

EMERGENCY ACTION PLANS: Midwest Outdoor Heritage Education Expo (MOHEE)

Location: W7303 County Hwy CS, MacKenzie Center; Poynette WI 53955

To the Volunteers and Group Leaders:

Every area of instruction will have a designated emergency response person who will carry a cell phone for communication in the event of an emergency. For most other questions, contact MOHEE organizer Ruth Ann Lee at 608-358-1708.

Upon arrival, our greeters will be available in the bus arrival area to answer questions. We provide maps to help you locate activity and instruction areas as well as designated safety shelters.

Please plan ahead; the Expo is outside. Students and chaperones are encouraged to dress for the weather. You too. Please set a good example. May weather is unpredictable, it could be wet (rain boots, rain jackets) cold (hat, mittens) or very warm (sunscreen, water bottles). Appropriate shoes are very important to prevent injuries and keep everyone comfortable. **Closed toe shoes are recommended at all times. Please tell students to walk, not run.**

Lost Child: Call **Ruth Ann Lee 608-358-1708** and we will alert activity leaders.

First Aid: Call 911 immediately for emergencies. Provide the address, MacKenzie Center, W7303 Cty. Hwy. CS, Poynette, and your location, such as near the lodge parking lot or live wildlife area. Poynette EMS will be on property with an ambulance in the lodge parking lot. For non-emergencies, you can also visit the **First Aid** station in the lodge parking lot. **Weather Plan-- Rain:** Most instruction areas will be covered with tents and side walls; however please note that some are not. Expo will still be open rain or shine.



Severe Weather: If severe weather is predicted prior to the start of the Expo; such as conditions for major thunderstorms or tornado, the Expo will close. **Please phone Expo Leader Ruth Ann Lee 608-358-1708** for confirmation. If severe weather occurs after the start of the Expo, information will be relayed to each instruction area for message relay to school/class groups. Volunteers and staff will give directions for departures, closure, or to seek shelter.

Tornado Warning: Please listen to instructions given by Expo volunteers and staff. If a warning is issued (a tornado has been spotted or identified) **TAKE SHELTER IMMEDIATELY, locations are noted on the map.** Move quickly, volunteers and staff will advise on the best location for your current activity area.

After Severe Weather Strikes:

1. Stay calm
2. Staff or volunteers should make calls for rescue operations as needed.
3. Expo staff will assess the situation and contact appropriate authorities.
4. Expo staff will direct first aid and rescue operations where appropriate.
5. Group leaders should account for all students and individuals in their small groups.
6. Evacuate the shelter area if appropriate, being careful of any structural damage.
 - a. Groups should have a central gathering location and account for all students and individuals within their larger group.
 - b. Teachers and group leaders should follow school protocol to notify parents and coordinate departures of students.

THANK YOU!