

2022

Healthy Herd Youth Camp Family Handbook

MARSHALL RECREATION CENTER
KULA, ZACHARY

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Welcome Statement

Thank you for choosing the Marshall Rec Center Healthy Herd Youth Camp. We are thrilled that you have chosen our program for your child's summer activity needs. Our goal is to provide each child with the best possible experience. We have hired an amazing group of camp counselors who are all eager to get to know each child and provide a safe and fun atmosphere throughout the summer. This handbook will detail how the camp will operate, our policies and procedures as well as the information we will need from you. It is important that you take the time to read through this handbook to be as informed as possible about our procedures. Please note that there will be visual changes this year from years past as we have applied to become a licensed child care facility within the state. We ask that you are patient and work with us as we try to navigate this new terrain.

Please feel free to contact us at any time this summer if you have any questions or concerns by email at reccamps@marshall.edu or by phone at 304-696-4652.

Respectfully,

Zachary Kula

Statement of Purpose

At the Marshall Recreation Center, we believe each of us plays an important role in the care of the children of the Marshall Community. We are licensed by the State of West Virginia as a Child Care Provider. Our Healthy Herd Youth Camp for children ages 5-12 is available during the summer for 11 weeks, Monday – Friday from 9 am – 4 pm, with options for Before and After Care. Our goal is to build healthier, resilient, and empowered children by providing opportunities to learn, create and play in a safe and inclusive environment. Our facilities are maintained for optimum safety and programs are designed to cultivate values along with developing and nurturing relationships.

Values

Inclusion – We are devoted to creating an environment welcoming to all children and celebrating differences.

Integrity – We are a camp centered on demonstrating and teaching honesty, trust, respect, and accountability.

Teamwork – We are committed to fostering supportive relationships among our staff and campers, to achieve our purpose.

Enthusiasm – We are passionate, invested, and excited to create fun and healthy activities for our campers.

Empowerment - We are dedicated to the growth of our staff and campers, encouraging creativity and autonomy.

Licensing

The Healthy Herd Youth Camp is a licensed Child Care Center by the WV Department of Health and Human Resources to serve 90 children, ages 5 – 12 years. We follow all guidelines and criteria as set forth in Title 78 of the Legislative Rules of the WV Department of Health and Human Services for Child Care Centers.

Advisory Committee

An advisory committee consisting of 4 parents/guardians of children who regularly participate in the programs, the Director of Healthy Herd Youth Camp, and the Director of Campus Recreation. The committee will meet four times a year to advise management on policies, programs, and other issues regarding the Healthy Herd Youth Camps.

Child Care

The Marshall Recreation Center is dedicated to providing and maintaining the highest standard of childcare throughout all our Healthy Herd Youth Camp offerings. To ensure these standards are guaranteed, these are guidelines followed at all times during the Healthy Herd Youth Camp.

Staff Ratios

The Healthy Herd Youth Camp has a low child to counselor ratio (never more than 12:1 in younger groups and 15:1 in older group). This allows us to provide great attention to each child. Also, this low ratio enables us to give the children more freedom to choose activities they enjoy and allows us to be flexible in our schedule. There will never be more than 30 campers in any activity group. During water activities in the aquatic center, child to counselor ratio will not exceed 8:1.

Activity groups are divided into three groups based on campers' age. The Little Marcos group is for 5-6 years old. The Bison Buddies group is for 7-9 years old. The Future Herd group is for 10-12 years old. We are firm in each age group. This allows staff to create special instruction designed for each group based on capabilities of each camper.

Staff Standards

All staff involved with the Healthy Herd Youth Camp will receive a comprehensive background check. Staff will also participate in multiple trainings prior to the start of the Healthy Herd Youth Camp. All Marshall Recreation Center employees are CPR/First Aid/AED certified. All qualifications and certifications of each employee will be kept on file. Trainings for Healthy Herd Youth Camp employees include:

- Certified in American Red Cross CPR for the Professional Rescuer
- Completed training in Emergency Action Plans, First Aid, Child Abuse and recognition

- Completion certificate for WV STARS online training
- Supervision of children and behavioral management approaches

Daily Schedule

At the Healthy Herd Youth Camp, our goal is to keep all campers active throughout the camp day. Schedules for each group contain multiple activities to keep campers engaged and moving all day. Campers can expect to swim each day of camp, and rock climb multiple days each week. Below is an example of our daily schedule:

