

UW-Madison Lakeshore Nature Preserve

Field Trip Leader/ Educational Event Host Guidelines

Spring 2017

Introduction

Thank you for volunteering to be a field trip leader/educational event host! Field trips, nature walks, and educational events are a great public service and an important way to engage the community in the UW-Madison Lakeshore Nature Preserve. We greatly appreciate the time and knowledge you are dedicating to promote the natural world and the Preserve.

Please remember, a visitor's impression of the Preserve will be shaped by their interaction with you, the field trip leader/educational event host. While performing your volunteer duties, you are an ambassador for the University of Wisconsin-Madison's Lakeshore Nature Preserve.

We strive to establish and maintain a safe and positive work environment for all of our volunteers and staff. These guidelines pertain to volunteer activities conducted under the supervision and direction of a UW Preserve employee and are intended to provide basic information about the Preserve to assist field trip leaders and educational event hosts to lead safe, successful, and fun field trips and events.

1. Please **familiarize yourself with these guidelines**, and contact the Preserve Volunteer Coordinator at lakeshorepreserve@fpm.wisc.edu with any questions.
2. Then **sign the attached liability waiver (Appendix D)** that acknowledges that you have read and fully understand the guidelines, as well as agree to the release of liability.
3. **Return the signed form** to the Preserve Volunteer Coordinator at lakeshorepreserve@fpm.wisc.edu or mail to 30 N. Mills St. 4th floor, Madison, WI 53715.
4. We need to receive the form **1 week before** you lead a field trip or act as an educational event host.
5. Please **bring these guidelines to the event** you are leading or hosting so you can refer to them if necessary.

Thank you again for sharing the natural wonders of the Preserve with our community.

- The Preserve Volunteer Coordinator, lakeshorepreserve@fpm.wisc.edu



Facilities Planning & Management
UNIVERSITY OF WISCONSIN-MADISON

Lakeshore
NATURE PRESERVE
UNIVERSITY OF WISCONSIN

Host Guidelines

The Lakeshore Nature Preserve Field Trip Leader/Educational Event Host Guidelines cover the following:

- 1) Beginning the field trip/event
- 2) Safety
- 3) Weather and when to cancel the event
- 4) Dealing with incidents or accidents
- 5) Minors (under the age of 18 with the exception of registered college students)
- 6) Conduct on University lands and facility use guidelines including Food and Signage

1) Beginning the field trip/event

Introduce yourself and other leaders to those gathered. Explain who is sponsoring the field trip/educational event (i.e. The Friends, UW-Madison, The Audubon Society, etc.). Use this introduction as an opportunity to welcome participants and provide them information on your organization as well as to explain that the Lakeshore Nature Preserve is part of the University of Wisconsin-Madison campus and is managed by University staff. In addition, please share the following abbreviated mission of the Preserve:

The Lakeshore Nature Preserve is a 300-acre outdoor laboratory for teaching, research, outreach, and environmentally sensitive use.

- **For more detailed information, read: “Appendix A: About the Lakeshore Nature Preserve.”**
- **For more information on Preserve policies, including visitor etiquette and fire circles, please read “Appendix B: Lakeshore Nature Preserve Policies.”**

2) Safety

The physical well-being of every visitor, volunteer, student, and employee is a primary consideration in every Preserve activity, whether led by university staff or volunteers. Each volunteer field trip leader/educational event host has the responsibility to:

- Carry a cell phone with a fully charge battery to use in case of an emergency.
- Avoid behavior or situations that can lead to injury.
- Report unsafe conditions to the Preserve Program Manager - (office) 608-265-9275; (personal cell-after hours or weekends) 608-886-2269.

Additional Safety Tips:

- Identify safety issues in the landscape for all on participants, such as wild parsnip, poison ivy, biting insects, thorny plants, bee/ant nests, overhead hazards from trees or branches, and potential tripping hazards.
- Assure that everyone stays on marked trails and are aware of uneven paths or terrain.
- Be aware of joggers, walkers, and hikers on the path, and keep the path as clear as possible. Be aware of cyclists on the Temin Lakeshore Path and on identified bicycle trails.

