



What is a Lock-In?

A lock-in is an overnight educational program that has activities planned for most, if not all, of the evening. A lock-in typically takes place in a school, community center, or other similar space.

General Lock-In Tips

Educational Program Design

A lock-in should have a well-planned schedule of age-appropriate activities. For example, a lock-in designed for 3rd - 5th-grade youth may look different than a lock-in for 9th - 12th-grade youth.

Please note: Per Wisconsin 4-H Policy, ALL overnight 4-H programs and activities must be reviewed and approved by the 4-H Program Educator.

Facilities

- The facility **MUST** provide a safe environment for youth. (e.g., ability to lock doors and monitor entrance/exit)
- The facility **MUST** have access to bathroom facilities.
- The facility **SHOULD** have a kitchen or kitchenette.
- The facility **SHOULD** have space for youth to sleep/rest if they so choose.

Food and Food Preparation

It is recommended that food is ordered from a licensed restaurant or pre-packaged from a grocery store. When food is prepared on-site, one staff member **MUST** have the ServSafe® Food Handler certification.

Supervision

Chaperones are required for all overnight 4-H programs, projects, and activities. Wisconsin 4-H Chaperones must be approved 4-H volunteers 21 years of age or older. Exceptions to the chaperone age requirement can be approved on a case-by-case basis by the 4-H Program Educator in consultation with a 4-H Regional Program Manager provided that the chaperone is at least 2 years older than the youth in the program or activity.

The **REQUIRED** chaperone-to-youth ratio is 1:10, however, it is **RECOMMENDED** that supervision should be increased for lock-ins designed for younger participants.

Chaperones **MUST** supervise all spaces where youth are present.

Code of Conduct, Rules, and Expectations

All youth participants **MUST** follow the [Wisconsin 4-H Code of Conduct](#). In addition, specific rules and/or expectations should be shared with all youth participants and chaperones including consequences for inappropriate behavior before the program.

Health Forms and Health Coordinator

Health Forms are REQUIRED for all youth participants and are RECOMMENDED for all chaperones.

A Health Coordinator is REQUIRED to collect the health forms and follow Wisconsin 4-H Health Form procedures. More information can be found on the [Volunteer Health Coordinator Resources](#) webpage.

Incident Reports

When an incident/accident occurs, the volunteer should complete the [non-employee injury/incident report](#) and submit it to the local Extension staff person within 48 hours. If the injury/incident poses a serious risk to 4-H Program participant(s), Extension volunteer(s), or a third party, the volunteer providing supervision should IMMEDIATELY NOTIFY Extension staff using the procedures outlined in the [Wisconsin 4-H Volunteer Injury and Incident Reporting Procedures](#).

Emergency Plan

An emergency response plan is REQUIRED for all Lock-Ins. The plan should include but not be limited to the following topics:

- Missing or runaway participants
- Uninvited individuals and intruders
- First-response actions for power outages, and other incidents or accidents
- Fire or weather-related/natural disasters
- Name, numbers, and address of the local medical facility
- Infectious disease outbreaks

Sample Emergency Plan

This is a sample plan that is not designed to be a “copy and paste”, but should be used to guide a planning discussion.

Missing or Runaway Participants

When a participant is missing from the group:

1. Ask other participants if they know where he/she is.
2. A chaperone should stay with the group and maintain normal activity.
3. Other chaperones should search the vicinity.
4. If the participant is not found within 15 minutes, police and parents will be notified while a search continues.
5. When the participant is found, inform all persons concerned.

Procedures for Uninvited Individuals or Intruders

1. An uninvited Individual or intruder is observed.
2. The individual is reported to the Staff or lead chaperone.
3. A staff member or lead volunteer determines the threat level.
 - a. Non-Threat - the individual is asked to leave.
 - b. Low-Level Threat – some behaviors may include: a person who is verbally attacking, swearing, non-physical
 - c. High Level Threat – some behaviors may include: a person who is physically threatening, agitated, looking for someone, in possession of or suspected in possession of a weapon.
4. **Non-Threat:** If the unidentified individual is a non-threat the staff or lead volunteer should approach in a friendly manner, identify themselves, and ask the unidentified individual to leave. If the person refuses, treat the situation as a threat.
5. **Low-Level Threat:** If an unidentified individual is a low threat, immediately call 911 and continue to monitor the situation until the police arrive. Additional chaperones should move all participants to a safe location and continue programming.
6. **High-Level Threat:** Staff and chaperones escort participants to a safe space quickly, and quietly, taking routes that are as visually secluded from the incident scene if at possible. Once staff and participants have arrived in a safe space:
 - a. confirm that all youth and adults are present
 - b. call 911
 - c. Keep calm, keep participants calm, out of sight, and quiet.
 - d. Once the police approve, participants, staff, and volunteers will be taken to a family reunification site.
 - e. Cooperate fully with rescue authorities. Do not volunteer any information or opinions to spectators, parents, or the media at any time.

First Response for Incidents and Accidents

When someone witnesses an emergency situation, the [Health Coordinator](#) should immediately be notified. The person who witnesses the situation has a duty to stay with the person and assist until the Health Coordinator arrives. Health Coordinators should assist in any emergency situation to the best of their ability/training and follow standard procedures.

All accidents must be reported within 48 hours using the [Non-Employee Accident/Injury Report](#).

Fire or weather-related/natural disasters

Severe weather watch, staff or lead chaperone will:

1. Notify all chaperones and participants of pending severe weather and suspend all activities.
2. Immediately take all participants to the nearest storm shelter.
3. Chaperones will make sure all participants are accounted for.
4. Entertain participants quietly and calmly.
5. Do not leave the shelter until the all-clear is given by Staff or lead chaperone.

In case of fire, staff or lead chaperone will:

1. Notify all chaperones and participants of fire using a fire alarm or other alert system.
2. Immediately lead all participants to the designated location/assembly area away from the area at risk.
3. Chaperones will make sure all participants are accounted for.
4. Call 911 with information about where the fire is located, where you are located, and any other details (injuries, missing persons, etc.)
5. Follow any instructions given by the 911 operator and/or fire department.

Communicable Disease Response

In the case of a communicable disease outbreak, staff and volunteers will:

1. Take any camper exhibiting the signs and symptoms of communicable diseases to the health coordinator.
2. Depending on the severity of the symptoms, the health coordinator will either isolate and observe the participant, call parents to pick up the participant, or return the participant to programming.
3. In emergency situations, participants will be transported to the nearest emergency room or urgent care.

Power Loss and Facility Outages

If there is interruption or loss of services including electric, natural gas, water, and sewer, staff and volunteers will:

1. Contact the facility staff and determine if it is safe to remain in the program space and the anticipated length of time the facility will be without service.
2. If the space becomes unsafe or it appears the outage will last for a significant period of time, the staff will decide to either relocate or call participant families to come pick up their youth.
3. In the case of relocation, staff will create a safe transportation plan and alert parents of the location change.
4. If the space becomes unsafe (electrical fire, gas leak, etc.), the evacuation plan above will be followed and adults will call 911.