<u>LITTLE MARCOS (5-6 yrs.)</u>	<u>BISON BUDDIES (7-9 yrs.)</u>	<u>FUTURE HERD (10-12 yrs.)</u>
9:15am - Turf Play	9:15am – Activity	9:15am – Swim
10:15am – Swim	10:15am - Turf Play	10:15am – Activity
11:15am – Lunch	11:15am – Lunch	11:15am - Turf Play
12:00pm – Activity	12:00pm –Swim	12:00pm – Lunch
1:00pm – Climbing	1:00pm - Court Play	1:00pm - Court Play
2:00pm – Snack	2:00pm – Climbing	2:00pm – Climbing
3:00pm - Court Play	3:00pm – Snack	3:00pm - Snack

What to Bring

The following items are recommended for your child to have with them daily,

- Clothing
 - Active wear appropriate for warm weather
 - Athletic shoes (no sandals or open toed shoes)
- Backpack
- Swim wear
 - Swim suit
 - Towel
 - Goggles if desired
 - Coast Guard approved lifejacket if desired (no inflatable items)
 - Second bag for wet gear
- Water Bottle
- Sunblock
- Lunch and snacks (please no foods containing nuts)

Policies and Procedures

Enrollment

Admission

Children ages 5 – 12 years are eligible for enrollment. **Children must be 5 years of age by the first day of camp.** We operate on a non-discriminatory basis with regard to race, color, religion, sex, national origin, disability, gender identity. To achieve admission to the program a

parent/guardian must register with the Marshall Recreation Center online or in person. A minimum deposit of \$35 is needed to hold their spot. The parent will receive a Healthy Herd Family Guide and must verify that they have read and reviewed this with the staff. All paperwork and fees must be complete and paid by noon on Friday prior to the start of each week of camp. If fees are not paid another child from our waitlist will be contacted to take their place.

Registration Procedures

Registration for the Healthy Herd Youth Camp can be done online at <https://www.marshall.edu/campusrec/programs/youth/>, or in person at the Pro Shop in the Recreation Center.

Forms that must be submitted by the first day of participation in the 2022 Healthy Herd Youth Camp season:

- Registration Form
- Medical Forms
 - Verification of Physical examination with a completed Health Assessment Form or similar document.
 - Up to date immunization record
 - A TB clearance
 - Permission to dispense medication, if necessary
 - Emergency Contacts
- Signed Waiver
- Verification of review of policies
- If applicable, legal custody documents
- Child Behavior Agreement Form

All forms needed for the Healthy Herd Youth Camp can be found at <https://www.marshall.edu/campusrec/programs/youth/>

Waiting List

Marshall Recreation Center has a first come first served policy and spaces can fill up quickly. If a specific week's enrollment has reached the maximum, additional requests for space in the camp will be placed on a waiting list with priority based on the order in which enrollment is completed. If a vacancy in camp enrollment occurs, the individual at the top of the waiting list will be given 24 hours to accept the vacancy, submit all necessary forms and pay any fees that are due. If this does not occur, the vacancy will be made available to the next subsequent individual on the waiting list.

Transferring Enrollment

To transfer enrollment into another week you must contact the Camp Director no later than the Wednesday prior to the start of the week enrolled. The Director can be reached at reccamps@marshall.edu , 304-696-6759. The Director will then make the necessary changes.

Cancellation of Enrollment

To cancel enrollment for any week you must contact the Camp Director no later than the Wednesday prior to the start of the week enrolled. The Director can be reached at reccamps@marshall.edu , 304-696-6759. The Director will then make the necessary changes.

Termination of Enrollment

Marshall Recreation reserves the right to discontinue enrollment at any time for any child if:

- The program is unable to meet the physical, social or emotional needs of the child.
- Family fails to cooperate reasonably with the program policies, or nonpayment of fees.
- The child is dangerous to themselves or others, is destructive to center property or impairs the experience of other children.
- Failure to provide proper documents including but not limited to physical forms, immunization records and any other paperwork necessary for continued participation.
- The Director of Campus Recreation or Director of Camps believe family participation or behavior is detrimental to the operation, routines and goals of the program, or policies and procedures are not being followed.

