

2026 WSMA State Solo & Ensemble Festival SAFETY PLAN

UW-Platteville Festival Site
April 25, 2026



SAFETY PLAN

2026 Wisconsin School Music Association (WSMA) State Solo & Ensemble Festival

WSMA and Festival Staff

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Check-In and Check-Out Procedures

Student participants at the 2026 WSMA State Solo & Ensemble Festival are under the supervision of their music educator and/or parent designee for this event. It is the responsibility of school music teachers to ensure students arrive and depart per their school plan and in accordance with their own school district field trip policy.

Student check-in for a performance occurs outside the scheduled event room. A student is considered finished with this event when their last performance of the day has concluded. Check-In and Check-Out from the university property are handled by each attending school.

First Aid Kit

A first aid kit will be available at the Festival Headquarters.

CPR Certification

WSMA Staff members have basic first aid, CPR, and AED training. For this event, the UW-Platteville WSMA Staff Site Leads hold this certification.

What is the plan (including transportation) for serious injury or illness?

All adjudicators have the phone number of the Festival Manager and WSMA site lead; these leads have the onsite phone number contacts for all music educators. Should a student be seriously injured or become ill in a performance site, the adjudicator can always reach a site lead. The adjudicators have been instructed to call 911 if they feel an incident is critical, but if there is the ability to reach out to the site lead, this would occur first. Transportation is the responsibility of the school music teacher or parent designee at the event with the student.

WSMA Adjudicators have an incident report form with their materials that they are required to complete should any type of incident or injury occur in their performance space. These forms are turned in at the conclusion of the event to the WSMA site lead and any follow-up is handled by the Program Director and/or Executive Director.

Medication and Storage

Member music school educators are responsible for their own students on site, and their medication procedures are determined by their school board policy for field trips. Most typically, teachers would carry a small backpack with any medications that needed to be administered per that policy.

Medications can be administered per the school policy related to this field trip.

Supervision Plan

Supervision is provided by the school music teacher, parent or their designee per their school board field trip policy.

WSMA communicates to all teachers that their supervision ratio should follow their school district field trip policies or 1:10, whichever is lesser. Most schools have a 1:10 supervision ratio and for this particular event, a large percentage of students attend with their parents as they are there to watch their students perform.

Bathroom Breaks, Locker Room Breaks, Free Time, Transitions

This event allows for students to use the restroom between their events, and the expectation is that their location is known by their designated adult. There are no locker rooms for this event and all areas of the event are open to the public.

Transitions are handled by the school music teacher and/or the designated adult chaperone.

Overnight Staffing

This section does not apply to this event.

Alternate Supervision

Should there be an issue with supervision that can not be resolved by the school music teacher or their designated parent chaperone, they can contact the WSMA staff lead for assistance with determining the best plan for a student; otherwise, all supervision is the responsibility of the school music teacher per their own field trip board policies.

Unwelcomed/Non-Compliant Behaviors

If a situation involves unwelcomed or non-compliant behaviors by student participants, their school music teacher will be immediately notified. Should the situation involve members of the public in attendance at the event, the WSMA Staff Leads will work with the Festival Manager handle the situation or call in public safety personnel to handle and/or remove the person from the event.

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Evacuation and Reunification Plan

UW-Platteville Complete Emergency Procedures:

<https://www.uwplatt.edu/departments/crime-security/emergency-procedures>

FIRE

A system sends an announcement campus wide if a fire alarm is activated. If you know an alarm has been activated accidentally, call 608.342.1584 immediately. All fire alarms are treated as an emergency unless the on-duty officer is informed otherwise.

Stay at least 100 feet away from an evacuated building and remain in a group to account for all that should have evacuated. The fire department needs to be notified immediately if there is a possibility that someone may not have been able to safely evacuate, or a disabled person was left in an area of rescue.

Report potential hazards or refer fire prevention questions to the UW-Platteville Safety Office, 608.342.1188.

Familiarize yourself with locations of fire alarm pull stations and locations of fire extinguishers in your work area(s).

Re-entry - Once the alarm strobes are no longer flashing and the audible signal has silenced, occupants may re-enter the building.

SEVERE WEATHER/TORNADO - Find [additional storm information](#).

Severe thunderstorm: A thunderstorm that produces hail at least $\frac{3}{4}$ inch in diameter and winds of 58 mph or stronger.

Tornado watch: Weather conditions are favorable for a tornado. People are encouraged to watch for changing weather conditions and be prepared to take safety precautions if necessary.

Tornado warning: A tornado has been spotted, either by a trained spotter or the National Weather Service in the area or reported to be traveling toward the area.

The City of Platteville provides storm warning notification through sirens for three minutes. The storm sirens are tested the first Wednesday of every month. In addition to the storm sirens, the Platteville Fire Department utilizes the siren system as a backup notification system to firefighters, in the event that the paging system fails.

The local radio, television stations, and various websites serving the Platteville area provide additional storm warning information.

University notification system

In the event that the UW-Platteville Police Department receives a severe storm or tornado warning, the on-duty officer activates the public address system to notify as many people as possible of the weather conditions. If time allows, on-duty officers will attempt to contact as many people as possible attending outdoors events, or in buildings that may not be served by the public address system.

What to do during a tornado warning

When a tornado warning is issued, building occupants should find interior shelter immediately.

1. All occupants should stay together and move to the lowest level, interior hallway or other designated shelter area. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs and areas with large expanse of glass.
2. If time permits, check all areas to see that all persons are sheltered.
3. If the tornado is imminent, assume a protective position; on elbows and knees facing an interior wall with hands over the back of your head, using a large book or other item for protection.

There will not be an all-clear provided. An assessment should be made of your area to determine whether it's safe to move from the area or remain in place until help arrives. When you feel safe to move, account for all occupants and, if possible, prepare a list of those who are safe to the UW-Platteville police officers. You should prepare a separate list for persons with injuries or who are unaccounted for.