- Assure that everyone is dressed for the weather. In the summer, we recommend long pants, sturdy shoes, a hat, insect repellent, and sunscreen. In the winter, we recommend long underwear, a warm hat, gloves, heavy socks, and waterproof or winter boots. If participants in your event appear to not be dressed appropriately for the weather, you can remind them of the precautions needed to have a safe and pleasurable visit.
- Ticks are present in the Preserve and may carry diseases. To prevent bites wear pants and tuck them into socks or boots; wear long sleeves; wear light colored clothing; use insect repellent; conduct regular tick checks after being in the Preserve.
- To avoid stinging insect bites, don't use scented soaps, perfumes, or hairsprays; avoid stagnant pools of water; avoid dressing in bright colors or flowery prints.
- During hot summer months, carry plenty of water with you for hydration.

3) Weather and cancelation

Check the weather report on the radio, TV, or Internet during the week leading up to your event and immediately prior to traveling to the Preserve for the event. In order to protect our visitors, field trips and educational events will be canceled under the following conditions:

- Thunderstorms or tornados
- Icy road conditions or blizzards
- Temperatures below 0°F with wind chill warning or advisory
- Temperatures above 100°F with heat index warning or advisory

In the case that severe weather arises during an event, please follow these recommendations:

Thunder/Lightning

- *IF YOU CAN HEAR THUNDER, YOU ARE WITHIN STRIKING DISTANCE FROM LIGHTING. SEEK SAFE SHELTER IMMEDIATELY!*
- *Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in convertible automobiles. Stay away from tall objects such as towers, fences, telephone poles, and power lines.*
- *If lightning is occurring and sturdy shelter is not available, get inside a hard top automobile and keep the windows up. Avoid touching any metal. Contrary to popular myth, rubber soles of shoes or rubber tires will not protect you from being struck by lightning.*
- *If caught outdoors, find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.*
- *If you are in the woods, take shelter under shorter groupings of trees.*
- *If you feel your skin tingle or your hair stands on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make sure you are the smallest possible target and minimize your contact with the ground. DO NOT lie down.*
- *Do not go into water to seek safety.*

Tornado

- *If you hear a tornado siren when outdoors in the Preserve, immediately seek shelter in a sturdy building. Go to the lowest floor and get under a sturdy piece of furniture.*
- *Do NOT seek shelter in a vehicle.*
- *If caught outdoors, lie flat in a nearby ditch or depression and cover your head with your hands.*
- *Be aware of flying debris. Flying debris from tornadoes causes the most fatalities and injuries.*

For additional information on weather safety, visit: <http://www.nws.noaa.gov/safety.html>

4) Incidents or accidents

Be prepared in the case of an incident or accident resulting in injuries or illness that prevents a person from continuing on the trip or event.

- Stay calm. Survey the incident. Decide on the appropriate action.
- For a medical incident, if you are certified in First Aid and CPR, aid the victim as best as you can.
- In the most serious cases, call 911. Send someone to guide the emergency vehicle from the nearest entrance to the injured person. When medical professionals arrive, assist them by giving any pertinent information you may have concerning the victim and the incident.
- In less serious cases, make sure the person gets the help they need. Never leave the person alone.
- When the scene is safe or the event or field trip is over, call the Preserve Program Manager to report the incident - (office) 608-265-9275; (personal cell-after hours or weekends) 608-886-2269.
- Be sure to fill out a **UW-Madison Lakeshore Nature Preserve Accident/Incident Report Form (Appendix C)** and submit it to the Preserve Program Manager within 24 hours of the incident.
- If any media person is on the scene and asks questions about the incident, tell the person there has been an incident but you do not know the extent of the injury (which you won't unless you're a trained physician and have made a complete examination of the victim). Do not offer any description of how the incident occurred, assess the cause, or place blame. Misstatements could result in liability on your part or for UW-Madison. Direct all media questions to University Communications staff or to the FP&M Director of Communications.

5) Minors

The University of Wisconsin-Madison is committed to the well-being, safety and protection of all members of the community, including minors. A minor is defined here as a person under the age of eighteen (18) who is not a University employee or enrolled or accepted for enrollment at the University of Wisconsin. The University community recognizes minors are a potentially vulnerable population, and they require special attention and protection. The Lakeshore Nature Preserve does not allow unaccompanied minors on field trips or at educational events.

6) Conduct on University lands and facility use guidelines

In an effort to maintain safety and the standards of the University, conduct on lands controlled by the Board of Regents of the University of Wisconsin System is regulated by administrative rules and facility use guidelines. Two commonly encountered issues requiring Preserve oversight are food and signage.