If termination becomes necessary, the parent/guardian will receive written and/or verbal notification.

Health Policies

Immunizations

Children enrolled in the Healthy Herd program must provide a record of immunization or a plan for completion signed by the child's licensed health care provider by the first day of attendance. We are a regulated childcare facility by the State of West Virginia and must adhere to the following guidelines:

"No child or person may be admitted or received in any of the schools of the state or a state-regulated child care center until he or she has been immunized against chickenpox, hepatitis-b, measles, meningitis, mumps, diphtheria, polio, rubella, tetanus and whooping cough or produces a certificate from the commissioner granting the child or person an exemption from the compulsory immunization requirements of this section."

The only acceptable exemption from child immunization is if the child's licensed health care provider has provided a signed statement that immunization is contraindicated. If a child is under immunized because of a medical condition (documented by a licensed health professional) the child will be removed from the program if a vaccine preventable disease to which children are susceptible occurs in the program until it is safe to resume participation. Marshall Recreation Center Healthy Herd Youth Camp will not grant a waiver of immunization for religious reasons to maintain the safety of all children in the program.

Child Health Assessment

The camper must have a health assessment performed by a licensed health care provider. They must submit the Health Assessment Form, or similar document, signed by a licensed health care provider prior to the first day of participation. This document must include the following:

- Child's current height and weight
- Description of any allergies
- Current health problem or condition that may affect the child's adaptation to care, including abnormal results of screening tests for vision, hearing, TB or lead poisoning
- Prescribed daily medications
- Health history, including information about a serious illness or significant communicable disease or an injury that required medical attention, hospitalization, or a previous surgery
- Medical plan of care if the child has a chronic health condition that requires specific attention or has the potential to become a medical emergency

If a child's parent/guardian objects to medical treatment on the grounds that it conflicts with the convictions of his or her religion or conscience, a separate written signed statement to the objections must be added to the child's medical file.

Illness

The Healthy Herd Youth Camp does not have proper facilities and staff to care for sick children. Children who arrive at camp sick, or become sick during the day, will be sent home. Emergency contacts will be used for picking up a sick child if parents cannot be reached. Staff will observe a child daily, watching for changes that may indicate illness or infestation and record any observed changes in the child's file. If staff observes changes to indicate illness or when a child is ill the following procedures will be implemented

- Removal of child to a designated quiet area to rest comfortably under supervision
- Child's temperature will be taken and recorded
- Child's parent or other individual authorized by the parent/guardian will be contacted to pick up the child and assume responsibility

A child will be excluded from the Healthy Herd Youth Camp when a child appears to have any of the following symptoms (unless a licensed health care provider determines that they do not indicate a communicable disease):

- Fever of 100 degrees or higher
- Diarrhea
- Vomiting three or more times
- Undiagnosed rash
- Mouth sores with drooling
- Infestation such as scabies or head lice
- Abdominal pain that is persistent or intermittent with other signs such as a fever
- Difficulty breathing
- Lethargy inhibiting the child's ability to participate
- Contagious signs of pertussis, measles, mumps, chicken pox, rubella or diphtheria
- Streptococcal infection until treated with antibiotics for 24 hours
- Pinkeye

- When a child has a serious communicable illness

Administering Medication

Families are asked to arrange with their child's health care provider to schedule medicines at times that do not include the hours the child is in the camp. The Healthy Herd Youth Camp staff IS NOT equipped to administer medication of any type to any of the campers.

All prescriptive medicines and non-prescriptive medicines, including ointments, creams, lotions, and powders (excluding sunblock/sunscreen lotion) will only be administered according to the following guidelines:

- Emergency Medications, such as EpiPens, will be the only type of medication that will be allowed on site.

Medications are to be given to the Camp Supervisor and will be kept out of the reach of children in an area or space that is secured. No child will be permitted to carry in their possession any medication, ointment, cream, or lotion while at the center.

Permission to Dispense Medication forms must be provided for each nonprescriptive and prescription medication. It is to be completed by the child's health care provider and signed by the parent or guardian. The Permission to Dispense Medication form will be valid at most for a period of thirty days. If a medication is required for a longer period, a new form must be completed. If an emergency dose of medication is administered it will be done so by the camper. The Healthy Herd Camp Staff has been properly trained how to assist in the administration of medication but will not be the primary administer.

