrival. Please use your own cleaning supplies and wipe down the sink after use. Do not dump grease or food down the drains. We require visiting groups to use good sanitation and personal hygiene practices when cleaning. This includes:
- a) Wash and initial rinse temperatures are at least 100°F, and a second rinse process with an approved chemical sanitizer, such as bleach or sanitizing tablets.
 - b) Dishes and utensils should be allowed to air dry and be protected from dust and contamination between uses.



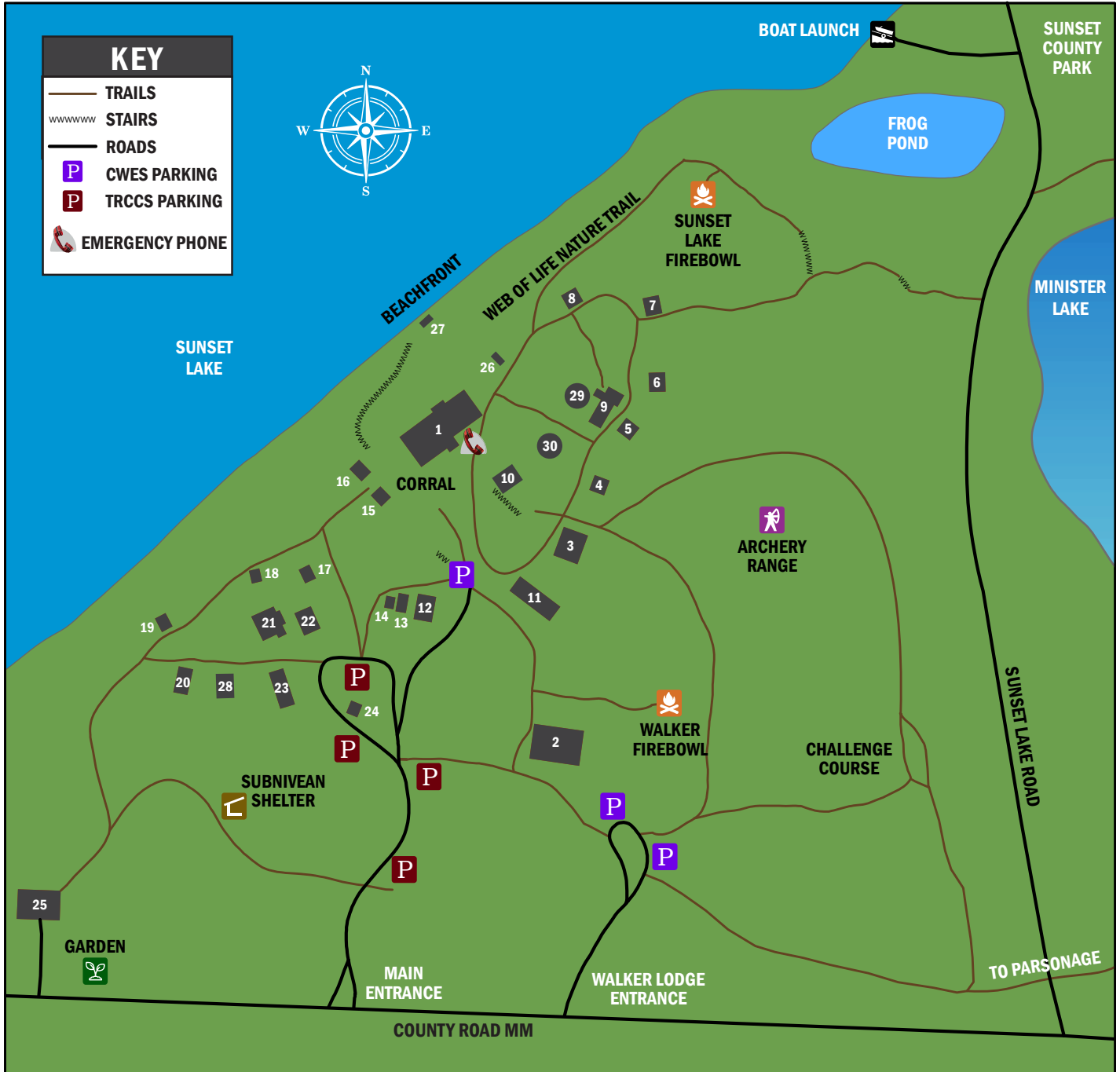
If an emergency occurs during your stay at CWES, please take the necessary precautions to maintain safety (as described above). CWES buildings (ie: lodging and meeting spaces) include an "UW-Stevens Point Emergency Guidebook." After the situation is secure, please contact one of the CWES employees below to inform them of the situation:

Director: Tom Quinn	Cell (call or text): 715-630-4323
Program Manager: Christopher Refsguard	Cell (call or text): 920-544-3341
Maintenance Manager: Edward Krzmarzick	Cell (call of text): 505-999-8810



Central Wisconsin Environmental Station

715-346-2937 | 10186 CTY RD MM | AMHERST JUNCTION, WI 54407



CWES BUILDINGS					
1 SUNSET LODGE	7 CEDAR CABIN	12 BADGER DEN & RESIDENCE	17 TRCCS OFFICE/ MAPLE CABIN	22 SHAW CABIN	28 DUTTON CABIN
2 WALKER LODGE	8 FIR CABIN	13 NELSON LODGE	18 OAK CABIN	23 SUNRISE CLASSROOM	29 NORTH YURT
3 ANDERSON LODGE	9 NORTH BATHHOUSE & HEALTH LODGE	14 RAVEN'S NEST	19 CHERRY CABIN	24 WOODSHED	30 SOUTH YURT
4 WHITE PINE CABIN	10 BECKER LODGE	15 PAVILION	20 FOX LODGE	25 MAINTENANCE	
5 HEMLOCK CABIN	11 TOELLE CLASSROOM	16 EAGLE'S NEST	21 SOUTH BATHHOUSE	26 BIRCH CABIN	
6 SPRUCE CABIN				27 BOATHOUSE	