- If food and/or beverages are to be distributed in any way, you need to contact the Preserve Program Manager regarding University policies.
- No home-prepared food is allowed to be sold or distributed as per UW Madison Environmental and Occupational Health policies.
- Signage must be approved at least one week in advance of your event and will only be approved on a temporary, case-by-case event basis.

Additional information on administrative codes and facility use guidelines is available by contacting the Preserve Program Manager.

Important Contact Information

Lakeshore Nature Preserve	608-265-9275 (office)
Preserve Program Manager	608-886-2269 (personal cell-after hours and weekends)
Volunteer Coordinator	608-220-5560 (office cell phone)
Preserve E-Mail:	lakeshorepreserve@fpm.wisc.edu

Lakeshore Nature Preserve Office Address:
30 N Mills St., 4th floor
Madison, WI 53715

Preserve website: www.lakeshorepreserve.wisc.edu

UW Police Department (non-emergency): 608-264-2677

In an emergency, always dial “911” first.

About the UW-Madison Lakeshore Nature Preserve

Mission

The University of Wisconsin-Madison Lakeshore Nature Preserve permanently protects the undeveloped lands along the shore of Lake Mendota where members of the campus community have long experienced the intellectual and aesthetic benefits of interacting with the natural world.

The Preserve shelters biologically significant plant and animal communities for teaching, research, outreach, and environmentally sensitive use, and safeguards beloved cultural landscapes.

The Preserve is as essential to the university as its lecture halls, laboratories, and playing fields. It contributes to a powerful sense of place and fosters an ethic of stewardship to promote mutually beneficial relationships between humans and the rest of nature.

Location

Located primarily at the northwestern edge of the UW-Madison campus, the Lakeshore Nature Preserve hosts the largest stretch of undeveloped shoreline on Lake Mendota. Take time to explore the woods, prairies, and wetlands of the Preserve!

History

The land that makes up the Preserve has seen many changes over time. Humans have used the land since the retreat of the glaciers about 12,000 years ago, including mound builders from about 2800 – 350 years ago. Several mounds remain intact on the land, including linear, conical, and effigy mounds.

From the early 1800s to the early 1900s, much of the land was farmed. The University acquired different parts of the Preserve at different times from its inception until the most recent acquisition (Frautschi Point) in 1989. In the 1960s, parts of the land, then known as Campus Natural Areas, were under the responsibility of the UW Arboretum Committee, while other parts were under the responsibility of the UW Physical Plant.

The Campus Natural Areas underwent a reorganization to obtain governance separate from the Arboretum Committee in the early 2000s and was designated as the Lakeshore Nature Preserve in 2005.

Today

The 300-acre Preserve is located at the western end of the UW-Madison campus, and represents approximately 1/3 of the total acreage of the main campus. The Preserve protects 4.3 miles of undeveloped Lake Mendota shoreline, about 1/5 of the lake's total circumference. In addition, the Preserve supports a variety of plant communities, including woodlands, wetlands, and prairies.

The Preserve is a beloved part of the UW-Madison campus and is used for research, teaching, and recreation by members of the campus community and the wider community of people visiting campus. The Preserve's proximity to campus makes it an ideal place for students to conduct field research, provide service-learning opportunities, and perform independent study.

APPENDIX A: About the UW-Madison Lakeshore Nature Preserve

Several academic courses visit the Preserve each semester; topics of study have included genetics, invasive species, art and photography, archaeology, soil science, landscape architecture, and civil engineering.

Management, Governance, and Support

The Preserve has a part-time Director, a Program Manager, an Outreach Specialist/Volunteer Coordinator, a Field Projects Coordinator, and a half-time Field Technician, who are all employees of UW-Madison's Division of Facilities Planning & Management. Preserve lands are owned and governed by the Board of Regents of the University of Wisconsin System as an agency of the State of Wisconsin. Conduct on University lands and facility use are directed by administrative code and facility use guidelines.

The UW-Madison shared-governance Lakeshore Nature Preserve Committee makes policy recommendations for the Preserve and has nine voting representatives: three faculty members, three academic staff members, and three UW-Madison students as nominated by the Associated Students of Madison.