All medication administrations will be kept in a medication log that is cumulative and completed in ink by the staff member who administers the medication.

Medical and Dental Emergencies

In the case of a serious illness or injury, we will make an immediate attempt to contact a parent or emergency contact. If necessary, we will call 911. If necessary, an ambulance will take your child to the emergency facility stated in the Emergency Contact Form.

Because of this, it is essential for families to provide accurate information including:

1. Where you and 1 other person can be reached while your child attends the center at all times
2. A minimum of 2 other emergency contacts and phone numbers
3. Name of preferred primary care health provider
4. Name of preferred dental provider
5. Name of preferred Hospital

If injuries are not of a serious nature, we will apply first aid, complete an accident form, and discuss it with parents at the end of the day.

Incidents and Accident Reporting

Incident and accident forms will be completed. Parents, or guardians, will be notified by text, email, or phone call depending on severity of the incident and preference of contact. When the camper is checked out, these forms will be presented to the parent or guardian authorized to check out the camper. One copy should be signed by the parent or guardian and returned to the Director of Camp to be placed in the camper's file. One copy will be sent home with the parent or guardian of the camper.

Facility Policies

All children participating in the Healthy Herd Youth Camp as well as any adults who accompany them or come to observe them must follow all Marshall Recreation Center Policies and Procedures. A complete list of all Marshall Recreation Center Policies can be accessed on our website at <https://www.marshall.edu/campusrec/programs/youth/>

The following are a brief overview of policies regarding campers and their families

Facility

1. The Marshall Recreation Center is a controlled access facility. Only authorized members, with proper identification, will be permitted through controlled entrances. Participants may be denied access if identification is not presented. All entrance and exit must be through the main lobby unless an emergency is present or dropping off and picking up children from camp at the 5th Avenue pull off.
2. All members entering the facility are required to gain access using their University issued ID, Recreation Center issued key tag or appropriate mobile app. Members failing to do so more than three times will be required to purchase a day pass or replace ID/key tag. Guests must check in with the front desk, informing the desk of the purpose of their visit.
3. All youth, 13 and under, must be accompanied by an adult to enter the facility.
4. No animals are permitted in the facility except for the purpose of assisting or aiding persons with disabilities. Service animals must be properly identified as a service animal, such as an identifiable service animal harness. If animals will be brought in for programs, parents will be notified in advance.
5. Responsibility for general supervision of the Marshall Recreation Center rests with Campus Recreation staff. Harassment or disregard of requests by the Campus Recreation staff may result in immediate ejection from the facility and may result in additional disciplinary action.
6. Fighting, profanity and/or inappropriate/vulgar language or behavior is prohibited.
7. Firearms are prohibited.
8. The Marshall Recreation Center is a substance free facility. Tobacco, alcohol, electronic cigarettes, and illegal drugs are not permitted in or on the grounds of the Marshall Recreation Center.
9. Athletic type tops and bottoms are required in activity areas. Clothing that sends profane, inflammatory, or bigoted messages is also prohibited.

10. Closed-toe, full back, athletic shoes with non-marking soles are required in all fitness activity space during active participation. Dirty, muddy footwear is not permitted.
11. Personal belongings, gym bags, backpacks, etc. will be kept in designated camp areas. Marshall Campus Recreation is not responsible for lost, stolen or damaged items.
12. Cell phones, tablets and other devices are prohibited during camp.
13. Spitting in the drinking fountains, common areas, activity areas such as the track, courts, etc. is prohibited.
14. Food, beverages, etc. must be consumed on the lobby side of the Welcome Desk. Only water in a spill proof unbreakable container is permitted in the activity areas unless approved by Campus Recreation staff. Camp meals and snacks will be provided in designated areas and must stay within those areas.
15. General lost and found items are recorded in the lost and found database at the welcome desk. Items not claimed within 30 days will be either discarded or donated to charity. Lost and found items from Camp will be maintained in a separate inventory and will be kept through the camp season.
16. All injuries should be reported immediately to a Campus Recreation staff member. If a blood-related injury occurs, the injured person must stop activity immediately and notify a Campus Recreation staff member.
17. Please use receptacles for trash.
18. Users will be responsible for damaged or broken equipment.

