

Midwest Outdoor Heritage Education Expo (MOHEE)  
Location: Havenwoods State Forest  
6141 N Hopkins St, Milwaukee, WI 53209



## EMERGENCY ACTION PLAN

### To the Volunteers and Group Leaders:

***Every area of instruction will have individuals with cell phones to contact emergency personnel services, and Superintendent Angela Vickio, should other means of communication not be available or an individual is unable to contact Superintendent Vickio directly.***

Ruth Ann Lee  
Mobile: 608-358-1708

Upon arrival, our greeters will be available in front of the nature center to answer questions. We provide maps to help you locate activity areas. Havenwoods only has a single main building (nature center) and garage. The nature center is the designated emergency shelter and first aid station. If severe injury to an individual occurs, do NOT attempt to move the individual. Instead, follow procedures below for emergency first aid reporting.

Please plan ahead; the Expo is outside and 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.

**First Aid:** Call 911 immediately for emergencies. City of Milwaukee EMS is minutes away. Provide the address, Havenwoods State Forest, 6141 N Hopkins St, Milwaukee WI 53209 as well as the nearest activity station number. For non-emergencies, **First Aid** items and **AED unit** are available in the Nature Center. Please approach a staff member at the service desk. For all emergencies, contact Angela Vickio 414-750-1237 as soon as safely possible so that she can arrange staff to direct emergency vehicles to your location. Backup contact if she is addressing another issue is Roberto Ayala 414-940-0674. Superintendent Vickio will notify MOHEE organizers and Havenwoods staff will ensure clear route to area.



For any first aid required, reporting forms are required by DNR staff following first aid being rendered (either by emergency personnel or through provided first aid items; with form being completed as soon as safely feasible in the nature center).

### Weather Plan

**Rain:** Most instruction areas will be covered with tents; however please note that some are not. Expo will still be open rain or shine.

*MOHEE emergency plans*

**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 at 608-358-1708 for her to confirm. 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. Volunteer 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.** Move quickly, volunteers and staff will advise on best location for your current activity area. The designated Tornado Shelter is the Nature Center – with locations including the auditorium and restrooms.

**After Severe Weather Strikes:**

1. Stay calm
2. Staff or volunteer should contact Angela or Roberto (listed above) for rescue operation 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 within their small groups.
6. Evacuate 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!**

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