Partial support for land stewardship and capital projects is provided through gifts made to the Wisconsin Foundation and Alumni Association's Lakeshore Nature Preserve Stewardship Fund and our generous partners, including the Friends of the Lakeshore Nature Preserve.

Friends of the Lakeshore Nature Preserve

The Friends of the Lakeshore Nature Preserve is a private, non-university 501(c) 3 non-profit organization whose mission is to "Inspire people to connect to and care for the Lakeshore Nature Preserve." The Friends achieve their mission through land stewardship, advocacy, financial support, education and outreach. To become a member or to learn more about the Friends of the Lakeshore Nature Preserve, visit their website:

<http://www.friendslakeshorepreserve.com/>

For more information about the Lakeshore Nature Preserve, please visit our website:

<https://lakeshorepreserve.wisc.edu/about.htm>



Lakeshore Nature Preserve Policies

Visitor Etiquette

- Stay on marked trails.
- No collecting or picking of plants, wood, stone, earth, or animals [UWS 18.06].
- Dispose of waste in receptacles provided at each fire circle.
- Biking is only allowed on the following designated bicycle paths:
 - The Howard Temin Lakeshore Path from the Limnology Building on the east to Oxford Drive on the west in Shorewood Hills.
 - The paved path that passes through the woods from the Temin Lakeshore Path to the intersection of Lake Mendota Drive and Eagle Heights Drive.
 - Bicycling is not allowed on any interior trails including the main Picnic Point path or paved service roads.
- Dogs are permitted on a leash that is physically controlled by the individual responsible for the animal. Pick up and properly dispose of waste [UWS 18.08(1b)].
- Alcohol is only allowed for university sponsored events with an approved Alcohol Beverage Service Permit [UW Facility Use Policy P-7.1].
- Charcoal and charcoal grills are not allowed.
- Catered events are not allowed.
- The use of tent or canopy stakes or anything that disturbs the ground is not allowed because of the need to protect the archeological integrity of the Preserve.
- Amplified sound is not allowed; please respect the quiet ambiance appreciated by other users.
- The use of slacklines, hammocks, and rope swings is prohibited.
- No camping [UWS 18.07(4)].

- Posed or formal photography is allowed as long as photographers follow all visitor etiquette and photography guidelines.

Fire Circle Etiquette

- Fires are only allowed in designated fire circles.
- Wood is provided free at racks found between fire circles.
 - Do not bring wood into the Preserve; it may harbor destructive insects or diseases.
 - Do not collect wood from the Preserve to burn; woody debris is essential for healthy woodlands.
- Each fire circle is equipped with a cooking grate.
- Vehicles may not be used to transport people or supplies to fire circles.
- Fires must be extinguished by 10 PM when the Preserve closes.

Lost and Found

If you find something like a jacket set the lost item on a fence or bench near where it was lost. Items lost along the main Picnic Point trail can be taken back to the entrance of Picnic Point and hung on the fence there.

Found items like glasses and phones can be dropped off at the University Police located at 1429 Monroe Street. (See procedure for lost keys below.)

The Grounds Department generally picks up items and takes it to their offices.

If you encounter someone who has lost something you can direct them to: UW Physical Plant Grounds (608-262-2954) or University Police (608-264-2677)

APPENDIX B: Lakeshore Nature Preserve Policies

UW procedure for lost keys:

Lost keys should be turned in to the UW Locksmith Shop located at 1217 University Ave between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday.

After hours, keys may be dropped off in the key box located in the lobby of the UW-Madison Police Department located at 1429 Monroe Street.

Fire Circles

To make a reservation for a fire circle on Picnic Point, please contact Event Services at the Wisconsin Union.

Web: union.wisc.edu/firepit

Email: events@union.wisc.edu

Phone: (608)262-2511

Hours: Mon – Fri, 8am – 5pm

Address:

Union South, Room 233
1308 W Dayton St
Madison, WI 53715

You will receive an e-mail with confirmation of the date, time, and site number for you to print out and take with you to your event. **Note:** It can take up to two business days to receive confirmation.

Your reservation will not be posted at the fire circle; you must take your reservation confirmation with you to your event. Since reservations are not required, the site may be in use when you arrive. You may politely ask that party to leave and show them the printout of your confirmed reservation.