Climbing Wall

1. Climbers must abide by all rules and expectations set forth by staff.
2. Climbers will not climb unless they have been briefed of rules and expectations by staff.
3. Climbers will not be on the rock wall without staff supervision.
4. Horseplay on or near the rock wall is prohibited.
5. Appropriate clothing must be worn to climb. Climbers must tie back hair and remove all rings and jewelry prior to climbing.
6. All non-roped climbers (bouldering) may climb up to, but not past, the 12-foot line. No climbing or bouldering above or below another person. A climber is considered above the 12-foot line when the crown of their head passes the line.
7. Climbers must be properly set up and belayed for top-rope climbing by staff if they are climbing past the 12-foot line.
8. Belaying may only be performed by staff who are belay-certified.
9. Staff must secure the climber's harness and rope according to their training before allowing climbers to top-rope climb.
10. Climbers must avoid routes that interfere with others already on the climbing wall. The right-of-way is given to the climber on the wall.

11. Down climbing bouldering problems is strongly encouraged. Climbing over the wall structure is prohibited.

Aquatic Center

1. Do not enter pool without certified lifeguard on duty.
2. Participants are required to shower with soap and water before entering the pool.
3. Appropriate swim attire is required. Please ask lifeguards for clarification
4. Participants with open wounds and or infectious diseases are prohibited from using the pool.
5. Do not use aquatic facilities if you are ill with diarrhea or have had diarrhea within the past two weeks.
6. Gum, food, and glass containers are prohibited in or around the pool.
7. Spitting, spouting water, and blowing nose in the water is prohibited.
8. Participants are prohibited from hanging on the lane lines.
9. Intentional hyperventilation or extended breath holding activities are dangerous and prohibited.
10. Water Exercise equipment is available for exercise use only and is not to be used by campers.
11. Diving, running on the decks, and horseplay in or around the pool is prohibited.
12. Lifeguards have the responsibility and authority to remove anyone for unsafe or inappropriate behavior.
13. Children in camp are prohibited from using the Spa
14. Bathing suit dryers are for bathing suits only. They are not to be used for other clothes or towels.
15. Climbing the fence on pool patio is strictly prohibited.

Grievance Procedures

At Healthy Herd Youth Camps, we believe that children benefit most when we work together; therefore, we strongly encourage open communication between parents and the staff daily. In the event you have a concern about your child's care, please see the Camp Coordinator immediately. We will work to resolve any problems as soon as possible. Most matters should be settled at this level.

It is the desire of Healthy Herd Youth Camps that families should have an opportunity to present their concerns regarding their child's care and to appeal decisions regarding the policies through a grievance procedure. The recommended steps in the grievance procedure are:

1. Discussion with the Healthy Herd Youth Camp Coordinator.
2. Discussion with the Healthy Herd Youth Camp Director.
3. Formal written grievance to the Healthy Herd Youth Camp Director.
4. Formal written grievance to the Director of Campus Recreation.

Grievances may be resolved at any step in the process. It is expected that parents/guardians using the grievance procedure will follow the above steps to resolve the issue.

Parents have the right to report to the Secretary of the Department of Health and Human Resources, or his or her designee, any complaints related to compliance with the provisions of West Virginia Code Section 49-2B-1 et seq. and the requirements of this rule.

Program Operations

Hours of Operation

Healthy Herd Youth Camp Hours	Monday – Friday	9 am – 4 pm
Before Care	Monday – Friday	7:30 am – 9 am
After Care	Monday – Friday	4:00 pm – 5:30 pm*

***Other After Care Options available**

Swim Lessons	Monday – Friday	4:15 pm – 4:55 pm
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See Marshall Recreation Program Guide or <https://www.marshall.edu/campusrec/programs/youth/> to enroll in these additional options

Check In and Check Out Procedure

A parent/guardian, or authorized adult responsible for the camper, must sign their first and last name, along with the date and time in which the camper was dropped off at the recreation center. When the camper is picked up from camp, a parent/guardian, or authorized adult responsible for the camper, must sign their first and last name, along with the date and time in which the camper is picked up from the recreation center. Any child not dropped off by 10:00am on a day they are registered for camp will receive notification that the child was not dropped off that day, unless we have prior notification of absence.