For fire circle policies, visit:

http://lakeshorepreserve.wisc.edu/permits/fire_circle_reservations.htm



**UW-Madison Lakeshore Nature Preserve
Accident/Incident Report Form**

Definitions: An **accident** is an unplanned event that results in personal injury or property damage. An **incident** is an event that does not result in personal injury or damage, but could have, or may result in an accident in the future. If you are involved in an accident or incident at the Lakeshore Nature Preserve, ***please fill out and submit this form within 48 hours to the Program Manager, 30 N. Mills St., 4th floor, Madison, WI, 53715. Also, call the Program Manager as soon as possible at 608-886-2269 – personal cell phone.***

Date of accident/incident: _____ Time of accident/incident: _____ am / pm

Location of accident/incident: _____

Individual(s) involved:

1) Name: _____ Phone: _____

Address: _____

Group affiliation (if applicable) _____

2) Name: _____ Phone: _____

Address: _____

Group affiliation (if applicable) _____

Staff member(s) or volunteer(s) involved, or assisting:

1) Name: _____ Phone: _____

Role: _____

2) Name: _____ Phone: _____

Role: _____

Is the injured party less than 18 years of age or otherwise a dependent? YES/NO (if yes, please provide):

1) Guardian name: _____ Phone: _____

2) Guardian name: _____ Phone: _____

Has guardian been notified? YES/NO

APPENDIX C: Accident/Incident Report Form

Provide a full description of what happened, including course of action followed. Include details of any injuries or damage that were reported to you, or that you observed:

Are there any persisting hazards to others? Describe, using exact location and/or mark on the attached map if possible:

Was the UW-Madison Police Department notified? Yes / No (if yes, please provide):

Officer name: _____ Badge Number: _____ Case number: _____

APPENDIX C: Accident/Incident Report Form

Was any treatment provided/received at the scene? Yes / No (if yes, please describe who gave/received the treatment):

[We are instructed by UWPD not to transport individuals to medical facilities.] Was the individual(s) transported to a medical facility? Yes / No (if yes, please provide):

Medical Facility: _____ Transportation provided by: _____

Were family or friends of the individual involved notified? Yes / No (if yes, please provide):

Name and phone number used: _____

What additional support was offered to/received by those involved, if any?

Witness (es):

1) Name: _____ Phone: _____

Address: _____

2) Name: _____ Phone: _____

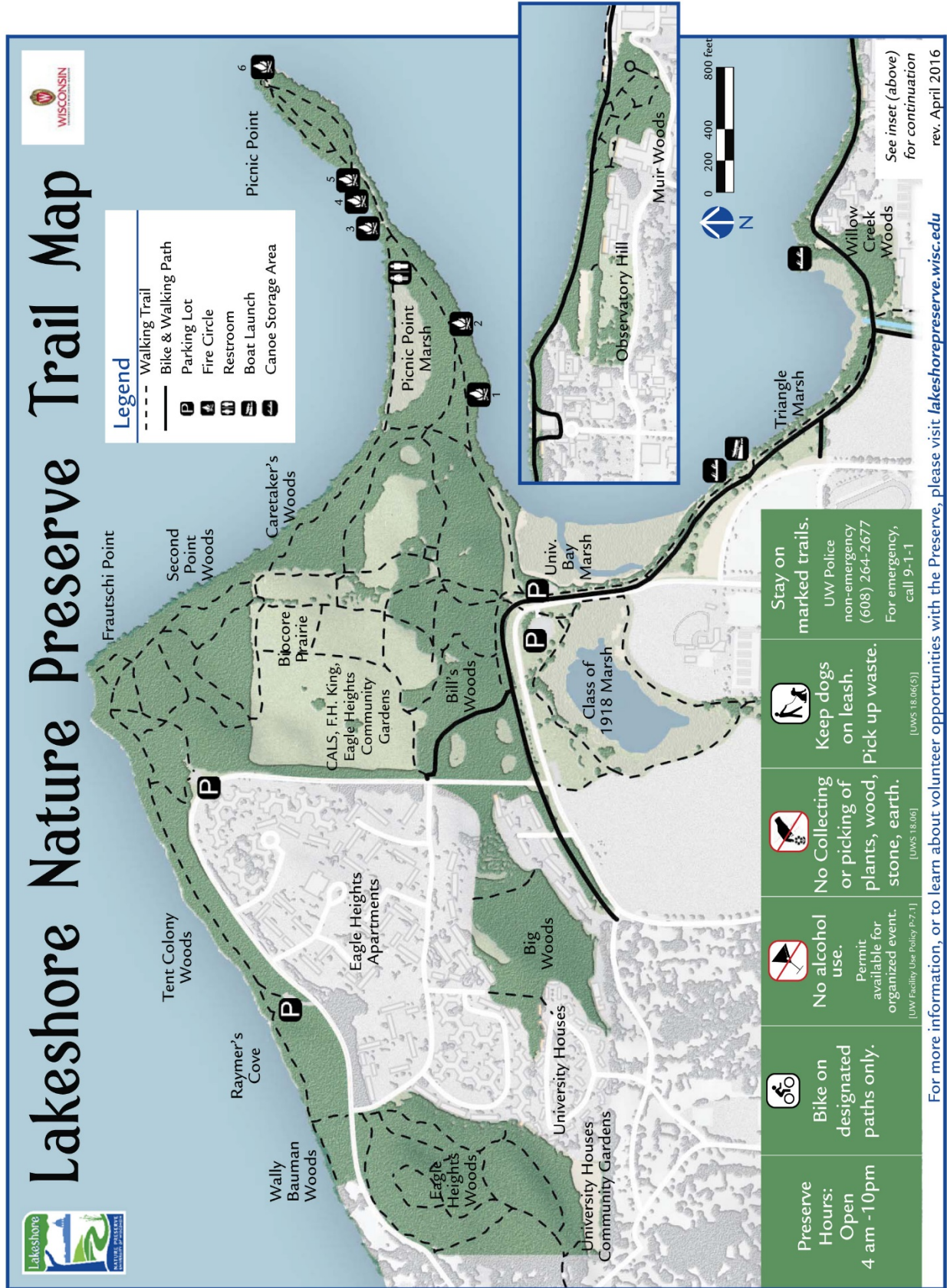
Address: _____

Name of person completing this report (print): _____

Signature: _____ **Date of report:** _____

APPENDIX C: Accident/Incident Report Form

Please add additional pages for additional details, a marked map, or any other useful information.



APPENDIX D: Release of Liability

Sign & return to lakeshorepreserve@fpm.wisc.edu or 30 N. Mills St. 4th floor, Madison, WI 53715.

Field Trip Leader/Educational Event Host

Lakeshore Nature Preserve
University of Wisconsin-Madison
Release of Liability

Release of Liability

In consideration of my volunteer services to assist the Lakeshore Nature Preserve with field trips, guided walks, and educational events, I hereby release and discharge the Board of Regents of the University of Wisconsin System, its officers, employees and agents, from any liability for damage to or loss of personal property, sickness, injury or even death, from whatever source which might occur. I understand that my involvement in this program is strictly voluntary and I freely choose to participate. As a volunteer, I will perform activities consistent with leading or hosting a field trip, guided walk, or educational event.

I am aware of the risks of such work, which include sprains, strains, cuts, scratches, broken bones, exposure to sun and cold, exposure to ticks and stinging insects. I understand that some aspects of this volunteer work may be potentially hazardous and, as such, require adherence to proper safety procedures. I agree to conduct myself in a safe manner, and complying with safety guidelines, as instructed. If I am uncomfortable with a process or procedure, or do not understand the instructions I have been given, I agree to discuss this with the project supervisor. **I understand it is my responsibility to dress appropriately. Suggested appropriate dress includes sturdy shoes, long pants, light colored clothing, hats, and insect repellent.**

As a volunteer, I acknowledge that the University does not provide any kind of medical coverage, should I be injured as a result of this participation. I agree to be financially responsible for any medical expenses that I incur. I further understand that the University has no ability to provide coverage for any tools or other equipment that I might voluntarily bring to the Preserve.

Youth (younger than 18) are welcome to volunteer alongside a parent or legal guardian.

Signature of Participant Print Name Date

Signature of parent or legal guardian Print Name Date
(if volunteer is under the age of 18)

Please check the box if you have read and understand the *Field Trip Leader/Educational Event Host Guidelines*. If you need a copy of the guidelines contact lakeshorepreserve@fpm.wisc.edu

Photo Release

By signing below, I give permission for photos and video recordings of me to be used in Lakeshore Nature Preserve publicity and volunteer recognition activities.

Name Date