In case of an evacuation of the Recreation Center, check out procedure will take place at Memorial Student Center located at 1 John Marshall Dr. Huntington, WV 25755 or the Cam Henderson Center located at 1800 3rd Ave Huntington, WV 25755 and parents/guardians will be notified via email/text. Because of this, parents are highly encouraged to have their cell phone numbers and emails registered with the Healthy Herd Youth Camp. This will allow for quicker communication between the Marshall Recreation Center and parents of campers enrolled in the Healthy Herd Youth Camp.

Meals and Snacks

A meal program will be available that follows the CACFP guidelines for children’s meals. Meal plans can be purchased on a weekly basis for an additional \$32.50 per week per child. This

option is chosen through our registration site. This must be chosen by the Thursday prior to the week of attendance.

If parents provide a lunch for their child, all food will be stored in the camp refrigerator. Please label the lunch bag with the camper's name. Due to allergies, please avoid sending foods containing nuts. When packing a lunch make sure to consider all the major food groups (protein, fruits, vegetables, dairy, and grains) and foods that are nutrient dense. Please note: If a child comes to camp with a meal that is deemed to not be nutritional, or if they do not have a lunch, one will be provided for them. This will come at a cost of \$10 to the parent. This option is only available to campers who have a lunch that does not meet the nutritional guidelines of the CACFP.

Campers will be provided snacks of water and an individually wrapped food each afternoon. If parents prefer, they may supply their own.

Supervision of Children

Behavior Policies

It is our goal to help children develop self-control and to assume responsibility for their own actions. Staff will guide children's activities in an orderly manner, prepare a child for the next activity a few minutes ahead of time, and allow for a brief transition time before beginning the new activity. We will help children avoid long waiting periods when they have nothing to do by ensuring that the environment includes materials and activities that hold their attention. Staff will help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.

Parents must review the behavior form located at <https://www.marshall.edu/campusrec/programs/youth/> with the camper. Form must be signed and returned prior to the first day of camp.

If a child's behavior problems continue over time, the Camp Director and the Camp Supervisors shall develop and implement a plan for managing the difficult behavior. When possible, a parent will participate in the development of the plan and, in all cases, the center shall provide the parent with a copy of the completed plan and regular written reports of the child's progress.

Corporal punishment is prohibited during all camp related activities. This includes any on or off-campus events that take place.

Confidentiality

It is the policy of Marshall Recreation Center to maintain confidentiality of all records and information regarding children, parents, caregivers, and staff members. Information in a child's record will not be distributed or released to anyone not directly related to implementing the program plan for the child without your written consent. Marshall Recreation Healthy Herd

Youth Camp records will be maintained in the locked office of the Camp Director in the Administrative Suite which limits access to staff and individuals escorted by staff.

Staff are required to sign a non-disclosure agreement as a condition of employment.

Please understand we are designated as mandatory reporters of suspected abuse or neglect according the U.S. Department of Health and Human Services.

Safety

Marshall Recreation Center Safety Policy Statement

The safety and security of students, members and guests is paramount to the Department of Campus Recreation at Marshall University. The Risk Management Committee strives to ensure all programs, services, facilities, policies, and procedures within Campus Recreation are aligned with industry standards as they relate to risk management.

Families are expected to inform of any situation in which they feel their child or family may be threatened in any way. To help us ensure the safe of all children families are asked to:

- Keep us informed of any potentially unsafe or threatening situation that involves you or your family
- Keep the number of people authorized to drop off and pick up your child to a minimum

In case of an emergency, parents/guardians will be notified via email/text. Because of this, parents are highly encouraged to have their cell phone numbers and emails registered with the Healthy Herd Youth Camp. This will allow for quicker communication between the Marshall Recreation Center and parents of campers enrolled in the Healthy Herd Youth Camp.

The Department of Campus Recreation at Marshall University holds liability insurance coverage and details are available upon request. Marshall Recreation center is not responsible for any accidents or injuries that occur while utilizing the facility.

Operational Policies for Risk Management

- Annually update a comprehensive Emergency & Safety Manual that follows industry standards, WV DHHR standards and University protocol
- Conduct regularly scheduled Emergency Response Drills to evaluate staff training and emergency procedures.
- Conduct staff safety knowledge and skill audits to keep staff rescue/response skills sharp.

MU Emergency Website

The official source of information during any actual emergency or severe weather situation:

www.marshall.edu/emergency